

LOUISVILLE METRO EMERGENCY SERVICES

Special Events Handbook

Office of Special Events



Special Events Guide

ASSESSED FEES
SPECIAL EVENTS CHECKLIST
PERMITS
EVENT TYPES AND SUPPLEMENTAL REQUIREMENTS
SUPPORTING AGENCIES FOR SPECIAL EVENTS
WAZE APP!

Special Events Applications

ONLINE APPLICATION	
Below are PDF files for special events:	
Clean Up Plan Addendum	Pyrotechnic Application
Notification of Party Petition	Event Recycling Guide
Temporary ABC License Application and Instructions	Tent Permit Application
Master Vendor Application	
You can create your Application's Event Map by using LOGIC	You will need Acrobat Reader to view. To download and install Acrobat Reader (click here).

Prior to submitting a Special Event Application, please understand that you or your organization will be charged for **100% of the cost of city services** that are provided for your event. Also, if you have an outstanding balance from previous events, **the OSE will not accept your application** until you have a zero balance.

[Special Event Application](#) must be submitted online:

- When (2) or more city services are needed;
- When an event will affect the city streets, sidewalks, or Louisville Metro Government property;
- When displaying fireworks, selling food and alcoholic beverages, closing streets, bagging meters and using large tents (additional licenses and permits are required).
- (90) days prior for a large event and (60) days for a small event to the event start date;

The following items **must be provided at time of application**:

- Application Fee (Credit card or Check. No Cash) - **FEE IS NON-REFUNDABLE**
- Insurance Certificate
- Security Plan (LMPD will have final approval)
 - Events providing alcohol shall be required to supplement the security plan with sworn uniformed law enforcement officers.
- Traffic Control Plan (LMPD will have final approval)
- Map of Venue/Walk-Run Route
- Streets to be closed
- Clean up Plan
- If you have a 501C3 Non-Profit Status, a copy of your organization good standing status from the Secretary of State along with your 501(c) Determination Letter, and list of current board members must be submitted in order to receive 25% discount

Accordingly, site maps must accompany all Special Event applications. A site map must clearly define the event area being permitted and include all of the following, if and when applicable:

- All affected streets, alleys and rights-of-way, including those that will be closed;
- Alternate routes for traffic and buses, if streets are going to be closed;
- Designated entrances and exits;
- Designated parking areas;
- List locations of installed signage and banners
- List locations of all barricades, traffic control devices, erected tents and temporary structures, participating vendors - fixed and mobile, dumpsters, recycling and trash receptacles, tables (picnic) and seating layout
- Placement of stage(s), signs and banners, permanent and portable restroom facilities;
- Sources of electrical supply and service, including permanent electrical power sources and portable generators.

Once the application is completed, submitted for review and the application processing fee is paid, the OSE will send a copy of the application and all supporting documents to the respective Metro agencies for review and approval. The respective agencies will review the application and prepare a cost estimate. An estimated invoice and/or a Memorandum of Agreement (MOA) will be sent for your review. If satisfied with the cost estimate, you will sign the Estimate and/or MOA and return it via email or fax. Once the OSE receives it, we will issue a Special Events

Permit to the event producer. Permits can be emailed and/or picked up in the Office of Special Events by appointment. If the application is denied, the event producer will be contacted as soon as possible and but preferably no later than (10) business days prior to the scheduled event date and advised regarding next steps.

If your event is approved, **you must notify all affected residents and businesses 30 days prior to the event.** There are additional notification requirements for block parties and large events. At the same time, you must send copies of the notification documents (fliers, letters, email etc.) to the Office of Special Events that were used to notify affected residents and businesses.

Press releases and camera ready site maps must be submitted to all local media outlets 14 days prior to event.

ONLINE CALENDAR

Metro Louisville maintains an on-line calendar containing information about festivals and events throughout the Louisville Metro area and posts approved events and event road closures to the website each month.

As an event producer, you may now [request to add your event to the City Events Calendar](#). Also [View City Events Calendar](#).

