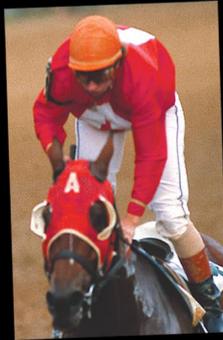


Louisville

EVENT RESOURCE GUIDE & SPECIAL EVENTS HANDBOOK



Louisville Event Resource Guide Update/Correction Form

Things change rapidly and some listings may now be outdated or inaccurate or new services may be available. Please fill out the form below to make changes to this guide. The form will be used to ensure that the Mayor's Office for Community Relations and Events has the most current information for every organization. Please return completed forms to:

Mayor's Office for Community Relations & Events
527 W. Jefferson Street, Suite 101
Louisville, KY 40202
(502) 574-5220 (502) 574-1042 fax
Email: events@louisvilleky.gov

Contact Name: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Primary Business Category: _____ Website: _____

DISCLAIMER

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BKD LLP
220 W. Main Street Ste. 1700
Louisville, KY 40201
502-581-0435

Deming, Malone, Livesay, and Ostroff
9300 Shelbyville Road Ste. 1100
Louisville, KY 40222
502-426-9660

Henderman, Jessee & Company, PLLC
304 Whittington Parkway Ste. 107
Louisville, KY 40222
502-425-4800

Louis T. Roth & Co., PLLC Certified Public
Accountants
2100 Gardiner Lane Ste. 207
Louisville, KY 40205
502-459-8100

Strothman & Company PSC
1600 Waterfront Plaza
325 W. Main Street
Louisville, KY 40202
502-585-1600

ADVERTISING – PROMOTIONAL PRODUCTS

Boden Co. Advertising
611 Indian Ridge Road
Louisville, KY 40207
502-893-2497

Alan Hyman Enterprises, Inc.
9 Eastover Court
Louisville, KY 40206
502-896-2858

B & W Specialty House Inc.
7321 New LaGrange Road Ste. 100
Louisville, KY 40222
502-425-4444

Clubhouse Promotions
PO Box 436102
Louisville, KY 40243
502-267-6880

Hammond Marketing Inc.
4602 Southern Parkway
Louisville, KY 40214
502-361-0707

Ink Productions Inc.
Screenprinting & Embroidery
1807R Cargo Court
Louisville, KY 40299
502-267-1825
www.inkproductions.com

Mackey Printing Services
5000 Olde Creek Way
Prospect, KY 40059
502-292-0000

MPC Promotions
4300 Produce Road
Louisville, KY 40218
502-451-4900

Prescence Incorporated
2311 Mohican Hill Court
Louisville, KY 40207
502-365-4616

Print Tex USA
11198 Ampere Court
Louisville, KY 40299
502-267-1825



Proforma double dog dare
3204 Creekwood Court
New Albany, IN 47150
812-944-8322
www.proforma.com/doubledogdare

Prosperity Promotions
12308 Aiken Road Ste. 10
Louisville, KY 40223
502-245-2309

Quite an Impression
7209 Deer Ridge Road
Prospect, KY 40059
502-645-5675

The Source
414 Baxter Avenue
Louisville, KY 40204
502-241-8888

ADVERTISING / PR FIRMS

Bandy Carroll Hellige
307 W. Muhammad Ali Boulevard
Louisville, KY 40202
502-589-7711

Creative Alliance
437 W. Jefferson Sreet
Louisville, KY 40202
502-584-8787

Estes Public Relations
1938 Frankfort Avenue
Louisville, KY 40206
502-720-0335

Group Nine Marketing
952 S. 3rd Street, Ste. 201
Louisville, KY 40203
502-589-5785
www.groupnine.com

Nikki Staley Advertising
1340 Conner Station Road
Simpsonville, KY 40067
502-645-3373

ProMoter Marketing Communications
550 S. 4th Street
Louisville, KY 40202
502-562-1969

Quantum Communications, Inc.
816 W. Main Street
Louisville, KY 40202
502-568-6633

Route 8 Design
8101 Warwick Avenue
Louisville, KY 40222
502-327-9844

Schneider Demuth Advertising
118 W. Breckinridge Street
Louisville, KY 40203
502-635-7171

Spalding Companies
1554 Bardstown Road
Louisville, KY 40205
502-454-9123

The Henry Group Inc.
130 Fairfax Avenue Ste. 2B
Louisville, KY 40207
502-895-8832

The Vimarc Group
11840 Commonwealth Drive
Louisville, KY 40299
502-261-9100



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MARKETING | **www.groupnine.com**

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ART GALLERIES

Adams Gallery
350 Foley Road
Sheperdsville, KY 40165
502-543-9008

B. Deemer Gallery
2650 Frankfort Avenue
Louisville, KY 40206
502-896-6687

Dumbar & Bryant Art Studio
2003 Frankfort Avenue
Louisville, KY 40206
502-905-5966

E & S Gallery
108 S. 10th Street
Louisville, KY 40202
502-568-2005
www.eandsgallery.com

EDENSIDE GALLERY

1422 BARDSTOWN ROAD
LOUISVILLE, KY 40204
502-459-2787

Garner - Furnish Studio
642 E. Market Street
Louisville, KY 40202
502-594-2039

Kentucky Museum of Art and Craft
715 W. Main Street
Louisville, KY 40202
502-589-0102

Marcum's Gallery
1413 Evergreen Road
Anchorage, KY 40223
502-245-1234



Pyro Gallery
624 W. Main Street
Louisville, KY 40202
502-587-0106

Shelby Artists on Main
617 Main Street
Shelbyville, KY 40065
502-633-7273

Zephyr Gallery
610 E. Market Street
Louisville, KY 40202
502-585-5646
www.zephyrgallery.org

ATM SERVICES

First Financial ATMs. DBA PocketCash ATMs
4623 Crossfield Circle
Louisville, KY 40241
502-639-7688

T&R ATMs
7903 Windgate Drive
Louisville, KY 40291
502-639-6914

AUDIOVISUAL EQUIPMENT RENTAL

C & H Audio Visual Services, Inc.
942 E. Kentucky Street
Louisville, KY 40204
502-637-4595

AUDIOVISUAL PRODUCTION

ADTECH Productions Co.
2324 Broadmeade Road
Louisville, KY 40205
502-451-5616

Dench's Video Services, Inc.
11504 Bardstown Falls Road
Louisville, KY 40291
502-239-0229

Focal Point Productions
1024 Logan Street
Louisville, KY 40204
502-638-1900

L.P. Production
PO Box 931
Crestwood, KY 40014
502-243-3503

TVRock Productions
321 Little Bend Trace
Sheperdsville, KY 40165
502-543-3338

Two Thomases Video Productions Inc.
3428 Stony Spring Circle
Louisville, KY 40220
502-495-6711

Visual Presentations
6705 Tallwood Court
Louisville, KY 40059
502-228-6080
www.visualpresentations.com

BEER & LIQUOR DISTRIBUTORS

Anheuser - Busch Inc.
4400 Produce Road
Louisville, KY 40218
502-459-4100

Bluegrass Brewing Company
636 E. Main Street
Louisville, KY 40202
502-584-BREW

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10307 Dixie Hwy. 502-933-5212

1702 N. Dixie Ave.-Elizabethtown 270-737-2993

6011 Preston Hwy. 502-969-4532

210 Paraquet Springs Dr.-Shepherdsville 502-543-4058

337 Whittington Pkwy-Hurstbourne 502-423-1777

11800 Standiford Plaza Dr.-Hillview 502-969-4442

3796 E. John Rowan Blvd.-Bardstown, KY 502-348-0004



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River City Distributing
7301 Winstead Drive
Louisville, KY 40258
502-933-0423

BEVERAGE DISPENSING & VENDING

Aramark Refreshment Services
3600 Chamberlain Lane Ste. 202
Louisville, KY 40241
502-423-9700

John Conti Coffee Company
4023 Bardstown Road
Louisville, KY 40218
502-499-8600

CAR/LIMOUSINE/TRUCK RENTAL

Ambassador - Capital Limousine Service, Inc.
3200 Preston Highway
Louisville, KY 40213
502-964-7139

Avis Car Rental
146 E. Broadway
Louisville, KY 40202
502-561-0768

Budget Car & Truck Rental
4330 Crittendon Drive
Louisville, KY 40209
502-366-8555

CARNIVAL SUPPLIES

Horner Novelty Co.
310 Spring Street
Jeffersonville , IN 47130
812-283-5050
www.hornernovelty.com



Sivori Catering, Inc.
PO Box 19469
Louisville, KY 40259
502-239-2478
www.sivori.com

CATERERS

Asiatique Restaurant and Catering
1767 Bardstown Road
Louisville, KY 40205
502-451-2749
www.asiatiquerestaurant.com

BAJ Catering / Lunch Today
1801 Beechwood Avenue
New Albany, IN 47150
812-944-3640

Bootleg BarBQ & Catering
9704 Bardstown Road
Louisville, KY 40291
502-239-2778

Bristol Catering
632 E. Market Street
Louisville, KY 40202
502-584-3663

Clements Catering and Derby Café
704 Central Avenue
Louisville, KY 40208
502-634-0858

Coolbakers - The Office Food Pros
1650 Lyndon Farm Court Ste. 202
Louisville, KY 40223
502-357-5300

Gumby's Custom Catering
1477 S. 2nd Street
Louisville, KY 40208
502-635-0240

FB3 Development
624 E. Market Street
Louisville, KY 40202
502-644-7591

Hall's Cafeteria & Catering, Inc.
1301 Story Avenue
Louisville, KY 40206
502-583-0437

Ladyfingers Catering
1290 Old Henry Road
Louisville, KY 40223
502-245-7734

Mike Best's Meat Market Inc.
4864 Brownsboro Road
Louisville, KY 40207
502-896-2509

North End Café
1722 Frankfort Avenue
Louisville, KY 40206
502-896-8770

TEN
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Louisville
AWARDS

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1422 Bardstown Road 459-2787



Ole Hickory Pit BBQ
6106 Shepherdsville Road
Louisville, KY 40228
502-968-0585

Stevens & Stevens Food Shop
1114 Bardstown Road
Louisville, KY 40204
502-584-3354

Victoria's Catering
5410 Valley Station Road
Louisville, KY 40272
502-933-2393

CHILDCARE (On-site)

Little Lambs Child Care Development Center
801 S. 2nd Street
Louisville, KY 40211
502-776-4397

MeMaw's Lil Angels
531 N. 42nd Street
Louisville, KY 40212
502-774-1601

COMMUNITY SERVICES

This is the Way Back, Inc
1434 Hazel Street
Louisville, KY 40211
502-387-2782

CONCESSIONNAIRES

Associated Enterprises
30 Warren Road
Louisville, KY 40206
502-895-3266

Get It On a Bun at Booty's
4849 Maryman Road
Louisville, KY 40258
502-533-3848

Kentuckiana Specialty Caterers
P.O. Box 19372
Louisville, KY 40259
502-439-0297

Ricky Harris Derby City Tailgate
1529 Ormsby
Louisville, KY 40210
502-645-7844

Sivori Catering, Inc.
PO Box 19469
Louisville, KY 40202
502-727-5618
www.sivori.com

CONVENTION & TRADE SHOWS

Exhibit Management Associates Inc.
1404 Browns Lane Ste. E
Louisville, KY 40207
502-899-3892

George Fern Company
3752 Crittenden Drive
Louisville, KY 40209
502-367-0254

Events Inc.
2310 Releigh Lane
Louisville, KY 40206
502-594-8377



**COSTUMES/DECORATIONS/
THEATRE SUPPLIES**

Caufield's Inc.
1006 W. Main Street
Louisville, KY 40202
502-583-0636

Horner Novelty Co.
310 Spring Street
Jeffersonville, IN 47130
812-283-5050

DIRECT MAIL ADVERTISING

L & D Mail Masters
110 Security Parkway
New Albany, IN 47106
812-981-7161

DISC JOCKEYS

Complete Music DJ and Video
3401 College Drive
Louisville, KY 40299
502-499-4878

Excelsior Video & DT Service Inc.
3717 Downing Way
Louisville, KY 40218
502-454-5141
www.evdj.net

Mid-East Entertainment
P.O. Box 25027
Lexington, KY 40524
800-755-0054
www.sensationsdanceband.com

Sound Traxx D.J. Service

3001 Klonway Drive
Louisville, KY 40220
502-456-4868
www.soundtraxxdj.com

Triangle Talent
10424 Watterson Trail
Louisville, KY 40299
502-267-5466

**DISPLAY DESIGNERS
& PRODUCERS**

Deckel & Moneypenny Exhibits
615 Marret Avenue
Louisville, KY 40208
502-636-5118

Flagg Construction
1819 Deer Park Avenue
Louisville, KY 40205
502-817-0792

Nimlok Kentucky / Sign Crafters
2505 Technology Drive
Louisville, KY 40299
502-499-7566

Skyline Exhibits Kentucky
552 E. Market Steet
Louisville, KY 40202
502-423-0761

Visual Presentations, Inc.
6705 Tallwood Court
Prospect, KY 40059
502-228-6080
www.visualpresentations.com

EDUCATION & TRAINING

LifeChampion International, Inc.
4753 Fox Run Road
Buckner, KY 40010
502-222-4002



EMERGENCY MEDICAL SERVICES

Louisville Metro
Emergency Medical Services
437 S. Third Street
Louisville, KY 40202
502-574-4260

