



# LOUISVILLE METRO SPECIAL EVENT PERMIT APPLICATION

The permit application and fees must be received no later than (90) days prior to the start of large events and (60) days prior to the start of small events. As a reminder to all event producers: All events require a permit, as well as all services are subject to charges, upon request. The application fee is non-refundable and is due regardless of whether a permit is granted or denied or an event is cancelled.

Hand Book: <http://louisvilleky.gov/government/emergency-services/office-special-events-handbook>

Event Name: \_\_\_\_\_  
Official name of festival or event (name used to advertise event)

Event Producer: \_\_\_\_\_  
Name of individual, group or organization producing event / agency with whom event is contracting

Primary Contact: \_\_\_\_\_  
Person who should be contacted regarding the application, event or in case of an emergency

Contact Address: \_\_\_\_\_  
Mailing Address Street City State Zip

Primary Contact Information: \_\_\_\_\_  
Day Phone Cell Phone Evening Phone  
\* \_\_\_\_\_  
Email Fax

Have you read the Special Events Handbook referenced above (link provided)? YES \_\_\_

### EVENT ATTENDANCE

Select most appropriate box

- Large Event 501 people or more - \$75
- Small Event 500 people or less - \$40
- Parades any size - \$25
- Temporary Sale/Display of Motor Vehicles - \$50

Total attendance expected: \_\_\_\_\_ Peak attendance expected: \_\_\_\_\_

### EVENT DATE(S) & TIME(S)

Include Load-In and Load-Out/Clean-Up

Load-In Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M Load-Out/Clean-Up End Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M  
Event Start Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M Event End Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M  
Event Start Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M Event End Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M  
Event Start Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M Event End Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M

RAIN DATE: \_\_\_/\_\_\_/\_\_\_ Any changes to corresponding load-in and load-out schedule, please list under "Additional Notes".

### EVENT LOCATION (attach map/diagram)

Venue and/or event address: \_\_\_\_\_

### PROVIDE BRIEF EVENT DESCRIPTION

Please include any unusual or unique features.

\_\_\_\_\_  
\_\_\_\_\_



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## EVENT TYPE

- Block Party
- Triathlon
- Rally/Public Gathering
- Film/Commercial Shoot - \$40
- Non - Profit
- For Profit
- Walk/Run/Race(5k-10k)
- Motorcade
- Festival/Fair
- Food Truck(s)
- Other \_\_\_\_\_

Select all features that best apply to your event: (property -public or private)

- Alcoholic Beverages Served / Sold
- Security
- Carnival Rides/ Inflatable's  
Company Providing Services \_\_\_\_\_
- Master Vendors Permit
- Tent(s) Over 400 sq. ft.
- Event Booth(s)
- Certificate of Insurance
- Emergency Medical Services
- Fireworks Display
- Signs/Banners Electrical Service
- Vendors
- Restroom Facilities

## STREET CLOSINGS Attach **map** and **list** all impacted street closures

List streets to be closed for event – **Please Note: EVENT ORGANIZER(S) IS RESPONSIBLE FOR SECURING ALL PROPER BARRICADES AND SIGNS** (e.g., Road Closed, Detour signs, etc.) **ANY TIME A ROAD(S) IS CLOSED!** Their placement **must** be shown on the required map.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Street Closings to begin on: Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M Re-opening on: Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M

NOTE: Event Producers must notify affected businesses and residents of street closures.

Attach list of streets and right-of-way impacted by closures: \_\_\_\_\_

## METER BAGGING

Describe parking restrictions or requirements.

Number of meters to be bagged \_\_\_\_\_ Identification numbers **ON** meters \_\_\_\_\_

1. List streets, block numbers and specific areas that will require signs \_\_\_\_\_
2. List specific times / hours that you wish to restrict parking \_\_\_\_\_
3. List specific dates / days that you wish to restrict parking \_\_\_\_\_
4. List any special requests pertaining to signage \_\_\_\_\_

(Attach separate sheet with meter numbers if needed)

<sup>1</sup> Event Producers must utilize barricades and placement must be approved by LMPD



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### SIGNAGE

Placement for "NO PARKING" signs

- 4. List streets, block numbers and specific areas that will require signs \_\_\_\_\_
- 5. List specific times / hours that you wish to restrict parking \_\_\_\_\_
- 6. List specific dates / days that you wish to restrict parking \_\_\_\_\_
- 4. List any special requests pertaining to signage \_\_\_\_\_

(Attach separate sheet with meter numbers if needed)

### TRAFFIC CONTROL

Select appropriate traffic control service.