EVENT TYPES AND SUPPLEMENTAL REQUIREMENTS:

Parade, Walk/ Run, Rally, Public Gathering Walk/Run Block Parties, Festivals, Parades, Rallies, Competition, Entertainment:

If an event producer plans to host one of the above listed events, the following is required:

- Submission of a special event permit application along with a \$25 (parade) \$40 (small) or \$75 (large) application processing fee;
- **Site map indicating street closure(s) between 8am -11pm.** In order to minimize traffic disruptions to our citizens **all walks/runs must start no later than 8 a.m.**
- Designed route map;
- Prepare and distribute a press release and camera-ready site map to all local media outlets for any street closings, traffic or bus route changes;
- For small residential block party assemblies, *a petition from 75% of the affected residents/businesses stating they do not object to the street closure prior to application submittal;*
- For all large events, all businesses or residences that will be impacted by the event **must be given a written notice at least 14 days prior to the event.** A list of those notified must be submitted to the Office of Special Events at least one business week prior to the event.
- Documentation (i.e. fliers, letters, email, etc.) notifying affected residents and businesses;
- Event(s) must not create traffic or safety problems;

- The event organizer shall develop a written Emergency Action Plan (EAP) and shall present the plan to Metro Government prior to the event. These plans shall cover (but are not limited to) events such as inclement weather, medical problem, transportation issues, evacuations, etc.
- It can be very detailed and can include contact information for emergency personnel onsite the date of the event. Or, it can be a simple statement such as, “Call 911”, “Nurse or EMT on site”, “Cancel the event”, or “Take shelter in the nearest building”. This can be written by the event organizer or by the contracted vendor providing emergency services for the event.
- Access for local traffic and emergency vehicles must be maintained at all times;
- Must provide own barricades for and place according to an approved Maintenance of Traffic plan;
- Provide traffic control plan which includes the location(s) of posted Detour Signage for partial and full closures
- Additional Type 2 lighted barricades after dark;
- Event barricades and signage must be removed by the first business day following the event to ensure that Louisville Metro streets and right-of-ways are reopened to traffic as soon as possible.

ENFORCEMENT OF SPECIAL EVENTS

The Office of Special Events ensures all city permitted events adhere to the policy set forth with the primary administrative citing responsibility resting with it and any other enforcement agency (i.e. Louisville Metro Police, Louisville Fire department etc.). It is the responsibility of the event producer to operate under the terms and conditions of the approved permit abide by the Louisville Metro Code of Ordinances and Chapter 100, Parades & Public Assemblies.

APPEALS PROCESS FOR DENIED EVENT APPLICATIONS

If an event application is denied, an event producer has the right to appeal in writing, within (5) business days of the notice of denial to:

**Louisville Metro Emergency Services
Special Events Office
410 S. Fifth Street, Ste. 100
Louisville, KY 40202**

ASSESSED FEES

Application processing fees are due in advance before the application is processed. All application fees are non-refundable.

Type	Event Type	Fee	Insurance Required	Application Submittal
Class A	5,000 participants +	\$75	Yes	90 days
Class B	500 – 5,000 participants	\$75	Yes	90 days
Class C	Less than 500 participants	\$40	No*	60 days
Class D	Pyrotechnics and Fireworks	\$175 - \$200	Yes	60 days
Class F	Motorcade / Parade	\$25	No*	60 days
*			Maybe “YES” depending on event features.	

METRO AGENCY BILLING

Any and all outstanding fees from a previously held event must be paid before a newly submitted Special Events permit application is reviewed or approved. This includes penalty and administrative costs. Pursuant to all Louisville Metro ordinances and policies, each department will assess fees for requested services and provide a cost estimate to the event producer. OSE will make every effort to provide cost estimates within 10 business days from when the OSE receives the application; however OSE may take up to 15 business days to provide estimates. Upon receipt of the invoice, the event producer has (14) business days to submit 50% of the total cost due for event services payable to OSE. Once payment is received and the application is approved, services will be rendered. Once all service work orders are closed, a complete invoice will be submitted to the event producer and the remaining balance due no later than (30) business days after the invoice is sent payable to Office of Management and Budget (OMB).

CANCELLATION

Application fees are non-refundable and are forfeited if an event is canceled or if the event application is denied. The Office OMB will refund 25% of total event service fees for events canceled (30) or more business days prior to the scheduled event. If an event is cancelled less than (30) business days ahead of the scheduled date, no refund will be granted. Should Louisville Metro Government cancel or postpone an event, a full refund will be remitted to the event producer. All refunds will be received within (45) business days.

Check must be made out to “**Louisville Metro Government** and sent to:

**Louisville Metro Emergency Services
Special Events Office
410 S. Fifth Street, Ste. 323
Louisville, KY 40202**

SPECIAL EVENTS CHECKLIST

CERTIFICATES OF INSURANCE/PERMITS AND LICENSES

All appropriate insurance permits and licenses must accompany the Special Event application. Accordingly, if a festival or event is going to be held on public property and/or Metro property with over 500 participants, or if alcoholic beverages are served, then the event producer must comply with the following requirements before an event application is reviewed, approved and a permit is issued.