ENTERTAINERS

Comedy Caravan
PO Box 4971
Louisville, KY 40204
502-459-0022

Fun Magic Productions
5512 Pavilion Way
Louisville, KY 40291
502-644-7829

Harris Entertainment
15004 Brush Run Road
Louisville, KY 40299
502-267-0148

Highland Chamber Players
PO Box 5116
Louisville, KY 40213
502-895-1714

Mid-East Entertainment
PO Box 25027
Lexington, KY 40524
800-755-0054
www.sensationsdanceband.com

Mr. Magic Inc.
9511 Rocky Creek Lane
Louisville, KY 40299
502-231-3992

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5351 Buck Creek Road
Finchville, KY 40022
502-905-2512
www.davidgarrardmagic.com

ENTERTAINMENT/PRODUCTION

Crescent Moon Talent, Inc.
20 Music Square West
Nashville, TN 37203
800-666-0098

Derby Dinner Playhouse
525 Marriott Drive
Clarksville, IN 47129
812-288-8281

Guy Rhodes Entertainment, Inc.
2306 E. Spring Street
New Albany, IN 47150
812-944-7993

Harris Entertainment
15004 Brush Run Road
Louisville, KY 40299
502-267-0148
www.harrisentertainment.com

Huzzah Productions
4804 Clipping Court
Louisville, KY 40241
502-228-1550



Ken Clay and Associates
956 S. 6th Street
Louisville, KY 40203
502-562-0175

Louisville Bats Baseball Club
Louisville Slugger Field
401 E. Main Street
Louisville, KY 40202
502-212-2287

Triangle Talent, Inc.
10424 Watterson Trail
Louisville, KY 40229
502-267-5466

Visual Presentations, Inc.
6705 Tallwood Court
Prospect, KY 40059
502-228-6080
www.visualpresentations.com

EVENT PLANNERS

Adrenaline Force Amusements, LLC
2801 S. Floyd Street
Louisville, KY 40209
502-637-8669

Backyard Bounce Inc.
2969 Turner Station Road
Turner Station, KY 40075
502-532-6193

Big Spring Country Club
5901 Dutchmans Lane
Louisville, KY 40242
502-459-2619

Davis & Associates
11705 Kings Lane
Louisville, KY 40243
502-245-9749
www.jimdavisandassociates.com





Essential Details
2216 Plantside Drive
Louisville, KY 40299
502-499-6478

Events Inc.
2310 Releigh Lane
Louisville, KY 40206
502-594-8377

Events, LLC
1332 Story Avenue
Louisville, KY 40206
502-583-5007

Eventualities
3600 Chamberlain Lane Ste. 512
Louisville, KY 40241
502-241-1175

Marlene Knight Special Events Inc.
9109 Nottingham Parkway
Louisville, KY 40222
502-429-5825

Master of Ceremonies
10331 Linn Station Road
Louisville, KY 40223
502-426-3021
www.mofcevents.com

Memorable Celebrations
3309 Breckinridge Lane
Louisville, KY 40220
502-499-1935

Sivori Catering, Inc.
PO Box 19469
Louisville, KY 40259
502-239-2478
www.sivori.com

Tamco Productions
10101 Secretariat Drive
Goshen, KY 40026
502-290-3967

The Event Company
1001 W. Main Street
Louisville, KY 40202
502-581-1000

Triangle Talent
10424 Watterson Trail
Louisville, KY 40299
502-267-5466
www.triangletalent.com

VISIONWORKS LLC
PO Box 712
Prospect, KY 40059
502-228-5237

EVENT VENUES

Actors Theatre of Louisville
316 W. Main Street
Louisville, KY 40202
502-584-1265

Belle of Louisville
401 W. River Road
Louisville, KY 40202
502-574-2992
www.belleoflouisville.org

Big Spring Country Club
5901 Dutchmans Lane
Louisville, KY 40242
502-459-2620

Churchill Downs
700 Central Avenue
Louisville, KY 40208
502-636-4400



City Destinations
604 S. 3rd Street
Louisville, KY 40202
502-515-2489

Clifton Center
2117 Payne Street
Louisville, KY 40206
502-896-8480

E & S Gallery
108 S. 10th Street
Louisville, KY 40202
502-568-2005

FB3 Development
624 E. Market Street
Louisville, KY 40202
502-644-7591

Felice Vineyards
829 E. Market Street
Louisville, KY 40206
502-568-4858

Fourth Street Live!
420 W Liberty Street Ste 265
Louisville, KY 40202
502-584-7190

The Green Building
732 E. Market Street
Louisville, KY 40202
502-561-1162

IROQUOIS AMPHITHEATER
1080 AMPHITHEATER ROAD
LOUISVILLE, KY 40214
502-368-5865
www.iroquoisamphitheater.com

Kentucky Derby Museum
704 Central Avenue
Louisville, KY 40208
502-637-1111
www.derbymuseum.org

Kyes Inc.
500 Missouri Avenue
Jeffersonville, IN 47130
812-285-8500

Lake Forest Country Club
14000 Landmark Drive
Louisville, KY 40245
502-253-9352

Louisville Memorial Auditorium
970 S. 4th Street
Louisville, KY 40203
502-584-4911

Louisville Science Center
727 W. Main Street
Louisville, KY 40202
502-561-6100

Louisville Zoological Garden
1100 Trevilian Way
Louisville, KY 40213
502-459-2181

www.inkproductions.com

(502) 493-8280

(502) 495-2283_{Fax}

(502) 243-1826

(502) 495-2283_{Fax}

1807R Cargo Ct.
Louisville, Kentucky 40299

email: inkytees@yahoo.com



CATEGORICAL LISTINGS | E

Mellwood Arts & Entertainment Center
1860 Mellwood Avenue
Louisville, KY 40206
502-552-3852

Muhammad Ali Center
144 N. 6th Street
Louisville, KY 40202
502-584-9254

Riverbend Winery
120 S. 10th Street
Louisville, KY 40202
502-540-5650

Riverside, The Farnsley - Moremen Landing
7410 Moorman Road
Louisville, KY 40272
502-935-6809

Shepherdsville's Paroquet Springs
Conference Center
395 Paroquet Springs Drive
Sheperdsville, KY 40165
502-543-8687

Six Flags Kentucky Kingdom
937 Phillips Lane
Louisville, KY 40209
877-881-0506

The Frazier International History Museum
829 W. Main Street
Louisville, KY 40202
502-753-5668
www.fraziermuseum.org

The Henry Clay
604 S. 3rd Street
Louisville, KY 40202
502-515-2489

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(502) 368-5955 FAX
www.iroquoisamphitheater.com

The Kentucky Center for the Performing Arts
501 W. Main Street
Louisville, KY 40202
502-562-0100

The Olmsted
3701 Frankfort Avenue
Louisville, KY 40207
502-899-7670

UNIVERSITY CLUB OF LOUISVILLE
PO Box 21329
Louisville, KY 40221
502-852-6996
www.louisville.edu/org/uclub

EXPOSITION/TRADE SHOWS

Kentucky Exposition Center
937 Phillips Lane
Louisville, KY 40209
502-367-5000

Mane Event Decorators, Inc.
617 Walnut Street
Jeffersonville, IN 47130
812-284-6956



FENCING

Professional Fence Co.
P.O. Box 143
Crestwood, KY 40014
502-222-0513

Okolona Fence Company
4615 Knopp Avenue
Louisville, KY 40213
502-367-9455

FIREWORKS/PRODUCTION

Pyro Shows, Inc.
701 W. Central Avenue
LaFollette, TN 37766
800-662-1331

W.A. Loeffler Enterprises
14408 Maple Ridge Place
Louisville, KY 40245
502-254-5674
www.louisvilleweddingfireworks.com

Visual Presentations, Inc.
6705 Tallwood Court
Prospect, KY 40059
502-228-6080
www.visualpresentations.com

Zambelli Fireworks
Manufacturing Co.
PO Box 1463
New Castle, PA 16103
800-245-0397
www.zambellifireworks.com

FLORISTS

Belmar Flower Shop
3319 Preston Highway
Louisville, KY 40213
502-367-6172

Betsye's Blooms
6804 Shelbyville Road
Simpsonville, KY 40067
502-722-5542

Blooms
113 N. 1st Street
LaGrange, KY 40031
502-222-1626

Country Garden Florist
9559 U.S. 42
Prospect, KY 40059
502-228-4176

DW Surprise Florist
600 Dr. Martin Luther King Jr. Place
Louisville, KY 40202
502-416-4755

Harpring Florist
1200 Barret Avenue
Louisville, KY 40204
502-459-1420

Korfhage Landscape & Designs, Inc.
9611 Taylorsville Road
Louisville, KY 40299
502-267-0001

LaGrange Florist & Nursery
601 Crystal Place
LaGrange, KY 40031
502-222-9335

Lloyd's Florist
9216 Preston Highway
Louisville, KY 40229
502-968-5428

Mills & Young Florist
7122 Dixie Highway
Louisville, KY 40258
502-935-2323



CATEGORICAL LISTINGS | F-G

Minish & Potts LLC
6520 W. Hwy 146
Crestwood, KY 40014
502-241-8422

Nanz & Crafts Florists
141 Breckinridge Lane
Louisville, KY 40207
502-897-6551
www.nanzkraft.com

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GETTING STARTED

To plan a successful event consider the following event basics as a guide:

- Designate a lead event or project manager to confirm that all tasks required for a successful event have been completed on time by the assigned individual or group responsible.
- Develop an event planning guide and “To Do” time line that identifies all event needs and who will be responsible to execute them prior to, during and after the event. Any Plan A should have a Plan B just in case...
- Identify potential budget/expense items and match it to sponsor/other revenue streams and compare with your event planning guide to ensure that all expenditures have been accounted for.
- Conduct an onsite visit of the venue or event site and obtain a layout or blueprint of the area. Photos, video and scale renderings will help you plan the development of your event.
- Create a committee and/or identify labor resources (paid staff, event crew, volunteers etc.) to help with the planning and execution of your event.
- Create Awareness! It is critical to develop an effective publicity and advertising campaign.

Organizing Your Event:

Important next steps to consider

Determine event name, theme and goal.

Choose one person in the organization to be the primary contact for the event.

Contact information. Provide and ask for contact information for all event resources including the company, agency, organization or individual producing the event, address (street, city, state, zip), the event name (as it will appear in promo

tions), contact person name, office phone, cell and fax numbers, e-mail address and web site.

Reserve your space as early as possible.

For events on Metro properties, check www.louisvilleky.gov. For a listing of venues, see Section 22 in the Special Events Handbook:

Even if the event is on PRIVATE PROPERTY you should submit an event application if the activity will impact traffic, parking, police, EMS, fire or TARC. Event will then also be automatically listed on the Mayor’s on-line events calendar.

Consider the location, date and time of the event. Your event location, date and time are critical to the success of your activity. Take into account your audience and also consider other factors like competing/similar events in the same time frame, local and national sporting events,

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national holidays, religious holidays/considerations, school year/breaks, time of year (indoor vs. outdoor), etc.

Audience Will event be free or paid admission; consider if event will be open to the general public, invited/ticketed guests, private, special needs guests, etc.

Estimated attendance This will help in finding the appropriate venue, space or room for your event.

Venue/event location Once you have narrowed your choices ask if your event will fit in the venue, ease of ingress and egress, street address, handicap accessibility, restrooms, etc. For indoor locations consider number of guests, room set up (classroom, theater style, round tables, open square, head table, cocktail, etc.). For all locations remember to leave plenty of space for the event attendees, vendors, equipment, emergency access and if another event or function is happening nearby that may interfere with your event or vice versa (particularly a concern indoors), etc. Also consider rental fees and other associated costs.

Event media, marketing and public relations

How are you going to let attendees/public know about your event? Consider...

- determine a single media spokesperson and contact
- press release/press conference
- media packets
- website, web links, web ads
- direct mail (letter, invitation, post card, brochure, pamphlet, newsletter)
- e-mail (e-lists, e-distribution, e-fliers, etc.)
- printed fliers and/or posters
- print ads (newspapers, newsletters, magazines)
- TV & radio (earned, paid)
- consider logo development and branded look
- event survey and door prize drawing(s)
- photography (video, still, aerial, etc.)
- photo backdrop – consider subject, message

to communicate, sponsors needs etc., location, lighting needs, etc.

Mayor’s On-Line Events Calendar:

To include your event, concert, function or activity information on www.louisvilleky.gov, e-mail your event information to: events@louisvilleky.gov

SPECIAL REQUIREMENTS

Special Needs & Planning Considerations

EVENT PLANNING

BUDGET & FINANCE

- budget development (include a 10% contingency)
- type of event (not-for-profit, charitable, for profit)
- bid your event needs (A/V, entertainment, generators, vendor and supplier needs etc.)
- money/sales room, petty cash, cash boxes, receipts books, etc.
- banking needs/on-site ATM/state sales tax ID #, etc.
- tickets (admission, vendor sales tracking, marketing and distribution, etc.)

COMMITTEE, VOLUNTEERS & LABOR NEEDS

- establish a board and/or an event/planning committee (incorporated, organization affiliation, informal, etc.)
- establish regular meeting place, day and time
- communicate regularly with event committee
- volunteer needs/job descriptions/recruitment
- follow up/critique meeting
- staffing/contractors/temporaries/interns, etc.

