



DEPARTMENT OF LOUISVILLE PARKS AND RECREATION
LOUISVILLE, KENTUCKY

GREG FISCHER
MAYOR

MARGARET BROSKO
ACTING DIRECTOR

Belvedere

Dear Event Organizer,

Attached you will find a Special Event Application for the Belvedere along with information regarding the insurance requirements for Special Events within Louisville Parks and Recreation. Please complete the application with as much detail as possible, including a map layout of your event and any advertising used for the promotion of the event.

Application is due a minimum of 30 days prior to your event but the sooner the better.

You will receive an event permit for review and signature once the Louisville Metro Police Department's Special Events Team reviews your application and approves. In addition to the signed permit, we will also require proof of \$1 million in General Liability Insurance with Louisville Metro as additionally insured, payment, and any other applicable items, at least 30 days prior to the event in order to firm up in our system.

Base price for a Special Event is \$1600, per section along with a \$1000, damage deposit. Please note that other fees may apply. Once we have reviewed your completed application, we can give you a more accurate quote. A Belvedere map can be downloaded online at www.bestparksever.com to assist you in giving a layout of your event.

Insurance requirements can be forwarded to your insurance provider. If more information is needed or you have any additional questions or concerns, please feel free to call or e-mail the Special Events Team.

Regards,

Regina Tate
Events Manager
Louisville Parks and Recreation
(502) 574-7275
Regina.tate@louisvilleky.gov



LOUISVILLE PARKS AND RECREATION

Louisville Parks and Recreation Event Application - Belvedere

CONTACT INFORMATION

Primary Contact: _____
(Person to be contacted regarding this application, the event, or in case of an emergency)

Contact Address: _____ City: _____ State: _____ Zip Code: _____

Primary Cell Phone #: _____

Email Address: _____ Website: _____

EVENT DESCRIPTION

Event Name: _____
(Official name used to advertise the event)

Event Sponsor: _____
(Name of individual, group, or organization organizing the event)

Event Producer: _____
(Name of individual, group, or organization producing the event, or agency with whom event is contracting)

Describe the Event:

Additional Event Description Attached

Belvedere Location(s) please check all that apply: East Plaza West Plaza Overlook

Date(s) and Time(s) for Event: Load-In Date: _____ / _____ / _____ Time: _____ AM PM
 Event Start Date: _____ / _____ / _____ Time: _____ AM PM
 Event End Date: _____ / _____ / _____ Time: _____ AM PM
 Load-Out/Clean-Up Date: _____ / _____ / _____ Time: _____ AM PM

Load in fees will apply from the 1st date items are placed at the Belvedere and continue to the start of the event. Load out fees apply to every date after the event until area is restored to its original condition. Any deviation from this can result in additional fees.

ATTENDANCE

Total attendance expected: _____ Peak attendance expected at any one time: _____

SITE MAP REQUIREMENT

Regardless of your event's location, a site map must be submitted to Louisville Parks and Recreation with this application showing the location of the event. All streets, alleys and rights of way affected by the event must be included, detailing specific event features and equipment. You may download park maps at bestparksever.com

VENDORS

Are you having vendors? Yes No If yes, how many? _____ Selling food or products? Yes No
 Information or community booth? Yes No

- An event that will have food or merchandise vendors must apply for a **Master Vendor Permit**.
- A map of the location of all vendors must be attached.
- Event Master Vendor Permit holder is responsible for: adhering to all local vending ordinances, ensuring compliance of all vendors with the Health Department, Revenue Commission, and the Kentucky State Department of Revenue, and having an Internal Revenue Service tax ID number.

PLEASE INDICATE WHICH OF THE FOLLOWING ITEMS WHICH APPLY TO YOUR EVENT

STREET CLOSINGS Yes No

- Event producers must notify affected businesses and residents of street closures.
- Event producers must provide and/or pay for barricades for street closings. Placement must be approved by police.
- If a State road will be closed, apply for a Street Closing Permit from the Kentucky Transportation Cabinet.

List streets to be closed for this event: _____

Closing: _____ / _____ / _____ Time: _____ AM PM

Reopening: _____ / _____ / _____ Time: _____ AM PM

TRAFFIC Yes No • Describe or attach traffic plan: _____

Traffic Plan Attached

Attach map of the event area showing street closing and event features.

PARKING Yes No • Describe or attach parking plan: _____

Parking Plan Attached

ADDITIONAL REQUESTS FROM LOUISVILLE PARKS AND RECREATION: Yes No _____

ALCOHOLIC BEVERAGES Yes No

If you are serving or selling alcoholic beverages at your event you must obtain the following:

- Permission letter from Louisville Parks and Recreation
- City of Louisville alcoholic beverage license (temporary or caterer's)
- Kentucky State alcoholic beverage license (temporary or caterer's)
- Proof of liquor liability insurance

Alcoholic beverage concessionaire or caterer: _____

Insurance company: _____ Office Phone: _____

EMERGENCY MEDICAL SERVICES Yes No • Describe or attach Emergency Medical Services plan:

INFLATABLES/CARNIVAL RIDE VENDOR Yes No **(Must be an approved Louisville Parks and Recreation Vendor)**

Company name: _____

Main Contact Name: _____ Cell Phone: _____

CLEAN-UP PLAN AND PROCEEDURES Yes No

Event Producers holding an event on city of Louisville properties, facilities, streets or right-of-ways are responsible for clean-up and removal of debris (including but not limited to, trash removal) from the area and all adjacent property affected, including sidewalks, steps, yards and alcoves.