General Liability:

Event producers, businesses and not-for-profit entities 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, and property damage, including products/completed operations liability, with a minimum limit of liability of \$1,000,000 per occurrence / \$2,000,000 aggregate. The event producer and its vendors must list Louisville/Jefferson County Metro Government as an additional insured on all commercial *General Liability* policies.

Personal Liability:

An event producer is not a business or not-for-profit entity, but is an individual who expects more than 500 participants at the event and/or intends to serve or sell alcoholic beverages at the event, or have inflatables, the event producer must submit a *Certificate of Insurance* providing proof of personal liability insurance, through either a homeowners policy or other *Liability Insurance* policy, in an amount not less than \$500,000 combined single limit per occurrence. If alcohol is going to be served or sold by an individual event producer, regardless of the size of the event the *Certificate of Insurance* must specify that *Incidental/Host Liquor Liability* coverage is provided for that particular event and specify the date of the event. Accordingly, if the same individual event producer decides to hire a vendor to service or serve or sell alcoholic beverages, rather than providing the alcohol themselves, they must follow the instructions under *Liquor Legal Liability Insurance*. The same individual event producer, when using a vendor to provide carnival rides or inflatables, must also obtain *General Liability Insurance* from the vendor.

If a hot air balloon will be a feature, the vendor will need to submit a Certificate of Insurance with Aircraft Liability with \$2,000,000/\$4,000,000 coverage and Workers Compensation.

Louisville Metro's insurance disclaimer

All event related insurance policies must state that Louisville Metro, with reasonable notice to event producers, reserves the right to require insurance of event producers and/or vendors for activities other than those specifically mentioned, or to increase the minimum acceptable limits of liability.

All *Certificates of Insurance* required for an event must be submitted by event producers at least (30) business days prior to the event. Approval of insurance by Louisville Metro does not in any way relieve or decrease the insurance liability of an event producer or vendor. Louisville Metro does not represent the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liability of the event producer or vendor. All insurance must be placed with insurance companies with an AM Best rating of no less than A-VI unless special approval is obtained from Louisville Metro Risk Management Division.

Carnival Rides and Inflatables

If an event includes carnival rides or inflatables on Metro property, a Certificate of Insurance must accompany the application from the carnival ride or inflatable company stating Louisville/Jefferson County Metro Government is added as an additional insured. Accordingly, if events are held on Waterfront or Belvedere property, these entities must also be included as additional insured along with proof of commercial General Liability Insurance. Whoever is operating the ride or inflatable must also include proof of Workers Comp coverage.

Insurance & Liability

Risk Management Division

611 W. Jefferson Street

Louisville, KY 40202

(502) 574-3404

Temporary Alcoholic Beverage License:

Events providing alcohol shall be required to supplement the security plan with sworn uniformed law enforcement officers.

If an event producer plans to serve or sell alcoholic beverages at an event, the event producer must submit an application for a *Temporary Alcoholic Beverage License* to the Metro Louisville Forward Department, Permits and Licenses Division and the Kentucky State Alcoholic Beverage Control Commission, along with a required *Certificate of Insurance* in the amount of \$1,000,000 per occurrence / \$2,000,000 aggregate.

Liquor Legal Liability:

[Example of COI](#)

If an event producer has a business which manufactures, distributes, sells, or serves alcoholic beverages, and intends to serve or sell alcoholic beverages at an event, the event producer must submit a *Certificate of Insurance* providing proof of a *Liquor Legal Liability Insurance* policy or properly endorsed *General Liability* policy. Accordingly, if an event producer hires a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, they must submit a *Certificate of Insurance* from the vendor providing proof of a *Legal Liability Insurance* policy or properly endorsed *General Liability* policy.

In either case, the minimum acceptable limit of liability of \$1,000,000 per occurrence / \$2,000,000 aggregate applies. This requirement applies to the business or group which serves or sells the alcohol. The firm which is required to supply the *Liquor Legal Liability Insurance* policy must list Louisville Metro Government and any Metro owned venues hosting an event as additional insured on the policy.

Host Liquor Liability Coverage:

If an event producer is a business which does not manufacture, distribute, sell or serve alcoholic beverages but intends to serve or sell alcoholic beverages at an event, the event producer's commercial *General Liability policy* should not include the **ISO Form CG 2150 0989** -- liquor liability exclusion amendatory endorsement or similar exclusion limiting coverage for serving or selling alcoholic beverages. Accordingly, if this same event producer decides to hire a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, they must follow the instructions under *Liquor Legal Liability Insurance*.