COMMUNICATIONS

- determine a phone number to be published for event info
- consider office and on-site needs



EVENT PLANNING TIPS

- office phones/fax (additional and/or dedicated lines)
- cell phones
- 2-way radios (headsets, speaker mics, ear pieces)
- website, e-mail address
- copy machines/printers/scanners

ENTERTAINMENT, SPEAKERS AND STAGE ACTIVITIES

- children’s activities, inflatables, carnival rides
- live entertainment, pre-recorded soundtrack or music (bands/singers, acts, performers, walk-around, etc.), CD’s
- stage manager/production company
- stage acts and/or run of show script
- back stage/Green Room needs
- master of ceremonies/speakers/moderators/panelists
- speaker agenda/script/speech/general remarks/timeline
- bios of speakers, presenters, panelists etc
- Special needs (foreign language or deaf/hard of hearing interpreter, Braille, etc.)

MERCHANDISE & VENDING

- determine need for specialized event products, either for sale and/or premium giveaways (posters, t-shirts, cups/mugs, etc.)
- food and beverage vendors (caterers, restaurants, concessionaire, community groups, etc.)
- additional merchandise vendors
- exhibit/display/informational
- vendor space and fees (percentage, percent plus, booth fee, etc.)
- vendor/booth space (tents provided by event or vendor provided, other amenities, etc.)
- water and power accessibility

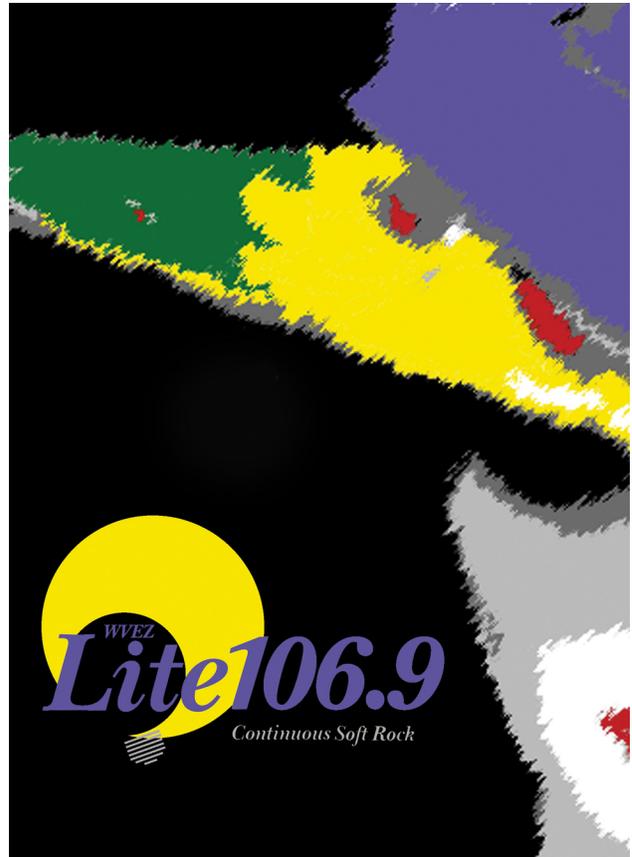
PERMITS & INSURANCE

- insurance (if you are not a Metro Agency your event may require insurance on Metro Property)
- permits: event, ABC, health, vendor, tent, pyrotechnic, etc.

- street closings – emergency services, TARC, neighbor and business notification

PRODUCTION & OPERATIONS GUIDE

- develop event planning “To Do” timeline by month, month of, week of, day of and post event
- written event set up/tear down plan
- event layout and map
- important numbers directory (name, address, home phone, office phone, fax, cell, e-mail, website, etc.)
- master event book that contains copies of all event related material, meeting notes, invoices, brochures, PR, etc.
- centralized location for event files and supply storage
- info booth/sign in table/registration
- clean up during and post event – labor; dumpsters/garbage cans and liners
- recycling and green event initiatives





SPONSORSHIP DEVELOPMENT

- sponsorships (cash, in-kind, trade – baseline determined by expense budget)
- media partners (print, radio, TV)
- partnerships (community organizations, business groups, employee groups, etc.)
- development of sponsorship materials (letter, folder/binder, brochure, DVD, power point, etc.)
- sponsor and/or pre-event reception
- post event sponsor follow up (thank you letter, event stats, number in attendance, monies raised, etc.)

VERY IMPORTANT PERSON (VIP)

- Mayor in attendance (502-574-2003 to request form)
- celebrities, special guests, gifts, thank you's
- VIP and/or pre-event reception

PUBLIC SAFETY & EVENT SECURITY

- public and event security (money room, VIP, overnight, stage, crowd control, beer garden, etc.)
- traffic control
- EMS/First Aid services
- barricades (auto, pedestrian)/turnstiles/stanchions
- first aid kit
- health department needs/permit
- fire marshal regulations (venues, vendors, pyrotechnics, tents, fire extinguishers, decorations, etc.)

EVENT EQUIPMENT, RENTALS & SUPPLIES

- stage/stage skirting, backdrop
- stage risers (press, photographers, etc.)
- performance risers (choirs, singing groups, etc.)
- electrical needs (generator/distribution, on-site power/light towers, etc.)
- bleachers (open seating, ticketed)
- tents (pop-up, pole, clear span etc; staked or water barrel weights)
- tables/type
 - rounds: 48", 60" or 72"

- banquet: 4', 6' or 8'; bar height, regular width or seminar width
- cocktail: short (with chairs); tall (standing or with stools)
- square (card table type)
- chairs/stools (wood, plastic, metal frame; consider color, folding, stacking; chair slip covers, etc.)
- picnic tables
- pipe and drape (back drops, booths, etc.)
- pipe frame for banners/backdrops
- command posts/on site office trailers
- scaffolding/scissor lifts/platform lifts
- heat/air conditioning
- restroom/port-a-lets
- utility/people mover carts
- coat racks
- office supply box (tape, pens/pencils/markers, stapler, scissors, paper clips, message pad, glue, etc.)
- tool box (duct tape, staple guns, screwdrivers, zip ties, hammer, etc.)

Audio/Visual Needs

- podium/lectern
- mult box for media hook-ups
- external sound system
- house sound system
- cassette player
- CD player
- DVD player
- VCR
- event lighting/effect lighting/gobos
- overhead projector
- microphone (wireless hand held, lapel, regular etc.)
- microphone stand
- flip charts/easels
- white board
- laptop



EVENT PLANNING TIPS

- internet connection (wireless, high speed, etc.)
- power point projector
- projection screen
- projector
- TV monitor

EVENT SIGNS & ID

- event ID signs and/or banners
- directional signs (traffic, interior and exterior)
- event/VIP/staff/vendor parking passes
- sponsor/thank you signs
- activity signs
- attendee and staff nametags
- ID badges/credentials (distribute in a timely manner to all parties, ie sponsors, VIP's, special guests, staff, volunteers, vendors, etc.)

EVENT DECORATIONS & ACCESSORIES

(check with venue on any limitations or restrictions)

- special effects/fireworks
- themed
- linens/table skirts, tops
- centerpieces

CLOTHING, GIFTS, ACKNOWLEDGEMENTS

- event merchandise
- staff/volunteer clothing/uniforms
- awards, proclamations, presentations
- general event/support thank you gifts/letters
- door prizes
- attendee gifts/goody bags/thank you's
- speaker, VIP, celebrity, sponsor gifts/thank you's
- sponsor premiums to distribute to event guests

TRANSPORTATION

- parking for guests
- parking for supplier/equipment vehicles
- rental cars, vans or trucks
- shuttles, trolleys, busses
- valet service

Floor Plan and/or Event Layout

- If you require a specific set-up, as in a large event or banquet, it is helpful to provide a floor plan/layout of how you would like to have the venue set and where specific items need to be located
- Events on Metro property or public rights-of-way must submit a site map for large events showing stage, vending, fencing, dumpster, rest-room, public safety/EMS, etc.
- A street map must accompany your application for street closings
- A route map must accompany your application for parades, walks, runs, races, etc.

CATERING & CONCESSION SERVICES

If the event requires food services of any kind, you must arrange for a caterer or concessionaire. To help in your planning, consider the number of anticipated guests, dietary and religious considerations, fire marshal regulations and health department permits, etc. Determine buffet or table service (if table service, pre-set, served or a combination – i.e. pre-set drinks, salad, dessert with served entree).

FULL MEAL

- Breakfast: buffet or table service
- Brunch: buffet or table service
- Lunch: buffet, table service or boxed
- Dinner: buffet or table service
- Appetizers, Rolls, Salads, Desserts, desired condiments

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Whether it's a large company picnic, a church or member picnic, a wedding reception, business dinner, sales training or scout outing, the Zoo will help you create memorable events.

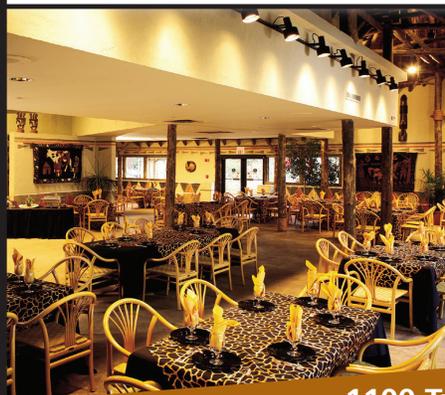
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COCKTAIL

- Hors D'Oeuvres: buffet style or silver tray service

SNACKS

- Mid-morning, mid-afternoon, evening and/or snack baskets on tables

DRINKS

- Coffee, hot tea, iced tea, soft drinks and bottled water, water glasses
- beer/wine bar (cash or comp)
- full bar (cash or comp)

CONCESSIONAIRE

- Fair type foods (corn dogs, sausages, burgers, funnel cakes, cotton candy, ice cream, etc.)

CONTACT INFORMATION

Mayor's Office for Community Relations & Events
527 West Jefferson Street, Suite 101
Louisville, KY 40202
(502) 574-5220 office
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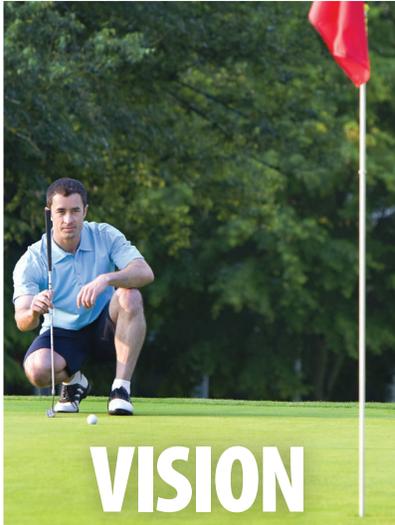
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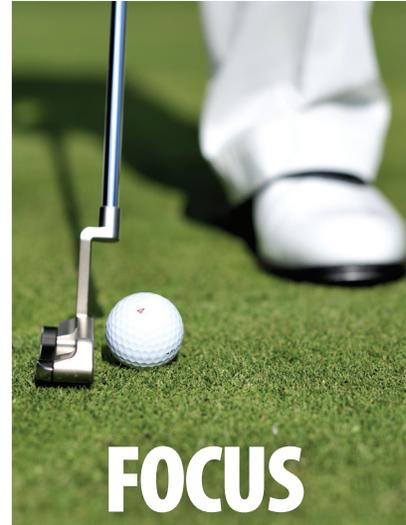
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Contents of this handbook are presumed accurate as of February, 2009.

All information is subject to change.

Updated handbook is located at www.louisvilleky.gov.



SECTION 1

SPECIAL EVENTS PERMITS

Who must apply for a Special Event Permit to host a festival or event in Louisville Metro?

Anyone who plans to host a festival or event in Louisville Metro that will:

- be held on or affect Louisville Metro streets, sidewalks or property;
- require Louisville Metro services beyond those the city provides its citizens under ordinary, everyday circumstances;
- have features that require issuing of one or more additional licenses or permits (fire works, alcoholic beverages, food sales, street closings, tents more than 200 square feet, etc.). . .

must file an application for a Special Event Permit with Louisville Metro Codes and Regulations Department/Permits and Licenses Division and pay the required fees for that permit.

What type of festivals and events require a Special Event Permit?

Major Festival or Event:

if a maximum peak attendance of 5,000 or more people is expected

Medium-Size Festival or Event:

if a maximum peak attendance of 500 to 5,000 people is expected

Small Event / Block Party:

if a maximum peak attendance of 500 or fewer people is expected

Parade / Walk / Run / Race / Public Gathering / Production and Filming:

What is the process for applying for a Special Event Permit?

Anyone who plans to host a Special Event (as defined above) in Louisville Metro must complete and submit a Special Event Permit application to Louisville Metro Codes and Regulations Department/Permits and Licenses Division.

For further information, contact:

Louisville Metro Codes and Regulations Department Permits and Licenses Division

444 S. Fifth Street, Suite 200

Louisville, KY 40202

(502) 574-3321

(502) 574-5245 fax

www.louisvilleky.gov/ipl

ipl@louisvilleky.gov

For applicable fees and updates, please visit www.louisvilleky.gov/ipl.

Customer Service Representatives are available to assist applicants by phone or at Codes and Regulations Department/Permits and Licenses Division's office between 8 a.m. and 5 p.m., Monday through Friday, excluding official Louisville Metro holidays.



Depending on an event's type, size and particular features, the Codes and Regulations Department/Permits and Licenses Division may require an applicant to apply for additional permits and licenses, and to submit event maps, proof of insurance and other information before a Special Event Permit can be issued.

All applications for a Special Event Permit must be submitted to Codes and Regulations Department/Permits and Licenses Division at least 90 days prior to an event.

Special Event Permit applications must be legible, printed (in ink, not pencil) or typed.

All Special Event Permit applications must be accompanied by a check (made payable to "Louisville Metro Finance Department") for the appropriate application fee (see list of Special Event classifications and appropriate permit fees).

Application fees are non-refundable and are forfeited if an event is cancelled or if a Special Event Permit application is denied.