- Louisville Metro Police (LMPD)
- Off Duty Police
- Private Traffic Control Co.

LMPD Officer \_\_\_\_\_ District \_\_\_\_\_ Phone \_\_\_\_\_

### Traffic Control Contact Information:

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

### SECURITY

- Louisville Metro Police (LMPD)
- Off Duty
- Private Security Co.

LMPD Officer \_\_\_\_\_ District \_\_\_\_\_ Phone \_\_\_\_\_

### Security Contact Information:

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

NOTE: Event producers must provide adequate security for event management and crowd control.

Total number of private security personnel or off-duty law-enforcement officers on-site: \_\_\_\_\_

Organization providing security: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe your event's security plan: \_\_\_\_\_

Security being provided by the Event Producer(s):

- Beer/Alcohol Sales Security
- Event Area Security (Night)
- Gate Security
- Money Handling Security
- Event Area Security
- Stage Security
- Outside Event Hours Security From: \_\_\_: \_\_\_ M To: \_\_\_: \_\_\_ M
- Parking Lot Security
- Celebrity Security
- Overnight Security From: \_\_\_: \_\_\_ M To: \_\_\_: \_\_\_ M



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## ALCOHOLIC BEVERAGES

Prior to applying for any alcohol licenses, you must have been approved for a special event permit. If you are serving or selling alcoholic beverages at your event, a Louisville Metro and Kentucky State temporary alcoholic beverage license is required. You must complete the ABC applications and submit them with payment to the State ABC and Louisville Metro ABC, along with proof of insurance, at least 30 days prior to event date.

Alcoholic beverage concessionaire or caterer: \_\_\_\_\_

Insurance company: \_\_\_\_\_

Contact: \_\_\_\_\_ Office Phone: \_\_\_\_\_

## \*\*EVENT CLEAN-UP PLAN

Please ensure your event is litter-free. All property adjacent to the event (i.e. streets, right-of-ways, sidewalks, steps, yards and alcoves) must be free of waste, recycling (i.e. paper and plastic) and compost/recovery (i.e. food and cooking oil) material once your event is over. Recycling is strongly encouraged for all large events.

Cleaning services will be provided by:  Metro Solid Waste Management Services (complete application addendum and attach)

Contracted Company: \_\_\_\_\_ (complete application addendum and attach)

Event Organizers (complete application addendum and attach)

## ELECTRICAL SERVICES

Louisville Metro Electrical Maintenance (EM) services are required for events held on the Belvedere and Waterfront Park.

EM may be able to provide electrical services at other locations, please indicate if you want a quote.

Yes  No

Complete the section below when using a private contractor

Electrical contractor/supplier: \_\_\_\_\_: Office Phone: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## EMERGENCY MEDICAL SERVICES

Emergency Medical Services must be provided at all events defined as a "Major Event." A minimum of one team for an attendance up to 10,000; two teams for an attendance up to 20,000; and three teams for an attendance up to 35,000 or greater is required

Is the event producer providing private Emergency Medical Service?  Yes  No IF YES, complete information below:

Provider: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Briefly describe your event's Emergency Medical Services plan: \_\_\_\_\_

## RESTROOM FACILITIES

Number of permanent facilities at event location: \_\_\_\_\_ Number of portable facilities: \_\_\_\_\_

Name of supplying company: \_\_\_\_\_ Office phone: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Cell phone: \_\_\_\_\_



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## SIGNS/BANNERS

Please contact Codes & Regulations (502) 574-3364

## TENT(S)

Please contact Codes & Regulations (502) 574-3364

## VENDORS

An event that will have food or merchandise vendors must apply for a Temporary Master Location Use Permit. A Personal Conveyance Permit is also required for each vendor booth or mobile vendor. A site map of the location of all vendors must be attached. Vendors selling food and drink (other than prepackaged) also require a permit from the Public Health and Wellness Department.

## \*\*SITE MAP REQUIREMENT

Regardless of an event's location, a site map must be submitted to Codes and Regulations with the application, showing the location of the event; all streets, alleys and rights of way affected by the event and detailing specific event features and equipment.