If an event plans to serve and/or sell alcoholic beverages of any kind, a *Temporary Alcoholic Beverage License* must be obtained from the Louisville Metro Codes & Regulations Department/Licenses and Permits Division following approval from the Kentucky Alcoholic Beverage Control Commission.

[Example of COI](#)

Alcohol Beverage Control

**Louisville Metro Codes & Regulations
Licenses and Permits Division
444 S. Fifth Street, Ste. 200
Louisville, KY 40202
(502) 574-3591
(502) 574-5245 fax**

**Kentucky State Alcoholic Beverage Control
1003 Twilight Trail
Frankfort, KY 40601
(502) 564-4850
(502) 564-1442 fax**

www.abc.ky.gov

ABC.Info@ky.gov

PERMITS

Electrical:

If an event needs electrical service for booths, cooking equipment, lighting, sound systems, etc., the event producer must submit an application to the Louisville Forward Department/Permits and Licenses Division for an Electrical Permit. Electrical service at Special Events must be inspected and approved by the Electrical Maintenance Section of the Louisville Metro Public Works & Assets Department.

Electrical Maintenance

636 E. Gray St.

Louisville, KY 40202, (502) 574-3261

Fireworks/Pyrotechnics:

An event producer must complete the [Fireworks/Pyrotechnics Application](#) submit the following to the Office of Special Events for fireworks or pyrotechnic displays:

- An application which includes a \$175 processing fee. This fee is in addition to the event application fee.
- Proof of insurance
- Shooter's Resume
- Signed pyrotechnic permit sheet
- Shot list
- Synopsis
- Site map of the display area
- Fall Out Map
- Safety Data Sheets
- Updated Alcohol, Tobacco, Firearms (ATF) license
- Shooter's Driver's License
- Notice of Right to Cancel form.

The application, processing fee and the required documents will be forwarded to the Fire Division having jurisdiction for inspections. A *Certificate of General Liability Insurance* is required, provided by the licensed or approved surplus lines insurer in Kentucky with a satisfactory AM best rating and be in effect for the duration of the event. Required minimum insurance limits are \$1,000,000 per occurrence / \$2,000,000 aggregate with the following specific additional insured language required by Ordinance: "Louisville/Jefferson County Metro Government, its officials, executives, employees and agents, along with Fire Chief ___ (insert name of Fire Chief) ___, ___ (insert name of Fire District) ___, and their officials and personnel are named as additional insureds for the named insured's general liability coverage as respects the (insert date of display) fireworks display at ___ (insert street address of event) , Louisville" Fees will be applied according to the Fire Marshall's inspections. If the event requires a fire apparatus and stand-by crew, either in the urban or suburban area, the following are available for a fee:

- **Fire Apparatus**

- **Officer**
- **Operator**
- **Firefighter**
- **Firefighter/EMT**

Accordingly, if an event producer intends to display fireworks or pyrotechnics and obtains a Fireworks or Pyrotechnics Permit from the Louisville Division of Fire or the Fire District having jurisdiction, or contracts with a fireworks/pyrotechnic vendor who obtains the required permit, the following is required:

- Minimum combined single limit of liability for all displayers is \$1,000,000 per occurrence / \$2,000,000 aggregate (amount may be increased at the discretion of Risk Management based on potential risk associated with the event);
- The firm that actually launches the fireworks must provide a *Certificate of General Liability Insurance* with a minimum limit of liability of \$1,000,000 per occurrence / \$2,000,000 aggregate.

Finally, an event producer must download and fill out and sign a “[Fireworks and Pyrotechnics Permit Addendum](#)”, which gives notice of the right to cancel a performance for cause (listed on addendum)

Health:

If food or drinks will be served at an event, an application for a Health Permit must be submitted to the Louisville Metro Department of Public Health and Wellness.

Accordingly, if food or drinks (other than pre-packaged) will be sold or served at an event, event producers or individual vendors must obtain a Health Permit from the Louisville Metro Department of Public Health & Wellness. The Health Permit must be obtained and submitted to the Louisville Metro Louisville Forward Department, Permits and Licenses Division before a Special Event permit is issued.