Prior to issuing a Special Event Permit, the Codes and Regulations Department/Permits and Licenses Division will forward copies of completed applications to appropriate Louisville Metro departments and other agencies for their review and approval:

- Codes and Regulations Department/Permits and Licenses Division
(if additional city or state permits or licenses are required)
- Louisville Metro Fire Department
- Louisville Metro Police Department
- Louisville Metro Public Works Department

and, if appropriate:

- Solid Waste Management
- Risk Management
- Emergency Medical Services
- Facilities Management, General Services Administration
- PARC (Parking Authority of River City)
- TARC (Transit Authority of River City)
- Louisville Metro Parks
- Waterfront Development Corporation

No application for a Special Event Permit will be processed nor will a permit be issued unless the "Hold Harmless Clause" in the Special Event Permit Application is signed by a duly-authorized agent of the event.

Once a completed Special Event Permit application is submitted by an event producer, all appropriate departments and agencies must review and approve it. Once all fees, maps, permits, licenses, certificates of insurance and other required information are received from an applicant, the Codes and Regulations Department/Permits and Licenses Division will issue a permit for that event.

For applicable fees and updates, please visit www.louisvilleky.gov/ipi.



SECTION 2

CHECKLIST FOR HOSTING SPECIAL EVENTS

Six Months Prior to Hosting a Special Event

Reserve a venue. Contact the Codes and Regulations Department/Permits and Licenses Division if you would like to host your festival or event in a Louisville Metro-owned venue.
(See **Venues**, Section 22)

Request a Special Event Application. Contact the Codes and Regulations Department/Permits and Licenses Division for information and a copy of the “Louisville Special Events Handbook.”

Three Months Prior To Hosting a Special Event

Prepare a Special Event Permit application to submit to the Codes and Regulations Department/Permits and Licenses Division no later than 90 days before your festival or event.

Request city services, resources and rentals on your application that you think you might need for your event. Check on-line for the latest fees and rental charges or call 574-3321.
(See **Rentals**, Section 14)

Obtain all appropriate insurance for your Special Event. Certificates of Insurance required from event producers, fireworks and pyrotechnics vendors, food and alcohol vendors, carnival ride and inflatable operators, etc., must be submitted to the Codes and Regulations Department/Permits and Licenses Division along with an applicant’s Special Event Permit application and approved by Louisville Metro Risk Management Division.
(See **Insurance Requirements**, Section 12)

Prepare applications for all other permits and licenses required for your particular Special Event:

- **Temporary Alcoholic Beverage License** - If you plan to serve or sell alcoholic beverages at your event, you must submit an application for a Temporary Alcoholic Beverage License to the Codes and Regulations 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.
(See **Alcoholic Beverage Control**, Section 3; **Insurance Requirements**, Section 12)
- **Health Permit** - If you plan to serve or sell food or drinks at your event (other than pre-packaged), you must submit an application for a Health Permit to the Louisville Metro Department of Public Health and Wellness.
(See **Health Permits**, Section 11)



- **Fireworks/Pyrotechnics Permit** - If you plan to have fireworks or pyrotechnic displays at your event, you must submit an application for a Fireworks/Pyrotechnics Permit to the Codes and Regulations Department/Permits and Licenses Division, along with a \$175 application fee and proof of insurance. (See **Fireworks and Pyrotechnic Displays**, Section 10)
- **Carnival Rides and Inflatables Permit** - If your event will include carnival rides or inflatables, you must submit an application for a Carnival Rides and Inflatables Permit and proof of insurance to the Codes and Regulations Department/Permits and Licenses Division, which must be approved by Louisville Metro and by the Kentucky Department of Agriculture's Office of Regulations and Inspections at least 30 days prior to an event. (See **Carnival Rides and Inflatables**, Section 6; **Insurance Requirements**, Section 12)
- **Master Vendor Permit** - If you plan to create boundaries around a specific event area, and/or if you plan to control all vending within that designated event area, you must submit an application to the Codes and Regulations Department/Permits and Licenses Division for a Master Vendor Permit. (See **Vending, Location and Conveyance Permits**, Section 21)
- **Metro Parks Permit** - If you plan to host an event in a Metro Park, you must fill out a parks permit. (See **Park Rentals / Event Services / TARC**, Section 14)
- **Vendor ID/Tag** - If you plan to allow fixed or mobile vendors at your event, the event producer must submit a Personal Conveyance Permit to the Codes and Regulations Department/Permits and Licenses Division. Along with an application for a Master Vendor Permit, the event producer must submit a list to the Codes and Regulations Department/Permits and Licenses Division of all those authorized vendors within the boundaries of the Special Event. (See **Vending, Location and Conveyance Permits**, Section 21)
- **Tent or Temporary Structure Permit** - If you plan to erect at least one tent or temporary structure over 200 square feet in size (if closed in) or over 400 square feet in size (if open-sided), you must submit an application to the Codes and Regulations Department/Permits and Licenses Division for a Tent or Temporary Structure Permit and attach a Certificate of Flame Resistance and Site Map, showing the location of the tent(s). (See **Tent or Temporary Structures**, Section 20; **Site Maps**, Section 18)
- **Electrical Permit** - If your event needs electrical service for booths, cooking equipment, lighting, sound systems, etc., you must submit an application to the Codes and Regulations 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 Department. (See **Electrical Services**, Section 8)
- **Street Closing** - If you need to close any street(s) to host a block party or event, you must submit an application for a Special Event Permit to the Codes and Regulations Department/Permits and Licenses Division. You will need to rent, place, transport and remove barricades as well. (**Note:** while event organizers are responsible for paying the costs of all barricades and signage, the **Louisville Metro Police Department** will determine the placement of these.)



▪ **Neighbor Notification** - If your event is going to require street closings, traffic or bus route changes or other features that will affect the public, *it is the event organizer's responsibility* to notify all affected neighbors and businesses and prepare and distribute a press release and a Site Map to local media outlets before the event.

(See **Street Closing**, Section 19; **Block Parties**, Section 5; **Barricades**, Section 4; **Site Map**, Section 18)

▪ **Parade** – If you plan to host a parade, walk, road or foot race, rally or public gathering in Louisville Metro you must file for an event permit with the Codes and Regulations Department/Permits and Licenses Division. A site map must be attached to both applications before submitting them to the Codes and Regulations Department/Permits and Licenses Division. By city ordinance, the Louisville Metro Police Department must approve all Event Permits before they are issued by the Codes and Regulations Department/Permits and Licenses Division.

(See **Parades, Walks, Races, Rallies and Public Gatherings**, Section 13)

▪ **Signs and Banners Permit** – You must obtain a Signs and Banners Permit from Louisville Metro Public Works Department.

(See **Signs and Banners**, Section 17)

For applicable fees and updates, please visit www.louisvilleky.gov/ipl.



SECTION 3

ALCOHOLIC BEVERAGE CONTROL

If you plan to sell alcoholic beverages of any kind at your event, a Temporary Alcoholic Beverage License must be obtained from the Louisville Metro Codes and Regulations Department/Permits and Licenses Division following approval from the Kentucky Alcoholic Beverage Control Commission.

Applications for a Temporary Alcoholic Beverage License and additional information about alcoholic beverage control at special events may be obtained from the Louisville Metro Codes and Regulations Department/Permits and Licenses Division or from the Kentucky Alcoholic Beverage Control Commission.

For further information, contact:

Louisville Metro:

**Louisville Metro Codes and Regulations Department
Permits and Licenses Division**

444 S. Fifth Street, Suite 200

Louisville, KY 40202

(502) 574-3321

(502) 574-5245 fax

www.louisvilleky.gov/ipl

ipl@louisvilleky.gov

Kentucky:

Kentucky State Alcoholic Beverage Control

1003 Twilight Trail

Frankfort, KY 40601

(502) 564-4850

(502) 564-1442 fax

www.abc.ky.gov

abc.info@kentucky.gov

An event application for a Temporary Alcoholic Beverage License Application and a Certificate of Insurance must be submitted to the Louisville Metro Codes and Regulations Department/Permits and Licenses Division with a Special Event Application at least one month before an event. Include a check to cover the appropriate license fee made payable to "Louisville Metro Finance Department."

Louisville Metro – Temporary Alcoholic Beverage Licenses:

- Temporary Malt Beverage (events lasting longer than one week)
- Temporary Liquor Drink (per event)
- Temporary Wine (per event)
- Temporary Liquor Auction (per event)



State ABC – Temporary Alcoholic Beverage Licenses:

- Temporary Malt Beverage (per event, per bar)
- Temporary Liquor Drink (per event, per bar)
- Temporary Wine (per event, per bar)
- Temporary Liquor Auction (per event)

An applicant must be at least 21 years old and a resident of Kentucky to obtain an Alcoholic Beverage License.

Applications for a Temporary Alcoholic Beverage License must be submitted to the Louisville Metro Codes and Regulations Department/Permits and Licenses Division at least 30 days prior to an event. Louisville Metro Codes and Regulations Department/Permits and Licenses Division will forward its approval to the Kentucky Alcoholic Beverage Control Commission and, once state approval is obtained, a license will be issued for an event.

If you are a for-profit organization, you must provide a letter from a not-for-profit organization stating that they will receive a portion of the proceeds from the sale of alcoholic beverages.

If your event will be held in or on private property, a copy of your event's lease or written permission of the private property owner(s) must be submitted with the application.

If your event will be held in or on Louisville Metro owned property, you must submit an application to the Louisville Metro Codes and Regulations Department/Permits and Licenses Division for a **Temporary Location Permit** that will serve as proof of authorization to use that particular Louisville Metro venue.

Anyone serving or selling beer and/or liquor at an event held in or on public property must submit a Certificate of Insurance to the Louisville Metro Codes and Regulations Department/Permits and Licenses Division and include Louisville Metro as an additional insured.
(See **Insurance Requirements**, Section 12)

Anyone serving or selling beer and/or liquor at an event held in Waterfront Park must add the Waterfront Development Corporation, as well as Louisville Metro, to their insurance policy as an additional insured.

Louisville Metro ordinances allow only beer and malt beverages to be sold in Metro Parks. Anyone serving or selling beer or malt beverages at an event held at a Metro Parks facility must:

- Obtain authorization to do so from Metro Parks;
- Apply for and obtain a Temporary Alcoholic Beverage License from the Louisville Metro Codes and Regulations Department/Permits and Licenses Division; and
- Submit a Certificate of Insurance with the event's Special Event Permit Application naming Louisville Metro Parks, as well as Louisville Metro, as additional insureds.

(See **Insurance Requirements**, Section 12)



SECTION 4

BARRICADES

If an event requires closure of streets or public right-of-ways, proper barricades and signage are required.

An event producer who wants to close public streets or right-of-ways for an event must submit an application for a Special Event Permit to the Louisville Metro Codes and Regulations Department/Permits and Licenses Division at least 90 days prior to an event, as well as a Maintenance of Traffic (MOT) plan showing where barricades, traffic control devices and signs are proposed for the event. (See **Special Event Permits**, Section 1; **Site Maps**, Section 18)

Event producers are responsible for renting barricades for their events and paying all costs of renting, insuring and transporting barricades to and from an event site. (**Note:** while event organizers are responsible for paying the costs of all barricades and signage, the **Louisville Metro Police Department** will determine the *placement* of these.)

As stated above, placement of barricades and signage on Louisville Metro streets and right-of-ways must be coordinated with and approved by the Louisville Metro Police Department Support Operations and Louisville Metro Public Works Department.

All signage and barricades must comply with the Louisville Metro Manual on Uniform Traffic Control Devices.

Barricades can be rented from private companies.

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.



SECTION 5

BLOCK PARTIES

Anyone who wants to host a Block Party in Louisville Metro must submit an application for a **Special Event Permit** to the Codes and Regulations Department/Permits and Licenses Division at least 30 days before the event, and attach a petition to the application that states that all affected residents are aware of the Block Party and associated street closings, and have no objection to the event. The petition must be signed by at least 75 percent of affected residents.

(See **Special Event Permits**, Section 1)

Approval of an **Event Permit** by the Codes and Regulations Department/Permits and Licenses Division will be subject to the following stipulations:

- Closing of streets and public right-of-ways for Block Parties will be between 8 a.m. - 11 p.m.;
- Street closings for a Block Party must not create traffic or safety problems;
- Access for local traffic and emergency vehicles must be maintained at all times;
- Barricades and signage must be installed around the perimeter of the permitted area;
- Additional Type 2 lighted barricades are required after dark.

For further information, contact:

**Louisville Metro Codes and Regulation Department
Permits and Licenses Division**

444 S. Fifth Street, Suite 200

Louisville, KY 40202

(502) 574-3321

(502) 574-5245 fax

www.louisvilleky.gov/ipl

ipl@louisvilleky.gov



SECTION 6

CARNIVAL RIDES AND INFLATABLES

An event producer who wants to have carnival rides or inflatables at an event must submit an application for a Special Event Permit to the Codes and Regulations Department/Permits and Licenses Division and obtain additional approval from the Kentucky Department of Agriculture, Office of Regulations and Inspections at least 90 days before an event. The state's Office of Regulations and Inspections will, if requested, provide event producers with a list of companies that are insured and licensed to operate carnival rides and inflatables in Kentucky.

(See **Special Event Permits**, Section 1)

The vendor or owner of the carnival rides or inflatables must pay appropriate fees and provide proof of insurance to the state's Office of Regulations and Inspections.

(For a schedule of state fees and additional information, contact the state's Office of Regulations and Inspections, (502) 564-4870)

Event producers may also wish to carry additional insurance.