Describe or attach clean-up plan: _____

***Cardboard boxes, trash bags, or dumpsters, can be provided by Solid Waste Management Services for an additional fee. Please request their assistance on the Louisville Metro Permit Application on-line (separate application).**

Clean-up Plan Attached

ELECTRICAL SERVICES: Will your event require the use of electricity? Yes No

Electrical permit(s) may be required for temporary electrical service.

If **Yes**, please provide your specific electrical needs – amperage, voltage, and exact location (ex: number of 110 outlets, 50 amp service for sound, 20 amp service for beer trailer, etc.). Please provide a list of who/what needs to be plugged in at your event. Use an additional sheet if needed.

	WHO/WHAT	AMPERAGE	LOCATION
1.	_____	_____	_____
2.	_____	_____	_____

If Yes, then Louisville Electrical Maintenance Services is required to assist you for an additional fee. Please request their assistance on the Louisville Metro Permit Application (separate online application).

RESTROOM FACILITIES (Please show on map where these will be placed) Louisville Parks & Recreation, may require a specific number of units for large events.

Number of portable facilities: _____

Name of supplying company: _____ Office Phone: _____

Emergency contact: _____ Cell Phone: _____

SECURITY/TRAFFIC CONTROL Yes No **Please provide a traffic plan map. Mandatory requirement is 1 security officer at the fountain entrance located at 5th & Main.**

Event producers must provide adequate security for event management, crowd control and traffic control.

Total number of security personnel or off-duty law enforcement on site: _____

Organization providing security: _____

Contact Name: _____ Phone: _____

Describe or attach security plan: _____

TICKETING: YES/NO. Please explain type of fee, amount and purpose of fee, and collection method. Also, indicate on map gated areas for ticket/fee collection:

FENCING: Are you using any kind of fencing or partitions for your event? **YES/NO**
If **YES**, please explain what type of fencing or partition will be used:

Service Provider: _____ Contact Information: _____

EQUIPMENT: Are you using special load in equipment for your event (Ex: Loaders, forklifts, golf carts, or gators)? **YES/NO.** Please note venue weight limits per attached weight restriction's document.

If **YES**, please list what will be used, the quantity, and type of tires:

TENT(S) Yes No **Note: There is NO staking on the Belvedere.**

Number of tents: _____ Tent Size(s): _____

Frame or pole: _____ Secured with: _____

Rental company name: _____ Contact number: _____

ALL tents over 400 square feet require a permit. Contact Louisville Inspections, Permits and Licenses, 444 South Fifth Street, Ste. 101, Louisville KY 40202, (502) 574-3321.

WATER: Will you need water and/or sewage hookups? **YES/NO**

(Water and sewage are available in fixed locations. Event producer will provide own hose(s) and water key)

If **YES**, please provide specific request and the amount needed:

STREET CLOSINGS: Will any public street(s) need to be closed or blocked during event? **YES/NO**

- If an event requires a partial or full closure of streets located in the public right-of-way, the event producer is required to provide a traffic control plan.
- For approval, please make your request for desired street closures on the Louisville Metro Permit Application (separate application on-line).
- Please provide Louisville Parks and Recreation with a list of road closures with corresponding times and a map of event area showing street closings.
- Event producers must notify affected businesses and residents of street closures

ADVERTISING Yes No

Describe or attach your events marketing plan and include copies of any print advertisements: _____

Website: _____ Advertising Plan Attached

OTHER Yes No

Describe or attach a description of any further special features of your event, including special requests or other

relevant information Louisville Parks and Recreation should be made aware of: _____

Special Features Attached

LOUISVILLE PARKS AND RECREATION SPECIAL EVENT INSURANCE REQUIREMENTS

Proof of insurance is required from an event producer and event subcontractors, at least 30 days prior to an event.

General Liability Insurance

Event producer must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage and product liability, with a minimum limit of liability of \$1,000,000 per occurrence and with a \$2,000,000 aggregate.

The event producer must list Louisville Government as additional insured and as certificate holder on all commercial general liability policies.

Liquor Legal Liability Insurance

Minimum coverage of Liability Limit is \$1,000,000 for any one Occurrence. This coverage is required from the person or company engaged in selling and/or dispensing alcoholic beverages. This coverage may be written as an endorsement on the above mentioned Commercial General Liability Policy or as a separate policy. If the event producer subcontracts this service to a vendor, only the vendor shall be required to purchase this coverage.

The event producer and alcohol server must list Louisville Government as additional insured and as certificate holder on all commercial general liability and liquor liability policies.

Workers Compensation Insurance (if applicable)

Insuring the employers' obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits, and Employers' Liability - \$100,000 Each Accident/\$500,000 Disease - Policy Limit/\$100,000 Disease - Each Employee. The Insurance Requirements should be reviewed immediately with your insurance agent in order to comply.

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Applicant/Event Producer shall indemnify, hold harmless and defend Louisville Government, and any other city-owned venues hosting an event, 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 Government 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 the city of Louisville 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 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.

By signing this application, I understand that no permit will be issued unless all proof of insurance is provided.

Sign: _____
Signature of the agent on duty authorized by the Special Event Permit application to bind it.

Name (print): _____ Phone: _____

Date: _____ / _____ / _____

RETURN APPLICATION (application must be received no later than 30 days prior to event):

Submit Online or Mail To
Louisville Parks and Recreation Reservations Office
P.O. Box 37280, Louisville, KY 40233

Email: regina.tate@louisvilleky.gov

Phone: 502/574-7275