Temporary Food Service Application

Louisville Metro Department of Public Health and Wellness
400 E. Gray Street
Louisville, KY 40202

(502) 574-6520

Master Vendor/Vendors:

If an event producer wants total vending control of an event on Metro or private property, the following is required:

- Submission of a Master Vendor application [Vendor Application Form \(PDF\)](#) along with a \$75.00 application processing fee;
- Include with the application, a total count of all participating vendors;
- Provide the vending boundaries.

A Master Temporary Location Permit is recommended for all major special events. The permit holder will control what vendors sell within the event boundaries and will be responsible for ensuring all vendors within the event boundaries are in compliance with all permitting and other legal requirements including, but not limited to:

- Obtaining Personal Conveyance and Health Permits;
- Obtaining a tax ID number from the Commonwealth of Kentucky Department of Revenue;
- Registering with the Louisville Metro Revenue Commission.

Mobile Food Truck Vendors:

Licensed Food truck vendors may contact PARC when needing to bag meters.

Louisville Metro Public Works & Assets Department

A Right-of-Way permit will be required for single mobile food truck vending functions.

[\(Right-of-Way Permit Application\)](#)

Public Works Permit Division
444 S. Fifth Street, Ste. 400
Louisville, KY 40202

(502) 574-3121
(502) 574-3310 fax

www.louisvilleky.gov/publicworks

Additional vendor information

- If a vendor has purchased a license prior to a major event taking place, the vendor must contact Louisville Forward before the scheduled event to ensure availability of the desired locations;
- If a major event overlaps a vendor's desired location, the vendor will be required to get permission from the Master Vendor, and pay an additional \$20.00 vendor fee in advance;
- Any vendor selling unpackaged food or drinks must also apply for and receive permits from the Louisville Metro Department of Public Health and Wellness.

Vending Location and Personal Conveyance:

If an event takes place on public property (i.e. public streets and rights-of-ways) and is used to vend products, food or drinks, the following is required:

- Submission of a Special Events Permit application along with Vendor Application Form (PDF)
- A permit for each fixed location and mobile vendor within an event's boundaries;

- The vending permit identification card must be posted in a conspicuous location at a fixed location accessible to inspectors from the Louisville Forward Department/Permits and Licenses Division;
- The vendor permit identification card must be worn by each mobile-vendor during an event;
- The permit fee paid by an event producer will be determined by the number of fixed vendors and mobile vendors listed on the Master Vendor Permit application;
- It is the responsibility of an event producer to collect the appropriate permit fee from each vendor.

Louisville Metro Codes & Regulations

Licenses and Permits Division

444 S. Fifth Street, Ste. 200

Louisville, KY 40202

(502) 574-3591

(502) 574-5245 fax

Private Event Building Code:

As of November 19, 2013, private events using temporary structures not open to the public, whether on public or private property, that do not charge an admission fee and will be occupied by less than 1,000 occupants, do not require Special Events tent permits.

Pole Banners:

If pole banners are needed for a special event, [the following is required](#) :

- Submission of a pole banner permit application along with a \$25 application processing fee;
- A signed Hold Harmless Clause must accompany the application;
- Art work must be reviewed for approval and meet specifications;
- Pole banners must display the city seal;
- Banners are not permissible above entrances, exits or where there is a steady flow of vehicle traffic.

Tent or Temporary Structures:

If an event producer is using tents or temporary structures, the following is required:

- Submission of a tent or temporary permit application along with a \$125.00 application processing fee;
- A Certificate of Flame Resistance;
- Site map and staking plan;
- Contact the Department of Public Works & Assets when tents or temporary structures will be placed on the right-of-way.

A structure 400 sq. ft. or larger with closed sides

A structure 700 sq. ft. or larger with open sides

Once the application and the supporting documents have been submitted and reviewed, the Department of Louisville Forward will inspect:

- All structures to ensure proper installation and safety regulations are in accordance with the Kentucky Building Code;
- All electrical panels, connections, cooking and heating fuel (storage distributions).

Additional Fire Requirements for Event or Festival Tents

- Any tent used while cooking must be made of flame retardant material and have a label that has a National Fire Protection Associations (NFPA) approved fire retardant listing;
- All cooking and open flame operations must have a fire extinguisher that is approved for that operation on site;
- All deep fat cooking operations must have a type "K" fire extinguisher on site;
- No tent used for cooking is permitted within (20) feet of any non-rated tent or any combustibles.