A carnival rides or inflatables vendor must maintain commercial general liability insurance throughout the entire event, including setup and dismantling, with minimum coverage of \$1,000,000 per occurrence. Proof of such insurance must be submitted to the Codes and Regulations Department/Permits and Licenses Division with an event producer's Special Event Permit Application. The vendor's Certificate of Insurance must list Louisville Metro as an additional insured, as well as the specific venue where the carnival rides or inflatables are being erected if it is a Louisville Metro-owned venue.

(See **Insurance Requirements**, Section 12)

For applications or further information, contact:

Kentucky Department of Agriculture

32 Fountain Place
Frankfort, KY 40601
(502) 564-5126
(502) 564-5016 fax
www.kyagr.com
ag.web@kyagr.com



SECTION 7

CLEAN UP PLANS / GO GREEN AND LITTER-FREE EVENTS

An event producer submitting an application to the Louisville Metro Codes and Regulations Department/Permits and Licenses Division for a Special Event Permit must submit a clean-up plan with the application.

The clean-up plan must include the following information:

- A drawing or site map of the festival or event area, showing the types and locations of dumpsters and individual trash receptacles;
- The names and contact information of individuals and/or groups responsible for cleaning up during and after the festival or event;
- The location(s) where all waste, including cooking oils, will be disposed of in an approved manner.

Note: Anyone who disposes of cooking oils or waste improperly, such as into Louisville Metro drainage sewers or sidewalk openings will be subject to fines and punishments pursuant to Chapter 224 of the Kentucky Revised Statutes.

Each Louisville Metro-owned venue has its own clean-up fees, surety bond requirements and clean-up plans and procedures. Clean-up fees and surety bonds may be refunded or waived by an individual venue once an event's clean-up plan is approved.

If an event producer fails to clean up a venue properly or causes damage to Louisville Metro property or facilities, will be billed for the costs to clean and repair the damaged property. If this occurs, Louisville Metro may also deny an application for a future Special Event Permit or require a cash deposit or surety bond for future events produced by that event producer.

Event producers are responsible for prompt cleanup and removal of debris from all Louisville Metro streets, right-of-ways, affected property owners' sidewalks, steps and alcoves.

Subject to their availability, Louisville Metro may be able to provide the following list of cleaning equipment and services to events for a fee:

- Packer driver and truck
- Sweeper driver and sweeper
- 30 cubic yard container
- 8 cubic yard container
- Waste/recycling carts
- Roll off driver and truck
- Flusher driver and flusher
- 20 cubic yard container
- Litter baskets
- Delivery and return carts/containers

For further information, contact:

**Louisville Metro Public Works Department
Solid Waste Management Division**

600 Meriwether Avenue

Louisville, KY 40217

(502) 574-3571

(502) 574-4155 fax

www.louisvilleky.gov/solidwaste



Clean-Up Plans / Go Green and Litter-Free Events Continued

Brightside would like to partner with event organizers in “Keeping Louisville Clean and Green” by having a Litter-Free Event.

If you would like your event to be a “Litter-Free Event,” you may indicate this on your Special Event Permit application.

You will be required to:

- Announce Brightside as a partner during your event;
- Provide adequate number of volunteers to oversee and implement the clean-up plan;
- Recycle aluminum cans and plastic bottles;
- List Brightside as a partner and include its logo on any printed event material. (Brightside can provide the logo on a disk, e-mail or regular mail).

As a “Litter-Free Event,” you will receive the following:

- Freestanding “Litter-Free” signs. Posting these at your event encourages participants to be more aware of minimizing litter;
- Brightside t-shirts for volunteers (when available);
- A limited number of trash bags for volunteers recruited by event producers to pick up litter throughout the event;
- Receptacles for collecting aluminum cans or plastic. By utilizing these recycling containers you are providing another opportunity to reduce, reuse, recycle, restore and rethink.

Event organizers are responsible for taking recyclable materials to a recycling drop-off location. For a list of locations, visit www.louisvilleky.gov/solidwaste or call MetroCall at 311 or 574-5000.

For further information, contact:

Brightside

400 South First Street

Louisville, KY 40202

(502) 574-2613

(502) 574-2792 fax

www.louisvilleky.gov/brightside

brightside@louisvilleky.gov



go green louisvi!!e



SECTION 8

ELECTRICAL SERVICES

The Electrical Maintenance Section of Louisville Metro Public Works Department may be able to provide limited electrical service to special events at specific locations or public venues. If you are interested in hosting a festival or event in a Louisville Metro-owned venue, contact that venue for information about electrical services available at that location.

(See **Venues - Louisville Metro**, Section 22)

Event producers should consult directly with Electrical Maintenance Section officials to discuss all electrical needs for their event (*this includes the number of vendors, amperage needs of each vendor, needs for electrical service for lights, sound systems, etc.*). The event producers should work with these officials to show electrical service information on the Site Map of the event.

Electrical Maintenance Section cannot provide generators, light towers or extension cords for events.

If you would like to request stand-by electricians from Louisville Metro for your event, you may do so on your Special Event Permit application, but you will be charged the appropriate hourly rate for their services.

Event producers must obtain permission from a venue's owner to tap into any private power source.

Event producers must contact the Codes and Regulations Department and Electrical Maintenance Section prior to installing and operating any electrical service at an event (see contact information below). An **Electrical Permit** and electrical inspection may be required before a Special Event Permit is issued by the Codes and Regulations Department/Permits and Licenses Division.

The Waterfront Development Corporation requires that event producers contract with a Waterfront Development Corporation-approved electrical contractor for electrical services for events at Waterfront Park. Other Louisville Metro-owned venues may require that they approve electrical service providers at their venues as well.

The costs of using electrical panels and electrical supply sources at Waterfront Park and other Louisville Metro-owned venues must be paid by the event producers.



Electrical Services Continued

For further information, contact:

**Louisville Metro Codes
and Regulations Department
Permits and Licenses Division**

444 S. Fifth Street, Suite 200
Louisville, KY 40202
(502) 574-3321
(502) 574-5245 fax
www.louisvilleky.gov/ipl
ipl@louisvilleky.gov

**Louisville Metro Public Works Department
Electrical Maintenance Section**

636 E. Gray Street
Louisville, KY 40202
(502) 574-3261
(502) 574-4132 fax

Waterfront Development Corporation

129 E. River Road
Louisville, KY 40202
(502) 574-3768
(502) 574-4111 fax
www.louisvillewaterfront.com
info@louisvillewaterfront.com

**Louisville Metro Parks
Reservations Office**

1080 Amphitheater Road
Louisville, KY 40214
(502) 368-5865
(502) 368-5955 fax
amphitheater@louisvilleky.gov
www.metro-parks.org

For applicable fees and updates, please visit www.louisvilleky.gov/ipl.



SECTION 9

EMERGENCY MEDICAL SERVICES

Louisville Metro Emergency Medical Services (LMEMS) will provide EMS coverage for special events across our community. Our goal is to ensure that citizens and visitors attending festivals or special events are provided the best in emergency medical coverage.

If you would like to request EMS coverage for your event, you may do so on your Special Event Permit. This will help LMEMS determine what type of EMS staffing will be required. This determination will be based on the expected number of attendees, any special needs or risk factors involved and the nature of the event. Please note that the application for a Special Event Permit requires at least the following levels of coverage:

EMS coverage must be provided at all events defined as “major events.”

- Expected attendance up to 5,000 – one EMS crew
- Expected attendance 5,000 to 15,000 – two EMS crews
- Expected attendance more than 15,000 – three EMS crews

Please use LMEMS as a resource in developing your event plans, and remember to involve LMEMS as early as possible so that you can plan your event budget and logistics around the level of coverage appropriate to ensure safety for your attendees.

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. We will need at least 15 days advanced notice from the date of your event to be able to provide EMS coverage.

Event planners hiring LMEMS to cover their special events will be asked to enter into a contract that defines the event dates and times, and the number of units needed for adequate coverage. It should also set forth the costs for those services. LMEMS will submit a bill for those services to the event producer after the event. Any changes in the event date, time, location, etc. must be communicated to LMEMS as soon as possible. LMEMS reserves the right to refuse EMS coverage if critical event information that could affect that coverage is not communicated in sufficient time to evaluate safety needs.

Emergency medical services that are available for a fee from LMEMS are:

▪ **ALS Ambulance**

A dedicated, fully-equipped ambulance staffed with at least one paramedic and one emergency medical technician.

▪ **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).

▪ **BLS Ambulance**

A dedicated, fully-equipped ambulance staffed with two emergency medical technicians.

▪ **BLS Bike Team**

Two emergency medical technicians on bicycles (particularly useful for large crowds in areas with little or no vehicle accessibility).



Emergency Medical Services Continued

These services include the following:

- The LMEMS crew will be assigned to the 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 reserve the right to require the producer of a festival or event 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 type of mass casualty incident occurs at an event which causes large numbers of attendees 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.

For further information, contact:

**Louisville Metro Codes and Regulations Department
Permits and Licenses Division**

444 S. Fifth Street Suite 200
Louisville, KY 40202
(502) 574-3321 (502) 574-5245 fax
www.louisvilleky.gov/ipl
ipl@louisvilleky.gov

Louisville Metro Emergency Medical Services

437 S. Third Street
Louisville, KY 40202
(502) 574-4260
(502) 574-4372 fax
www.louisvilleky.gov/ems

For applicable fees and updates, please visit www.louisvilleky.gov/ipl.



SECTION 10

FIREWORKS AND PYROTECHNIC DISPLAYS

If a festival or event is going to include a “Public Display of Fireworks or the use of Pyrotechnics or Special Effects before a Proximate Audience,” an event producer must apply for and obtain a Fireworks/Pyrotechnics Permit from the particular authority having jurisdiction.

Applications for a Fireworks/Pyrotechnic Displays Permit must be submitted to the Louisville Metro Department of Codes and Regulations/Permits and Licenses Division at least 15 days before a performance or event, along with a \$175 permit application fee, payable to “Louisville Metro Government Finance Department.”

A valid Certificate of General Liability Insurance, provided by a licensed or approved surplus lines insurer in Kentucky with a satisfactory AM Best rating, must be attached to the Special Event Permit application submitted to the Codes and Regulations Department/Permits and Licenses Division. The Certificate of Insurance shall state that the coverage afforded under the policy:

- Will be in effect for the duration of the Performance/Event;
- Will cover claims up to \$1,000,000 per occurrence;
- Will name the fire chief of the fire district in which the event is held as an additional insured.

The Certificate of Insurance must contain the dates of the event and list Louisville Metro, along with any Louisville Metro-owned venue where the fireworks or pyrotechnic will be displayed, as additional insureds.

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:

- 1 Fire Apparatus
- 1 Officer
- 1 Operator
- 1 Firefighter
- 1 Firefighter/EMT

For further information, contact:

**Louisville Metro Codes and Regulations Department
Permits and Licenses Division**

444 S. Fifth Street, Suite 200
Louisville, KY 40202
(502) 574-3321
(502) 574-5245 fax
www.louisvilleky.gov/ipl
ipl@louisvilleky.gov

Louisville Division of Fire

1135 W. Jefferson Street
Louisville, KY 40203
(502) 574-3701
(502) 574-2955 fax
www.louisvilleky.gov/louisvillefire

Jefferson County Fire Service

410 S. Fifth Street, Suite 200
Louisville, KY 40202
(502) 574-5646
(502) 574-4606 fax

For applicable fees and updates, please visit www.louisvilleky.gov/ipl.



SECTION 11

HEALTH PERMITS

If food or drink (other than pre-packaged) will be sold or served at a festival or event, event producers or individual vendors must obtain a Health Permit from the Louisville Metro Department of Public Health and Wellness. Permit fees apply. The Health Permit must be obtained and submitted to the Louisville Metro Codes and Regulations Department/Permits and Licenses Division before this agency will issue the event a Special Event Permit.

For an application or further information, contact:

Louisville Metro Department of Public Health and Wellness

400 E. Gray Street

Louisville, KY 40202

(502) 574-6250

(502) 574-6657 fax

www.louisvilleky.gov/health

lmhd@louisvilleky.gov



SECTION 12

INSURANCE REQUIREMENTS

If a festival or event is going to be held on public property and has one or all of the features below, then the event producer must comply with the following applicable insurance requirements to be able to obtain a Special Event Permit from the Louisville Metro Codes and Regulations Department/Permits and Licenses Division:

- Expected attendance of 500 or more people;
- Fireworks or pyrotechnics will be displayed;
- Alcoholic beverages will be served or sold;
- Carnival rides or inflatables will be part of the event.

Event producers and any vendors who enter into contracts with them must purchase and maintain throughout the event, including setup and dismantling dates, the following types of liability insurance, if applicable, at their own expense:

• **General Liability Insurance:** If the event producer is a business or not-for-profit entity, they 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 Metro Government and any Metro-owned venues hosting an event as additional insureds on all commercial general liability policies.

• **Liquor Legal Liability Insurance:** If the event producer is a business which manufactures, distributes, sells, or serves alcoholic beverages, and intends to serve or sell alcoholic beverages at an event, they must also submit a Certificate of Insurance providing proof of a liquor legal liability insurance policy or properly endorsed general liability policy.

If this 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 liquor legal liability insurance policy or properly endorsed general liability policy.

In either case, the minimum acceptable limit of liability per claim and aggregate is \$1,000,000. 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 policy must list Louisville Metro Government and any Metro-owned venues hosting an event as additional insureds on the policy providing the liquor legal liability insurance.

• **Host Liquor Liability Coverage:** If the event producer is a business which does not manufacture, distribute, sell or serve alcoholic beverages but intends to serve or sell alcoholic beverages at the 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.



