



**METRO PARKS
AND RECREATION**
Escape. Explore. Connect.

Louisville Metro Parks Event Application

Date: _____

CONTACT INFORMATION

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

Contact Address: _____

City/State/Zip: _____

Primary Phone Number: _____
 WORK CELL HOME

Email/Fax: _____

Website: _____

EVENT DESCRIPTION

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

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

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

Describe Event: _____

EVENT DESCRIPTION ATTACHED

Metro Park Location for Event: _____

Date(s) and Time(s) of Event: Load-In Date: _____ / _____ / _____ Time: _____ AM PM

Event Start Date: _____ / _____ / _____ Time: _____ AM PM

Event End Date Date: _____ / _____ / _____ Time: _____ AM PM

Load-Out/Clean-Up Date: _____ / _____ / _____ Time: _____ AM PM

ATTENDANCE

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

SITE MAP REQUIREMENT

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

VENDORS

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

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

PLEASE CHECK ALL OF THE FOLLOWING ITEMS WHICH APPLY TO YOUR EVENT

STREET CLOSINGS

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

List streets to be closed for this event: _____

Closing: ____ / ____ / ____ Time: ____ AM PM

Reopening: ____ / ____ / ____ Time: ____ AM PM

TRAFFIC • Describe or attach traffic plan: _____

TRAFFIC PLAN ATTACHED

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

PARKING • Describe or attach parking plan: _____

PARKING PLAN ATTACHED

RENTALS FROM METRO PARKS

Picnic Tables (Set of 10; there will be a fee charged for this) Total: _____

Trash Cans (Set of 10; there will be a fee charged for this) Total: _____

City Stage (If available. Indicate position on attached site map; there will be a fee charged for this)

ADDITIONAL REQUESTS FROM METRO PARKS: _____

ALCOHOLIC BEVERAGES

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

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

Alcoholic beverage concessionaire or caterer: _____

Insurance company: _____ Office Phone: _____

EMERGENCY MEDICAL SERVICES • Describe or attach Emergency Medical Services plan: _____

INFLATABLES/CARNIVAL RIDE VENDOR

Company name: _____

Main Contact Name: _____ Cell Phone: _____

CLEAN-UP PLANS AND PROCEDURES

Event producers holding an event on Louisville Metro properties, facilities, streets or right-of-ways are responsible for clean-up and removal of debris from the area and all adjacent property affected, including sidewalks, steps, yards and alcoves.

Describe or attach clean-up plan: _____

CLEAN-UP PLAN ATTACHED

ELECTRICAL SERVICES

Electrical permit(s) may be required for temporary electrical service. For generators, contact the fire district where event will be held.

Public Utilities Patch Box(es; there will be a fee charged for this) Total: _____
 Generator(s; there will be a fee charged for this) Total: _____

Indicate placement of patch boxes and/or generators on attached map.

RESTROOM FACILITIES

Number of permanent facilities at event location: _____

Number of portable facilities: _____

Name of supplying company: _____ Office Phone: _____

Emergency Contact Name: _____ Cell Phone: _____

SECURITY/TRAFFIC CONTROL

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

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

Organization providing security: _____

Contact Name: _____ Phone: _____

Describe or attach security plan: _____

SECURITY PLAN ATTACHED

TENT(S)

Number of Tents: _____ Tent Sizes: _____

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

ADVERTISING

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

ADVERTISING PLAN ATTACHED

Website: _____

OTHER

Describe or attach a description of any further special features of your event, including special requests or other relevant information Metro Parks should be made aware of: _____

SPECIAL FEATURES ATTACHED

METRO PARKS SPECIAL EVENT INSURANCE REQUIREMENTS

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

General Liability Insurance

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

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

Liquor Legal Liability Insurance

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

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

Workers Compensation Insurance (if applicable)

Insuring the employers' obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits, and Employers' Liability – \$100,000 Each Accident/\$500,000 Disease – Policy Limit/\$100,000 Disease – Each Employee.

The Insurance Requirements should be reviewed immediately with your insurance agent in order to comply.

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

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

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

Sign: _____
Signature of the agent duly authorized by the Special Event Permit applicant to bind it.

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

Name (print): _____ Phone: _____
Date: ____ / ____ / ____

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

Louisville Metro Parks Reservations Office
1080 Amphitheater Rd
Louisville KY 40214
Phone: 502/368-5910
Fax: 502/368-5955