Louisville Metro Public Works & Assets Department/ Temporary Structures on the Right-of-Way

Permit Division

444 S. Fifth Street, Ste. 100

Louisville, KY 40202

(502) 574-3121 or (502) 574-3321

(502) 574-3310 fax

www.louisvilleky.gov/publicworks

Filming Production:

When filming in a business or residential area, the following is required:

- Submission of a Special Event Permit application along with a \$40 application processing fee;
- A list of all filming locations and time frames;
- Site map indicating filming sites and time frames;
- Written notification must be provided to the affected residents and businesses for awareness;
- Do not remove, trim or cut vegetation or trees unless previously approved by the property owner or the department of Public Works & Assets;

- Adhere to the noise ordinance pursuant to [Louisville Metro Codified Ordinance Chapter 99](#);
- All sets and props must be removed immediately after use;
- Do not trespass;
- Louisville Metro Government reserves the right to require insurance based upon the complexity and scope of the filming production.

**Louisville Metro Emergency Services
Special Events Office
410 S. Fifth Street, Ste. 323
Louisville, KY 40202
(502) 572-3467
(502) 589-2266 fax**

Recycling and Waste Reduction Plans:

If an event is anticipating a total of 500 people or more, an event producer is required to submit a Recycling and Waste Reduction Plan with the Special Events application. The submittal of this plan assists event producers in considering how to reduce landfill-bound waste at an event and provide an avenue for city officials to hold event producers accountable for proper disposal of recyclables and landfill-bound waste. To learn more, please refer to the [Event Recycling Guide](#):

The Recycling and Waste Reduction Plan is approved by the Division of Solid Waste Management Services and must include the following:

- A site map of the festival or event area, showing the location and size of recycling and garbage collection dumpsters;
- The names and contact information of individuals and/or groups responsible for managing recycling and garbage services during and after the festival or event;
- A list of locations where all recycling and garbage collection will be transported and disposed, if recycling and garbage collection is being self-managed.

Events smaller than 500 people are strongly encouraged to follow the requirements listed above.

Required Terms During Event:

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

Recycling & Waste management options

- Contact Louisville Metro’s Solid Waste Management Services to determine logistics for the city to manage collection, transport, and dispose of recycled and landfill-bound materials;
- Hire a private hauler to manage collection, transport, and disposal of recycled and landfill-bound materials;
- Self-manage collection, transport and disposal of recycled and landfill-bound materials to an appropriate recycling processing facility and landfill.

Louisville Metro Public Works & Assets Department
Solid Waste Management Division
600 Meriwether Avenue
Louisville, KY 40217

(502) 574-3571
(502) 574-4155 fax

RESTROOM FACILITIES

Occupational Safety and Health Administration (OSHA) and the Louisville Metro Department of Public Health and Wellness require event producers provide: one chemical-type toilet for every 500 people and one handicap chemical-type toilet per every ten units (if permanent restroom facilities are not available at an event venue) and if total number of units is less than ten, one handicap chemical-type toilet should be made available.

Portable Restroom Unit Estimator

No. People	Hours of Operation									
	1	2	3	4	5	6	7	8	9	10
1-50	1	1	1	1	2	2	2	2	2	2
50-100	2	2	2	2	3	3	3	3	3	3
100-250	2	2	2	2	2	3	3	3	3	3
250-500	2	4	4	5	6	7	9	9	10	12
500-1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50

5,000	12	15	20	25	31	38	44	50	56	63
6,000	12	15	23	30	38	45	53	60	68	75
7,000	12	18	26	35	44	53	61	70	79	88
8,000	12	20	30	40	50	60	70	80	90	100
10,000	15	25	38	50	63	75	88	100	113	125
12,500	18	31	47	63	78	94	109	125	141	156
17,500	22	44	66	88	109	131	153	175	197	219
20,000	25	60	75	100	125	150	175	200	225	250

HOW TO USE THIS CHART

Use the chart to calculate the number of portable restrooms needed for adequate sanitation conditions.

1. Determine the total hours of the event, and use the longest day if the event spans multiple days
2. Determine the total number of people to attend, the peak day and if the event spans multiple days
3. Plan for more if food and beverages are being served and if there are intermissions causing a surge in people seeking restrooms.
4. If alcohol is being served, add 15-20% more restrooms.
5. Don't forget to order handicapped units and hand sanitizers for each unit.
6. Keep in mind that this is an estimate. One unit provides approximately 200 uses.
7. OSHA and the Louisville Metro Department of Public Health and Wellness require an event producer provide one chemical-type toilet for every 500 people if permanent restroom facilities are not available at an event venue.