Insurance Requirements Continued

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.

● **Personal Liability Insurance:** If the applicant/event producer is not a business or not-for-profit entity, but is an individual who expects more than 500 attendees at the event and/or intends to serve or sell alcoholic beverages at the event, or have inflatables, the applicant/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, the Certificate of Insurance must specify that Incidental/Host Liquor Liability coverage is provided for that particular event, and specify the date(s) of the event.

If this same individual 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 this same individual is putting on an event using a vendor to provide carnival rides or inflatables, they must obtain general liability insurance from the vendor as described in General Liability Insurance.

● **Fireworks or Pyrotechnics Permit:** If the applicant/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 minimum combined single limit of liability for all displayers is \$1,000,000 per occurrence. This amount may be increased at the discretion of Louisville Metro officials 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, listing the date(s) of the event.

The pyrotechnics vendor's policy must list Louisville Metro Government and any Metro-owned venues hosting an event as additional insureds.

● **Carnival Rides or Inflatables:** If the applicant/event producer is a business or not-for-profit entity which intends to use carnival rides or inflatables at their event, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, as described in General Liability Insurance.

Miscellaneous Requirements:

All event related insurance policies must state that Louisville Metro and any Louisville Metro-owned venues hosting an event will be notified at least 30 days in advance of any intent by an insurance company to cancel or not renew an applicant/event producer's or vendor's insurance coverage.

With reasonable notice to event producers, Louisville Metro 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 to the Codes and Regulations Department/Permits and Licenses Division, along with the event's Special Event Permit, at least 30 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 B+VI unless special approval is obtained from Louisville Metro Risk Management Division.

For further information, contact:

**Louisville Metro Codes and Regulations Department
Permits and Licenses Division**

444 S. Fifth Street, Suite 200
Louisville, KY 40202
(502) 574-3321
(502) 574-5245 fax
www.louisvilleky.gov/ipl
ipl@louisvilleky.gov

**Louisville Metro Finance Department
Risk Management Division**

611 W. Jefferson Street
Louisville, KY 40202
(502) 574-1388
(502) 574-4384 fax
www.louisvilleky.gov/finance



SECTION 13 - 13a

PARADES / WALKS / RACES / RALLIES / PUBLIC GATHERINGS

Anyone who wants to host a parade, walk, road or foot race, rally or public gathering in Louisville Metro that will be held in a public venue or that will affect public property or right-of-ways must file a Special Event Permit Application with the Louisville Metro Codes and Regulations Department/Permits and Licenses Division. A **Site Map** defining the event area and all public areas and right-of-ways that will be affected by the event must be attached to the Special Event Permit application.

Any walk/race that goes through, or is held in a park, requires a permit issued by Metro Parks.

For further information, contact:

**Louisville Metro Codes and Regulations Department
Permits and Licenses Division**

444 S. Fifth Street, Suite 200
Louisville, KY 40202
(502) 574-3321
(502) 574-5245 fax
www.louisvilleky.gov/ipl
ipl@louisvilleky.gov

For further information, contact:

**Louisville Metro Parks
Reservations Office**

1080 Amphitheater Road
Louisville, KY 40214
(502) 368-5865
(502) 368-5955 fax
amphitheater@louisvilleky.gov
www.metro-parks.org

SECTION 13a

PRODUCTION AND FILMING

A permit is required to do any commercial or movie filming in the Louisville Metro Area. There is a small non refundable fee as an effort to maintain filming records for Metro Louisville.

When filming in Louisville we suggest the following:

- Obtain a film permit.
- When filming in a business or residential area, give proper notification before production.
- Do not trespass.
- Removing, trimming or cutting vegetation or trees is prohibited unless approved by the property owner or Metro government.
- Please keep all noise levels as low as possible.
- All sets and props should be removed after use.

Kentucky encourages the motion picture industry with an incentive program. Please visit www.kyfilmoffice.gov.



SECTION 14

PARKS RENTALS / EVENT SERVICES

Subject to availability, Louisville Metro may be able to rent to event producers its portable stage and other equipment and resources for specific public events to make them more enjoyable and less expensive.

A list of items available for rent from Metro Parks:

Bleachers

- 40-seat section
- 180-seat section

Picnic Tables

Trash Barrels

For further information, contact:

**Louisville Metro Parks
Reservations Office**

1080 Amphitheater Road

Louisville, KY 40214

(502) 368-5865

(502) 368-5955 fax

amphitheater@louisvilleky.gov

www.metro-parks.org

Louisville Metro Parks may also be able to bring its **Festivan** and **Special Event Crew** to public events, offering an array of activities and event services for all ages.

For applicable fees and updates, please visit www.louisvilleky.gov/ipl.



SECTION 15

RESTROOM FACILITIES

OSHA and the Louisville Metro Department of Public Health and Wellness require an event producer 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). If total number of units is less than ten, one handicap chemical-type toilet should be made available.

Louisville Metro cannot provide portable restroom facilities for events. A list of vendors who can provide these facilities can be found in the **Louisville Event Resource Guide** (available online at www.louisvilleky.gov/communityrelations).

Permanent restroom facilities may be available at certain Louisville Metro-owned venues. (See **Venues – Louisville Metro**, Section 22) Event Planners may find the following guide helpful during planning.

PORTABLE RESTROOM UNIT ESTIMATOR

People Attending	NUMBER OF HOURS FOR EVENT									
	1 Hr	2 Hrs	3 Hrs	4 Hrs	5 Hrs	6 Hrs	7 Hrs	8 Hrs	9 Hrs	10 Hrs
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
500-1000	4	6	8	8	9	9	11	12	13	13
2000	5	6	9	12	14	16	18	20	23	25
3000	6	9	12	16	20	24	26	30	34	38
4000	8	13	16	22	25	30	35	40	45	50
5000	12	15	20	25	31	38	44	50	56	63
6000	12	15	23	30	38	45	53	60	68	75
7000	12	18	26	35	44	53	61	70	79	88
8000	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
15,000	20	38	56	75	94	113	131	150	169	188
17,500	22	44	66	88	109	131	153	175	197	219
20,000	25	50	75	100	125	150	175	200	225	250

Chart is from the "Sanitarium & Health Official Guide & Portable Restroom Requirements at Special Events and Crowd Gatherings" from the University of Missouri-St. Louis study.

How to use this chart:

- Determine how many hours the event will last. If it is multiple days, use the longest day.
- Determine how many people will attend. If there are multiple days, determine the peak day.
- Use the chart to calculate the number of portable restrooms needed for adequate sanitation conditions.
- Plan for more if food and beverages are being served and if there are intermissions causing a surge in people seeking restrooms.
- If alcohol is being served, add 15-20% more restrooms.
- Don't forget to order handicapped units and hand sanitizers for each unit.
- Keep in mind that this is an estimate. One unit provides approximately 200 uses.



SECTION 16

SECURITY

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, off-duty police officers or reimburse Louisville Metro for expenses it incurs by providing on-duty police officers for security, traffic control and crowd control.

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 Marshal 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.

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

- 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.

Police services may be available to events for a fee:

- 1 Lieutenant
- 1 Sergeant
- 1 Officer
- 1 Traffic Control Officer
- 1 Traffic Guard

For further information, contact:

Louisville Metro Police Department
Support Operations/Special Events Division
768 Barret Avenue
Louisville, KY 40204
(502) 574-7454
(502) 574-2149 fax

For applicable fees and updates, please visit www.louisvilleky.gov/ipl.



SECTION 17

SIGNS AND BANNERS

Event producers wanting to display signs or banners on downtown light poles or on public right-of-ways must contact the Louisville Metro Public Works Department to apply for a **Signs and Banners Permit** and to coordinate scheduling.

All signs and banners must meet departmental specifications and be installed in accordance with all rules and regulations. Signs and banners may not be installed in any way that will obstruct public streets and sidewalks.

Decorative banners may be hung on light poles in the Central Business District with approval from Louisville Metro Public Works Department.

Event producers applying for a Signs and Banners Permit must contact a vendor to install banners and signs.

For further information, contact:

**Louisville Metro Public Works Department
Signs and Markings Section**

444 S. Fifth Street, Suite 400

Louisville, KY 40202

(502) 574-5810

(502) 574-4129 fax

www.louisvilleky.gov/publicworks

For information on scheduling, contact:

Louisville Convention and Visitors Bureau

401 West Main Street, Suite 2300

Louisville, KY 40202

(800) 626-5646

www.gotolouisville.com

For applicable fees and updates, please visit www.louisvilleky.gov/ipl.



SECTION 18

SITE MAPS

Anyone planning to host an event in Louisville Metro must attach a **Site Map** of the event to the Special Event Permit Application before submitting it to the Louisville Metro Codes and Regulations Department/Permits and Licenses Division.

A **Site Map** should define the event area being permitted and include all of the following features and information, if applicable:

- All affected streets, alleys and right-of-ways, including those that will be closed;
- Alternate routes for traffic and buses, if streets are going to be closed;
- Location of all barricades that will be used;
- Location of all traffic control devices;
- Location of all tents and temporary structures that will be erected;
- Location of all vendors – fixed and mobile;
- Sources of electrical supply and service, including permanent electrical power sources and portable generators;
- Location of all dumpsters and trash receptacles;
- Location and layout of tables, chairs, picnic tables, etc., that will be used;
- Location of any stages that will be used or placed;
- Entrances and exits;
- Designated parking areas;
- Permanent and portable restroom facilities;
- Signage and banners that will be hung or installed.

Copies of the event's **Site Map** will be shared with the Codes and Regulations Department/Permits and Licenses Division, Louisville Metro Public Works Department, Louisville Metro Police Department and any other Louisville Metro departments that are appropriate.

For further information, contact:

**Louisville Metro Codes and Regulations Department
Permits and Licenses Division**

444 S. Fifth Street, Suite 200

Louisville, KY 40202

(502) 574-3321

(502) 574-5245 fax

www.louisvilleky.gov/ipl

ipl@louisvilleky.gov



SECTION 19

STREET CLOSINGS / BRIDGE CLOSINGS / RESTRICTED PARKING

Anyone planning to host an event that will involve closing public right-of-ways (streets, sidewalks or alleys) must notify all affected residents and businesses at least 30 days before an event.

Anyone planning to host an event that will involve state-maintained right-of-ways must also notify the Permitting Division of the Kentucky Department of Transportation, District Five at (502) 367-6411.

Proof of notification of all neighbors and other parties affected by a street closure must be attached to a Special Event Permit application before it will be considered by ABC/Permits and Licenses Division.

The recommended notification procedure for closing public streets, alleys and right-of-ways is as follows:

- An event producer must contact all affected businesses and/or residents if an upcoming event will require street closing(s);
- At least 75 percent of all affected businesses and/or residents must sign a street-closing petition;
- An event producer may be able to request assistance from the Louisville Metro Police Department, the Louisville Metro Office for Business Services, the Louisville Metro Department of Neighborhoods, Louisville Central Area, the Main Street Association and other organizations in contacting downtown and neighborhood business associations about the details of a street closure;
- An event producer can ask for signage to be placed along affected streets several days prior to an event (*fee involved*);
- An event producer can also ask for bags to be placed on parking meters along affected streets several days prior to an event (*fee involved*);
- An event producer must send a Street Closing press release and camera-ready Site Map to all media at least two weeks prior to an event.

Anyone wishing to close the Clark Memorial (Second Street) Bridge must also contact the Jeffersonville Mayor's Secretary at (812) 285-6400 to close the Indiana side of the bridge.

For further information, contact:

**Louisville Metro Codes and Regulations Department
Permits and Licenses Division**

444 S. Fifth Street, Suite 101

Louisville, KY 40202

(502) 574-3321

(502) 574-5245 fax

www.louisvilleky.gov/ipl

ipl@louisvilleky.gov

Kentucky Highway Transportation Cabinet

8310 Westport Road

Louisville, KY 40242

(502) 210-5400

www.kytc.state.ky.us

kytc.comment@ky.gov



SECTION 20

TENTS AND TEMPORARY STRUCTURES

A Tent or Temporary Structure Permit is needed if your structure is:

- 200 square feet or larger with closed sides;
- 400 square feet or larger with open sides.

The Louisville Metro Codes and Regulations Department/Permits and Licenses Division will inspect all tents to ensure that they are installed in accordance with the Kentucky Building Code. All electrical panels and connections, cooking and heating fuel (storage and distribution) will also be inspected to ensure that they are safely installed and being used correctly.

There is a fee for a **Tent and Temporary Structure Permit**.

For further information, contact:

**Louisville Metro Codes and Regulations
Permits and Licenses Division**

444 S. Fifth Street, Suite 200

Louisville, KY 40202

(502) 574-3321

(502) 574-5245 fax

www.louisvilleky.gov/ipl

ipl@louisvilleky.gov

IMPORTANT FIRE REGULATIONS FOR EVENT OR FESTIVAL TENT USE:

- Any tent used while cooking shall be made of flame retardant material and have a label that has a NFPA approved fire retardant listing.
- All cooking and open flame operations shall have a fire extinguisher that is approved for that operation on site.
- All deep fat cooking operations shall have a type “K” fire extinguisher on site.
- No tent used for cooking shall be within twenty (20) feet of any non-rated tent or any combustibles.

For further information, contact:

Louisville Fire Department

1135 W. Jefferson Street

Louisville, KY 40203

(502) 574-3701

www.louisvilleky.gov/louisvillefire

For applicable fees and updates, please visit www.louisvilleky.gov/ipl.