## INSURANCE REQUIRMENTS

The Insurance Requirements referenced in the special events handbook should be reviewed immediately with your insurance agent in order to comply. Please have your insurance agent complete an Insurance Certificate form and return it with your application and obtain and forward required Certificates of Insurance from all subcontractors referenced above.

Proof of insurance is required from an event producer and event subcontractors, at least 60 days prior to an event, if estimated attendance at an event is 501 or more people or if the event will include carnival rides, fireworks or selling/serving alcoholic beverages. See special events handbook for specific information detailing the types of insurance required, minimum insurance limits, and designating Louisville / Jefferson County Metro Government as an additional insured.

## HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Applicant/Event Producer shall indemnify, hold harmless and defend Louisville Metro Government and, if the event is held on Waterfront Development Corporation property, the Waterfront Development Corporation, Parking Authority (PARC) their elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Applicant/Event Producer's (or Applicant/Event Producer's subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting there-from, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of Louisville Metro Government or the Waterfront Development Corporation, their elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Special Event Permit Application.

Only applicants in good standing with Louisville Metro will be considered for approval. Any misrepresentation in this application or deviation from the final approved specifications and activities described herein or failure to abide by all Federal, State and Louisville Metro Laws, ordinances, policies and procedures may result in the immediate revocation of the approved permit and/or refusal to issue a permit in the future.

X \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature of the agent duly authorized by the Special Event Permit applicant to bind it. Date

**Before submittal, please refer to the Special Events Handbook as a guide to properly complete the application:**  
<http://louisvilleky.gov/government/emergency-services/special-events-handbook>

**Please contact the Special Events Office immediately upon any issues detected**

**Return Application To:  
Office of Special Events  
410 S. 5th Street, Suite 100, Louisville, KY 40202-4314 502-572-3467**





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### **ADDITIONAL NOTES:**



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## CLEAN UP & RECYCLING ADDENDUM

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Official name of festival or event (name used to advertise event)

Primary Contact: \_\_\_\_\_  
Person who should be contacted regarding the application request

Primary Contact Information: \_\_\_\_\_  
Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
\* \_\_\_\_\_  
Email \_\_\_\_\_ Fax \_\_\_\_\_

### SOLID WASTE MANAGEMENT AND RECYCLING SERVICES

Please ensure your event is litter-free. All property adjacent to the event (i.e. streets, right-of-ways, sidewalks, steps, yards and alcoves) must be free of waste, recycling (i.e. paper and plastic) and compost/recovery (i.e. food and cooking oil) material once your event is over. Recycling is mandatory for all events. The following requirements must be met at your event:

1. Recycling containers are available at a minimum 1:1 ratio with Waste containers;
2. Recycling and Waste containers are clearly labeled, easily distinguishable, and placed beside one another;
3. Recycling containers must accept (at a minimum) cardboard, mixed paper, plastic bottles and cups, aluminum cans, and glass bottles.

**Cleaning Services will be provided by:**  Contracted Company (complete subsection 1)  
 Event Organizers (Complete Subsection 2)  
 Metro Solid Waste Management Services (complete subsection 3)

### Section 1: Contracted with Private Company

#### Service Provider and Disposal Information:

**Recycling Provider** \_\_\_\_\_ **Waste Provider** (leave blank if same as Recycling Provider) \_\_\_\_\_  
Company Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

### Section 2: Conducting Clean up as part of Event

If you are not using a service provider and will dispose of your own recycling and Waste, please list the location(s) where you will dispose of recycling and Waste. Note: This only applies to events that are not hiring a service provider.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Section 3: Contracting with Metro Solid Waste Management Services

If you would like Louisville Metro to provide dumpsters, trash containers, and/or recycling containers, please fill out the following information:

Number of Waste Units:  dumpsters \_\_\_\_\_  wire baskets \_\_\_\_\_  cardboard boxes \_\_\_\_\_  carts \_\_\_\_\_ Number of trash liners: \_\_\_\_\_

Number of Free Recycling Units:  dumpsters \_\_\_\_\_  cardboard boxes \_\_\_\_\_  carts \_\_\_\_\_ Number of recycling liners \_\_\_\_\_

Drop-off date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M Pick-up date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M

Exact location where containers should be dropped: \_\_\_\_\_

### **Schedule Street Sweeping**

Request sweeping services \_\_\_\_\_ before event \_\_\_\_\_ after event

(Attach site map if necessary)

To learn more about recycling for special events, link [Special Event Recycling and Waste Reduction Best Practice Guide](#).