Security and Traffic Control

It is the responsibility of an event producer to provide adequate security for an event. The type and location of the event, presence of alcoholic beverages, availability of sufficient Louisville Metro Police personnel and other factors will determine the amount of security needed at any event. Louisville Metro may require an event producer to provide private security, hire off-duty police officers. **As of 2021, Louisville Metro will no longer provide on-duty police officers for security, traffic control and crowd control unless a contract or agreement with the city is approved.**

The Louisville Metro Police Department and the Louisville Division of Fire or Suburban Fire District having jurisdiction will have the exclusive right and responsibility to determine the extent of police protection and private security protection at an event. The Louisville Metro Police Command Staff and Fire Marshall assigned to a particular event will have sole discretion

in all matters pertaining to security, traffic and crowd control at Special Events in the Louisville Metro area.

PLEASE NOTE: A roster listing ALL off-duty police officers to include their code numbers and phone numbers MUST be provided to the Office of Special Events representative handling the processing of a permit application NO LESS than one week before the start of the event. The earlier the better, for if the security plan is not approved by the LMPD, an event may be denied and other logistical costs and expenses that may be incurred might not be able to have refunded to the event organizer.

Louisville Metro Government will not accept responsibility for providing on-duty personnel for the following:

Gate security
Beer/alcohol sales security
Security for VIPs and celebrities
Security for money handling
Stage security
Overnight security or security outside event hours
Private parking lot security
Security for event equipment trailers supplies, etc.

Traffic Control Plan

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. All traffic control measures associated with the proposed event must conform to Part-6 of the Manual on Uniform Traffic Control Devices (MUTCD), www.mutcd.fhwa.dot.gov.

The plan may include but, not be limited to:

- Signage, barricades, flashing boards, cones or other commonly used traffic control devices;
- Provide legible map showing the proposed closures (lane, road, alley or right of way) and the associated detour routes.

When closing streets, sidewalks, alleys or other areas located within the public right-of-way for an event, the following is required:

- Affected residents and businesses must be notified at least (30) business days before an event;
- **Proof of notification** of all residents, businesses and other affected parties must be attached to a Special Event Permit application;
- At least 75% of all affected residents and businesses must sign a street-closing petition;
- Signage and Meters are required upon request to close any city streets;

- A street closing press release and camera-ready site map must be provided to local media outlets (14) business days prior to an event;
- If an event is planned or proposed on a state-maintained road, contact the Permitting Division of the Kentucky Department of Transportation, District Five;
- Event producers are responsible for renting, placing and removing signage and other traffic control devices used for the event.

For those events where LMPD is responsible for traffic control, a statement to that effect is required on the Special Event Permit Application. **If event organizers utilize private companies for traffic control, they may be required to use LMPD's traffic control plan.**

**Louisville Metro Police Department
Community Events Unit
400 South First Street
Louisville, KY 40202**

**(502) 574-7565
(502) 574-2149 fax**

Bridge closures

Kentucky controls fully the Lincoln, Kennedy, East End, and Clark Memorial (2nd Street) bridges. To close any of the aforementioned bridges, you must:

- Submit a State Encroachment application to close the bridge or any state-maintained right-of-way to the Department of Highways;
- Notify the permitting division of the Kentucky Transportation Cabinet and apply for an Encroachment Permit. You would contact the KTC at:

**Department of Highways, District Five
8310 Westport Road
Louisville, KY 40242
(502) 210-5400**

If you apply to close the Clark Memorial Bridge, you contact the Jeffersonville Mayor's Office at (812) 283-6633, ext. 5116 and let them know of your intentions.

PERMITS FOR SHOOTING ANY FILM OR COMMERCIAL ON THE AFOREMENTIONED BRIDGES, EVEN WITHOUT A CLOSURE, REQUIRE A FILM PERMIT APPLICATION BE FILLED OUT AND EMAILED TO THE SPECIAL EVENTS OFFICE.

To close either the Sherman Minton (I-64) or Lewis and Clark ("East End) bridge, you will need to contact the Indiana Department of Transportation at <https://www.in.gov/indot/2501.htm>

You may call the INDOT Permit section at 317-233-6938 for assistance.

Supporting Agencies for Special Events

LOUISVILLE METRO EMERGENCY MEDICAL SERVICES (LMEMS)

Louisville Metro Emergency Medical Services (LMEMS) will provide EMS coverage for special events across the community. Coverage is required per the table below. Coverage needs to be requested at least (15) business days prior to the scheduled event. By doing so, it will help LMEMS determine staff type, staffing requirements and ensure safety for all participants. Accordingly, coverage will be based on expected participants, special needs or risk factors and the nature of the event. EMS coverage must be provided at all events defined as ‘major events’.