SECTION 21

VENDING, LOCATION AND PERSONAL CONVEYANCE PERMITS

If public property, including public streets and right-of-ways, will be used to vend products, food or drinks at an event, a **Location Permit** must be obtained from the Louisville Metro Codes and Regulations Department/Permits and Licenses Division.

Any event producer or vendor who wishes to vend within a festival or event boundary must obtain a **Location Permit**.

Any event producer who wants to control all vending within the boundaries of an event must obtain a **Master Temporary Location Permit** from the Codes and Regulations Department/Permits and Licenses Division. 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 that 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, registering with the Louisville Metro Revenue Commission, obtaining a tax ID number from the Kentucky Department of Revenue, etc.

A **Personal Conveyance Vendor Permit** is required for each fixed location and mobile vendor within an event's boundaries. At a fixed location, the vending permit identification card must be posted in a conspicuous location accessible to inspectors from the Codes and Regulations Department/Permits and Licenses Division. A vendor permit identification card must be worn by each mobile-vendor during an event.

The permit fee to be paid by an event producer will be determined by the number of fixed vendors and mobile vendors either listed on the **Master Temporary Location Permit** application or on a list submitted to the Codes and Regulations Department/Permits and Licenses Division by the event producer. It is the responsibility of an event producer to collect the appropriate permit fee from each vendor and submit them to the Codes and Regulations Department/Permits and Licenses Division.

Event producers controlling all vending within the boundaries of an event area:

- Master Temporary Location Permit Fee

Individual vendors in an event area:

- Personal Conveyance Vendor Permit Fee

Anyone wishing to vend in a park, must acquire a permit from Metro Parks.

Vending, Location and Personal Conveyance Permits Continued on Following Page



Any vendor selling unpackaged food or drinks at an event must also apply for and receive permits from the Louisville Metro Department of Public Health and Wellness.
(See **Health Permits**, Section 11)

For further information, contact:

Louisville Metro Codes and Regulations Department

Permits and Licenses Division

444 S. Fifth Street, Suite 200

Louisville, KY 40202

(502) 574-3321

(502) 574-5245 fax

www.louisvilleky.gov/ipl

ipl@louisvilleky.gov

Louisville Metro Department of Public Health and Wellness

400 E. Gray Street

Louisville, KY 40202

(502) 574-6520

(502) 574-6657 fax

www.louisvilleky.gov/health

lmhd@louisvilleky.gov

Louisville Metro Parks

Reservations Office

1080 Amphitheater Road

Louisville, KY 40214

(502) 368-5865

(502) 368-5955 fax

amphitheater@louisvilleky.gov

www.metro-parks.org

For applicable fees and updates, please visit www.louisvilleky.gov/ipl.



SECTION 22

VENUES – LOUISVILLE METRO

Louisville Metro owns many attractive venues that may be used by the public for festivals and events.

Requests to use Louisville Metro-owned venues will be forwarded to appropriate departments or agencies by the Codes and Regulations Department/Permits and Licenses Division. Reservations and bookings will be handled by individual venues.

Each Louisville Metro venue has its own unique features and amenities.

The following list contains a description of each Louisville Metro-owned venue, its location, amenities and contact information:

Belle of Louisville / Spirit of Jefferson

Location: The Belle of Louisville, a National Historic Landmark and one of the most beloved symbols of our city, and the Spirit of Jefferson are located at the Fourth Street Wharf on the Ohio River.

Amenities: The Belle of Louisville and Spirit of Jefferson are perfect charter venues for weddings, corporate events, proms and family and military reunions. The Belle of Louisville can accommodate 750 people from April to October and 300 people in November and December. Amenities include a concession stand, lunch or dinner buffet, fully stocked cash bar, dance floor, stage, full on-board sound system, indoor and outdoor seating. The Spirit of Jefferson has indoor seating for 150 and outdoor seating for 100. Additional amenities include heating and air conditioning. Both vessels are available for dockside events.

Belle of Louisville / Spirit of Jefferson Waterfront Development Corporation

129 E. River Road
Louisville, KY 40202
(502) 574-2992
(502) 574-3030 fax
www.belleoflouisville.org
reservations@belleoflouisville.org

Belvedere/Riverfront Plaza:

Location: The Belvedere/Riverfront Plaza is located on Main Street between Fourth and Sixth streets. It is divided into three segments: West Plaza, East Plaza and the Belvedere Overlook.

Amenities: The Belvedere is a public gathering space uniquely situated in the heart of Main Street, with spectacular views of the downtown skyline and the Ohio River. It is conveniently located adjacent to the Kentucky Center, Galt House Hotel and Suites and multiple parking garages. The Belvedere can easily accommodate large festivals as well as intimate gatherings such as weddings and catered company picnics. The West Plaza features a large lawn area and a shady tree grove. The East Plaza features a large fountain and shady pavilions perfectly suited for vending or small gatherings. The Overlook features views of the Ohio River, the George Rogers Clark statue, the York statue and a



pedestrian connection to the Wharf, Belle of Louisville and Waterfront Park. All areas are connected to a large promenade that is ideally suited for static displays or merchandise vendors.

Important note: as part of the Belvedere rental process, event producers will be required to **read and initial** the following paragraph on the Belvedere rental Application:

Weight limits on all sections of the Belvedere are set at a maximum of 10,000 pounds gross vehicle weight (GMV). GMV is defined as the total weight of the vehicle including fuel, passengers and cargo. This limit is roughly equal to a F-350 class pick-up truck with a full load. No vehicles will be permitted on any part of the Belvedere with dual rear wheel configurations. Trailers, vendor booths and any towed objects must weigh less than 10,000 pounds total. Vehicles, trailers, vendor booths and any type of towed object exceeding 10,000 pounds may not be unloaded at the foot of the Belvedere ramp and then reloaded once in place on the Belvedere.

Belvedere Restrooms:

Event producers using the Belvedere have the option to use the city restrooms located on the Belvedere or choose to use portable restrooms. If using the city restrooms, please refer to the fee schedule below. City Services are payable in advance. The Waterfront Development Corporation schedules events on the Belvedere but does not set fees for use of the restrooms. Event producers have the option to staff city restrooms, use portable toilets, or hire city staff to maintain them for a fee.

Louisville Waterfront Development Corporation

129 E. River Road
Louisville, KY 40202
(502) 574-3768
(502) 574-4111 fax
www.louisvillewaterfront.com
events@louisvillewaterfront.com

Events held on the Belvedere require the completion of a Louisville Metro Special Events Permit application. Application fees apply.

(See **Special Event Permits**, Section 1)

Louisville Metro Codes and Regulations Department

Permits and Licenses Division

444 S. Fifth Street, Suite 200
Louisville, KY 40202
(502) 574-3321
(502) 574-5245 fax
www.louisvilleky.gov/ipl
ipl@louisvilleky.gov



Venues - Louisville Metro Continued

Fort Nelson

Location: Fort Nelson is located at the northwest corner of Seventh and Main streets. The park, .02 of an acre in size, is adjacent to Yarmuth Memorial Garden, which runs beside the south side of the flood wall between Seventh and Eighth streets behind the Louisville Science Center.

Amenities: This is a downtown location, which includes paved and turf areas in an amphitheater style setting. It has a beautiful landscaped terrace with a fountain. In addition, this location has electrical outlets, water spigots and trees, and is in an area with many local points of interest and activities.

Louisville Metro Codes and Regulations Department Permits and Licenses Division

444 S. Fifth Street, Suite 200
Louisville, KY 40202
(502) 574-3321
(502) 574-5245 fax
www.louisvilleky.gov/ipl
ipl@louisvilleky.gov

Founder's Square

Location: Founder's Square is located between Fifth Street and Armory Place, north of Muhammad Ali Boulevard. The park is approximately .64 of an acre with 10,251 square feet.

Amenities: This is a centrally located downtown venue with paved and turf areas. It has electrical outlets, water spigots, benches, trees and trash bins, and is in an area with many local points of interest and activities.

Louisville Metro Codes and Regulations Department Permits and Licenses Division

444 S. Fifth Street, Suite 200
Louisville, KY 40202
(502)574-3321
(502) 574-5245 fax
www.louisvilleky.gov/ipl
ipl@louisvilleky.gov

Iroquois Amphitheater

Location: The Iroquois Amphitheater, owned and operated by the Louisville Metro Parks Department, is a unique, state-of-the-art, outdoor theater venue in Iroquois Park.

Amenities: The amphitheater recently underwent an \$8.9 million renovation. It is a state-of-the-art performance venue, with 2,400 tiered seats (50 percent under cover), 300 square feet of festival lawn area, handicap accessibility, a 55' x 33.5' proscenium stage, spacious left and right wing areas, modernized dressing rooms with shower and bathroom facilities, restrooms, 5,000 square feet of rain shelter, community room, green room, orchestra pit, box office, concession areas and free parking.



Reservations, Fees, Deposit:

Iroquois Amphitheater

1080 Amphitheater Road

Louisville, KY 40214

(502) 368-5865

(502) 368-5955 fax

www.iroquoisamphitheater.com

iroquoisamphitheater@louisvilleky.gov

Jefferson Memorial Forest - Horine Conference Center

Location: On one of the highest points in Louisville Metro, the Horine Conference Center and its beautiful views are an excellent location for business retreats, meetings and weddings.

Amenities: Conference facility with seating for up to 50 participants, a state-of-the-art multimedia system, a fully-equipped kitchen, a den with fireplace and additional conference rooms for breakaway meetings. An outdoor patio offers a unique panoramic view of Louisville.

Jefferson Memorial Forest - Horine Conference Center

11311 Mitchell Hill Road

P. O. Box 467

Fairdale, KY 40118

(502) 368-5404

(502) 368-6517 fax

www.memorialforest.com

forest@louisvilleky.gov

Jefferson Square Park

Location: Jefferson Square Park is bounded by Jefferson Street, Armory Place and Sixth Street. The park is approximately .84 of an acre with 3,750 square feet.

Amenities: This is a centrally located downtown venue with paved and turf areas. It has electrical outlets, water spigots, stage, benches, trees and trash bins, and is in an area with many local points of interest and activities.

Louisville Metro Codes and Regulations Department

Permits and Licenses Division

444 S. Fifth Street, Suite 200

Louisville, KY 40202

(502) 574-3321

(502) 574-5245 fax

www.louisvilleky.gov/ip/



Venues - Louisville Metro Continued

Locust Grove

Location: Historic Locust Grove is a 55-acre National Historic Landmark, featuring an elegant manor house built in the 1790s, along with a modern visitors center. It is located minutes from downtown on Blankenbaker Lane between Brownsboro and River roads.

Amenities: Locust Grove welcomes groups for family events, community events, retreats and business meetings. The visitors' center and grounds, including gardens, combine to accommodate up to 1,500 people. The visitors' center itself can accommodate up to 200 people standing. Rentals include use of a small kitchen, with a microwave, conventional oven, refrigerator and sinks, along with restrooms, 100 chairs and 18 tables of varying sizes.

Locust Grove

561 Blankenbaker Lane
Louisville, KY 40207
(502) 897-9845
(502) 897-0103 fax
www.locustgrove.org
lghh@locustgrove.org

Louisville Gardens - Facility is currently unavailable

Louisville Memorial Auditorium

Location: Louisville Memorial Auditorium is located at 970 S. Fourth Street at the corner of Fourth and Kentucky streets.

Amenities: Louisville Memorial Auditorium provides a comfortable and affordable theater for concerts, stage plays, talent competitions, student performances, business meetings, dance recitals, graduations, speaking engagements and religious gatherings. This beautiful theater has been designated a Louisville Landmark and is listed on the National Register of Historic Places. Louisville

Memorial Auditorium has 1,742 plush theater seats, an 85' x 50' stage, 10 dressing rooms and a new "state of the art" sound and lighting system. Other amenities include a collection of historic flags from World Wars I and II which are displayed in lighted flag cases throughout the theater corridor and the world's largest Pilcher pipe organ which has 5,288 pipes located in six separate chambers within the theater.

Louisville Memorial Auditorium

970 S. Fourth Street
Louisville, KY 40203
(502) 584-4911
(502) 574-1487 fax



Louisville Metro Parks

Festivals and events are welcome at most of Louisville's 123 Metro Parks and 16 Community Centers. The scheduling of festivals and events are subject to the availability and expected use of the park by the public. Access to major park facilities will be maintained during festivals and events.

Metro Parks reserves the right to cancel a festival or event if safety concerns arise or if there is risk to the park or its facilities.

Metro Parks must approve all festivals and events held within the boundaries of the parks system in advance. If an event extends beyond a park, impacts traffic outside the park or includes alcohol, permits must also be secured from the Louisville Metro Codes and Regulations Department/Permits and Licenses Division. The Director of Metro Parks will also establish all fees for festivals and events. A rate sheet can be viewed online at www.louisvilleky.gov/MetroParks.

For any event at which food, beverages or merchandise will be sold, Metro Parks requires event producers to obtain vending permits.

(See **Vending, Location and Personal Conveyance**, Section 21)

Louisville Metro Parks

Reservations Office

1080 Amphitheater Road

Louisville, KY 40214

(502) 368-5865

(502) 368-5955 fax

amphitheater@louisvilleky.gov

www.metro-parks.org

Martin Luther King, Jr. Park

Location: Martin Luther King, Jr. Park is located between Sixth and Seventh streets, between Muhammad Ali Boulevard and Federal Place and is approximately .86 acres.

Amenities: The area is landscaped with paved and turf areas. It has electrical outlets, water spigots, fountains and trees, and is in an area with many local points of interest and activities.