Event Type	EMS Crew
5,000 participants +	1
5,000 to 15,000	2
More than 15,000	3

LMEMS reserves the right to refuse coverage at an event if minimal staffing requirements are not mutually agreed upon, or if inadequate notice is given regarding coverage needs. Event producers hiring LMEMS to cover a special event will be asked to enter into a contract that defines the following:

- Event dates and times;
- Number of units needed for adequate coverage;
- Any changes in the event date, time, location, etc. must be communicated to LMEMS as soon as possible;
- Fees will be assessed on a case-by-case basis.

EMS Type	Description	Fee
ALS Ambulance	A dedicated, fully-equipped ambulance staffed with at least one paramedic and one emergency medical technician;	Contact LTC John Johnson with EMS
ALS Bike Team	At least one paramedic and one emergency medical technician on bicycles (particularly useful for large crowds in areas with little or no vehicle accessibility);	Contact LTC John Johnson with EMS

BLS Ambulance	A dedicated, fully-equipped ambulance staffed with two emergency medical technicians	Contact LTC John Johnson with EMS
BLS Bike Team	T No emergency medical technicians on bicycles (particularly useful for large crowds in areas with little or no vehicle accessibility).	Contact LTC John Johnson with EMS

These services include the following:

- The LMEMS crew will be assigned to an event and will not be available to make emergency calls outside of the event venue. Event producers will not be charged travel time to and from the event; however LMEMS will charge the standard Louisville Metro Government mileage reimbursement rate. If additional crews are required, they will be provided at their designated hourly rate.
- LMEMS reserves the right to require the event producer to provide hydration stations (non-alcoholic beverages) at an outdoor event if the combination of temperature and humidity are 85 degrees and above. The number of hydration stations required will be based on the anticipated size of the event and expected attendance.
- If any sort of mass casualty incident occurs at an event which causes large numbers of participants to need medical attention, the producer of the festival or event shall bear the costs of additional LMEMS personnel and equipment required at the scene according to the rates listed above.

Louisville Metro Emergency Medical Services (EMS)

**834 E. Broadway, 5th Floor
Louisville, KY 40204**

(502) 574-4260

LOUISVILLE METRO PARKS DEPARTMENT (Parks)

Parks must be contacted for events being held in Metro Parks. **Note - there are publicly accessible greenspaces in Louisville Metro (i.e. The Parklands) that are privately owned and operated. It is the responsibility of the event producer to contact and receive permission from the property owner.

Louisville Metro Parks

Louisville Metro Parks Reservations Office
1080 Amphitheater Road
Louisville, KY 40214
(502) 386-5865

PARKLANDS:

21st Century Parks
471 West Main Street, Suite 202
Louisville, KY 40202

(502) 584-0350

LOUISVILLE METRO PARKING AUTHORITY (PARC)

Meter Bagging

Parking Meters	Hours of Operation	Time	Cost
On-street Parking	Monday – Friday	After 6:00pm & Before 7:00am	\$5.00 per space
On-street Parking	Saturday & Sunday	All Day	\$5.00 per space

For any event that occurs during normal hours of operation, (Monday – Friday, 7am to 6pm), the standard rate structure applies –(see PARC web site)

Louisville Metro Parking Authority (PARC)/On-street Parking

215 W. Muhammad Ali. Blvd.

Louisville, KY 40202

(502) 574-3817

www.louisvilleky.gov/PARC/

Louisville Metro Parking Authority (PARC)/Off-street Parking

Off-street Parking /Garage/Surface Lots

LOUISVILLE METRO MAYOR’S OFFICE

Events requested to be held in the Rotunda are considered on a case-by-case basis.

Louisville Metro Mayor’s Office/Rotunda

Metro Hall

527 W. Jefferson St. Ste. 400

(502) 574-2003

LOUISVILLE METRO WATERFRONT DEVELOPMENT

In addition to a Louisville Metro event application, event producers must also submit a separate Special Events Permit application to the Waterfront Development Corporation (WDC) if they plan to host an event at **Waterfront or on the Belvedere**. Contact the WDC for a copy of their permit application.

<https://louisvillewaterfront.com/about-wdc/permits/>

Waterfront Development

129 River Road

Louisville, KY 40202

(502) 574-3768

(502) 574-4111 fax