Louisville Metro Codes and Regulations Department

Permits and Licenses Division

444 S. Fifth Street, Suite 200

Louisville, KY 40202

(502) 574-3321

(502) 574-5245 fax

www.louisvilleky.gov/ipi

ipi@louisvilleky.gov



Riverside, the Farnsley-Moremén Landing

Location: Riverside is a 300-acre cultural asset featuring two historic homes, a modern visitors center, a large outdoor pavilion and well-tended grounds. It is in the southwest portion of the community, along Moorman Road near the Greenbelt Highway.

Amenities: The Riverside Visitors Center has a capacity for 200 people standing in its large carpeted auditorium, which features a breathtaking view of the Ohio River. Rental of the Visitors Center includes use of a catering kitchen, cloakroom, restrooms, 120 chairs, 20 rectangular tables and/or 12 round tables. Riverside's open-air pavilion allows you to enjoy the beautiful outdoor setting at Riverside while under shelter. The pavilion features an outdoor fireplace and additional restrooms.

Riverside, the Farnsley-Moremén Landing

7410 Moorman Road
Louisville, KY 40272
(502) 935-6809
(502) 935-6821 fax
www.riverside-landing.org
info@riverside-landing.org

Riverwalk and Bike Trail

Location: The RiverWalk and Bike Trail is an asphalt trail that runs beside the Ohio River from the Waterfront to Riverside, the Farnsley-Moremén Landing.

Amenities: There are multiple entrances and exits and connections to other public parks and facilities which include parking, restrooms, trash bins and areas that are local points of interest and activities.

Louisville Metro Codes and Regulations Department Permits and Licenses Division

444 S. Fifth Street, Suite 200
Louisville, KY 40202
(502) 574-3321
(502) 574-5245 fax
www.louisvilleky.gov/ipf
ipf@louisvilleky.gov



Theater Square

Location: Theater Square is located on Fourth Street between Broadway and Chestnut streets in the historic entertainment district of downtown Louisville.

Amenities: This historic downtown location includes paved cobblestone streets, a stage, sculptured landscaped areas, electrical outlets, water spigots, trees, trash bins, Toonerville Trolley stops and is in an area with many local points of interest and activities.

Louisville Metro Codes and Regulations Department Permits and Licenses Division

444 S. Fifth Street, Suite 200
Louisville, KY 40202
(502) 574-3321
(502) 574-5245 fax
www.louisvilleky.gov/ipl
ipl@louisvilleky.gov

Waterfront Park

Location: Waterfront Park, 85 acres along the river's edge, is called "the front door to the city" with an exceptional scenic view of the Ohio River and Louisville Metro skyline. It is located along River Road between Second Street and Frankfort Avenue.

Waterfront Park accommodates many different types of events and various areas offer different amenities. A map of the park is available at www.louisvillewaterfront.com.

Amenities:

- **Festival Plaza** is a rectangular plaza ideal for hosting the vending component of large events. Its 3.5 acres accommodate up to 20,000 people and features potable water, electrical and sanitary services, restroom facilities, a shady grove of trees, green lawn area and a surface of crushed granite, which is perfect for tents and concession booths.
- **Louisville Wharf** is adjacent to and can be combined with Festival Plaza to provide a larger venue. It includes the nostalgia of an old-time wharf while offering the conveniences of a modern event space. It features 2.5 acres, accommodates 15,000 people, and offers electrical service and 1,000 feet of river's edge for commercial docking. The west side of the Wharf offers amphitheater seating for 600 people.
- **The Great Lawn** is a massive green space of 12 acres and accommodates more than 25,000 people for large concerts, viewing fireworks, sporting events and many other uses. It is a gentle sloping surface, bordered by a 20-foot sidewalk and stadium stair seating for over 1,000. The lawn is equipped with 1,200 amp electrical service. A paved area with two 200 amp electrical services can accommodate concessions and the engineered turf withstands heavy equipment.



Waterfront Park Continued

- **Linear Park** consists of more than a mile of scenic paved pathways on a 27-acre site. Amenities include semi-private picnic groves, charcoal grills, semi-private hillsides, public parking lots, restroom facilities, some minor electrical service and two children's play areas (*not available for exclusive use*).
- **Harbor Lawn** is located immediately east of the harbor inlet. The lawn is a triangular sloped surface surrounded by a 20-foot concrete pathway. The space accommodates several thousand people and is ideal for small group gatherings, weddings or blanket picnics.
- **The Overlook** offers dramatic views of the Ohio River. It is one acre in size and can accommodate several thousand people. It has park benches throughout and a shady canopy of trees.
- **The Brown-Forman Amphitheater** is located in Phase II of Waterfront Park. It can accommodate several thousand people on grass risers and the surrounding hillside. There is a concrete slab and 400-amp electrical service for a stage. There are two 200-amp electrical services on the east and west side of the amphitheater for concessions. The space can be easily gated for paid admission events.
- **Phase II Picnic Groves** – there are several picnic groves in Phase II.

Fees based on attendance expected.

Waterfront Development Corporation

129 E. River Road

Louisville, KY 40202

(502) 574-3768

(502) 574-4111 fax

www.louisvillewaterfront.com

events@louisvillewaterfront.com



SECTION 23

HANDBOOK UPDATES AND SUGGESTIONS

The Mayor's Special Events Handbook is meant to be a helpful tool for event producers when organizing festivals and events. For the most up-to-date policies and procedures, please visit www.louisvilleky.gov.

We welcome your input on information you would like to see included in this Handbook, streamlining permits and how we can offer better service to you when filing for permits.

To offer a suggestion, please contact:

Mayor's Office for Community Relations and Events

Louisville Metro Hall

527 W. Jefferson Street, Suite 101

Louisville, KY 40202

(502) 574-5220

(502) 574-1042 fax

www.louisvilleky.gov/communityrelations

events@louisvilleky.gov



SECTION 24

MAYOR'S METROFEST AND ONLINE CALENDAR

Printed Calendar

Louisville loves to celebrate. To support your efforts, the MetroFest Calendar is published to showcase outdoor events and help attract residents and visitors to the many unique festivals held each year in Louisville Metro. If you would like your festival or event considered for this publication, contact the Mayor's Office for Community Relations and Events. Space is limited and event must meet the criteria.

MetroFest Event Listing Criteria:

- Outdoor festivals and events with an attendance of 500 or more people;
- Open to the public either free or with an admission charge;
- For not-for-profit organizations, event companies, neighborhoods, suburban cities, government agencies;
- Events of a religious nature or message will not be listed;
- Events that are "Over 21 Only" will not be listed;
- Event sponsor agrees to list Louisville Metro as an event sponsor;
- Event sponsor agrees to use Louisville Metro name and logo where appropriate;
- All events must have all necessary permits from the ABC/Permits and Licenses Division office and other appropriate local and state agencies.

MetroFest Listing Benefits

Events listed in 50,000 printed calendars, in the Louisville Metro on-line calendar and distributed in 30,000 March issues of Louisville Magazine.

MetroFest Timeline

- **October 1** - Event listing request form mailed and/or emailed to everyone on the Mayor's Office for Community Relations and Events mailing list.
- **December 1** - Deadline for Event Listing Request form. Only request forms received by this date will be considered. You may 'hold' space and request additional time to confirm your event date.
- **January 1** - Deadline for events submitted on the Event Listing Request form in November and requested extension time to confirm date. No Event Listing Requests will be considered after this date.

On-Line Calendar

Louisville Metro maintains an on-line calendar that will contain information about festivals and events in the regional Louisville Metro area. Event organizers may submit an On-Line Event Listing Request any time throughout the year. Updates of approved events will be posted to the website the first of each month. The on-line calendar is for events in the Louisville Metro area including arts and cultural events, conventions, conferences, college sports, neighborhood and church picnics, national, religious, etc.

Photographs

Event photos will be considered for inclusion in the MetroFest and On-Line Calendars. Please submit up to four fully identified high-resolution electronic files, color slides, prints or color transparencies for consideration. All photos submitted become the property of Louisville Metro and will not be returned.

To submit information for the online calendar, please send to:

Mayor's Office for Community Relations and Events

Louisville Metro Hall
527 W. Jefferson Street, Suite 101
Louisville, KY 40202
(502) 574-5220
(502) 574-1042 fax
www.louisvilleky.gov/communityrelations



SECTION 25

CONTACT LIST

Belle of Louisville / Spirit of Jefferson

Waterfront Development Corporation
129 E. River Road
Louisville, KY 40202
(502) 574-2992
(502) 574-3030 fax
www.belleoflouisville.org
reservations@belleoflouisville.org

Brightside

400 S. First Street
Louisville, KY 40202
(502) 574-2613
(502) 574-2792 fax
www.louisvilleky.gov/brightside
brightside@louisvilleky.gov

Iroquois Amphitheater

1080 Amphitheater Road
Louisville, KY 40214
(502) 368-5865
(502) 368-5955 fax
www.iroquoisamphitheater.com
amphitheater@louisvilleky.gov

Jefferson County Fire Service

410 S. Fifth Street, Room 200
Louisville, KY 40202
(502) 574-5646
(502) 574-4606 fax
www.jeffcofire.com

Jefferson Memorial Forest Horine Conference Center

11311 Mitchell Hill Road
P. O. Box 467
Fairdale, KY 40118
(502) 368-5404
(502) 368-6517 fax
www.memorialforest.com
forest@louisvilleky.gov

Kentucky Department of Agriculture

32 Fountain Place
Frankfort, KY 40601
(502) 564-5126
(502) 564-5016 fax
www.kyagr.com
ag.web@kyagr.com

Kentucky State Alcoholic Beverage Control

1003 Twilight Trail
Frankfort, KY 40601
(502) 564-4850
(502) 564-1442 fax
www.abc.ky.gov
abc.info@kentucky.gov

Kentucky Transportation Cabinet

8310 Westport Road
Louisville, KY 40242
(502) 210-5400
www.kytc.state.ky.us
kytc.comment@ky.gov

Locust Grove

561 Blankenbaker Lane
Louisville, KY 40207
(502) 897-9845
(502) 897-0103 fax
www.locustgrove.org
lghh@locustgrove.org

Louisville Division of Fire

1135 W. Jefferson Street
Louisville, KY 40203
(502) 574-3701
(502) 574-2955 fax
www.louisvilleky.gov/louisvillefire

Louisville Metro Codes and Regulations Department Permits and Licenses Division

444 S. Fifth Street, Suite 200
Louisville, KY 40202
(502) 574-3321
(502) 574-5245 fax
www.louisvilleky.gov/ipl
ipl@louisvilleky.gov



Contact List Continued

Louisville Metro Department of Public Health and Wellness

400 E. Gray Street
Louisville, KY 40202
(502) 574-6650
(502) 574-6657 fax
www.louisvilleky.gov/health
lmhd@louisvilleky.gov

Louisville Metro Emergency Medical Services

437 S. Third Street
Louisville, KY 40202
(502) 574-6250
(502) 574-4372 fax
www.louisvilleky.gov/ems

Louisville Metro Finance Department Risk Management

611 W. Jefferson Street
Louisville, KY 40202
(502) 574-1388
(502) 574-4384 fax
www.louisvilleky.gov/finance

Louisville Metro Parks Reservations Office

1080 Amphitheater Road
Louisville, KY 40214
(502) 368-5865
(502) 368-5955 fax
amphitheater@louisvilleky.gov
www.metro-parks.org

Louisville Metro Police Department Support Operations/Special Events Division

768 Barret Avenue
Louisville, KY 40204
(502) 574-7454
(502) 574-2149 fax

Louisville Metro Public Works Department

444 S. Fifth Street, Suite 400
Louisville, KY 40202
(502) 574-5810
(502) 574-4129 fax
www.louisvilleky.gov/publicworks

Louisville Metro Public Works Department Electrical Maintenance Section

636 E. Gray Street
Louisville, KY 40202
(502) 574-3261
(502) 574-4132 fax

Louisville Metro Public Works Department Signs and Markings Section

444 S. Fifth Street, Suite 200
Louisville, KY 40202
(502) 574-3181
(502) 574-4129 fax
www.louisvilleky.gov/publicworks

Louisville Metro Public Works Department Solid Waste Management Division

600 Meriwether Avenue
Louisville, KY 40217
(502) 574-3571
(502) 574-4155 fax
www.louisvilleky.gov/solidwaste
solid.waste@louisvilleky.gov

Mayor's Office for Community Relations and Special Events

527 W. Jefferson Street, Suite 101
Louisville, KY 40202
(502) 574-5220
(502) 574-1042 fax
www.louisvilleky.gov/communityrelations
events@louisvilleky.gov

Parking Authority of River City (PARC)

517 S. Fourth Street
Louisville, KY 40202
(502) 574-3817
(502) 574-4029
www.louisvilleky.gov/parc
parc@louisvilleky.gov

Riverside, the Farnsley-Moremén Landing

7410 Moorman Road
Louisville, KY 40272
(502) 935-6809
(502) 935-6821 fax
www.riverside-landing.org
info@riverside-landing.org



Transit Authority of River City (TARC)

1000 W. Broadway
Louisville, KY 40203
(502) 561-5167
(502) 213-5148 fax
www.ridetarc.org

Waterfront Development Corporation

129 E. River Road
Louisville, KY 40202
(502) 574-3768
(502) 574-4111 fax
www.louisvillewaterfront.com
events@louisvillewaterfront.com
info@louisvillewaterfront.com

CONTACT INFORMATION

Mayor's Office for Community
Relations & Special Events
527 West Jefferson Street, Suite 101
Louisville, KY 40202
(502) 574-5220 office
(502) 574-1042 fax
www.louisvilleky.gov/communityrelations

