

WATERFRONT PARK & BELVEDERE
129 RIVER ROAD
LOUISVILLE, KY 40202
TEL. (502)574-3768 FAX. (502) 574-4111



Park Users Policy Packet

Checklist

**Waterfront Park & Belvedere Special Event
Permit Application**

**(Optional – attached to application) Website
Calendar Listing Form**

(IF USING BELVEDERE) Belvedere Initial Form

**Waterfront Park & Belvedere Use Policy
Guidelines and Agreement for Rentals &
Facility Specification**

Site Map

Load In/ Load Out Schedule

Application Fees

**Waterfront Park & Belvedere
Special Event Permit Application**



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APPLICANT INFORMATION

Individual /Organization: _____

Contact Name: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

Mobile Phone Number During Event: _____ Email: _____

Website: _____

SECURITY DEPOSIT REFUND PAYABLE TO:

SAME AS ABOVE ADDRESS? (YES NO) IF NO, PLEASE FILL OUT THE FOLLOWING INFORMATION:

Name: _____

Attention to: _____

Address: _____

City/State/Zip: _____

EVENT INFORMATION

Note: Permits are issued on a first come, first, served basis. Your date will not be considered unless the reservation deposit is included with your application. Waterfront Development Corporation reserves the right to reject any applications or disallow any permit at its sole discretion.

1. Type of Event:

- | | | |
|-------------------|-----------------------|----------------------|
| Wedding | Concert | Charity – Walk/Run |
| Reception | Festival | Athletic Competition |
| Wedding/Reception | Family Reunion/Picnic | Other: _____ |

2. Proposed name of your event: _____

3. Has this event been previously held? YES NO

- If YES, please list venue, venue contact, date, and phone.

- Venue: _____
- Venue Contact: _____
- Date: _____
- Phone: _____

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4. Proposed Dates and Times of your Event: *If event reflects additional days other than the event date, there will be a user fee charge at a discounted rate for use of the venue for load in and load out.*

	START DATE	START TIME	END DATE	END TIME
SET UP	_____	_____	_____	_____
EVENT	_____	_____	_____	_____
TAKE DOWN	_____	_____	_____	_____

5. Is your organization non-profit? **YES** **NO**

- If **YES**, please attach a current verification of non-profit status and current roster of Board of Directors.

6. Estimated Event Attendance per day: _____

7. Area (s) of the Park Desired: (Please check all the apply)

- | | | | |
|------------------|----------------------|---------------------------|--------------------|
| North Great Lawn | Orange Upland Meadow | Brown-Forman Amphitheater | West Belvedere |
| South Great Lawn | Orange Picnic Area | Brown-Forman Lawn | East Belvedere |
| Harbor Lawn | Purple Upland Meadow | Festival Plaza | Belvedere Overlook |
| Overlook | Tan Picnic Area | Other: _____ | |

8. **EVENT ATTRACTIONS:** Describe the activities and entertainment involved in your event in detail:

(attach a separate sheet for additional information if needed):

9. **STAGE:** Would you like to use the Waterfront Development stage? **YES** **NO** *(It is a 20x30 4' tall stage and there is an additional \$440 charge added the user fee).*

If **YES**, you will need to clearly state on a map layout to scale of your venue placement of the stage.

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10. ELECTRICITY: Will your event require the use of electricity? **YES NO** - *Depending on your request, an additional amount will be added to your user fee, electricity is only available in fixed locations. A licensed electrician maybe requested to access electricity in certain areas.*

If **YES**, please provide the specific use of electricity such as amperage, voltage, and exact location:

11. TENTS: Will a tent(s) be structured at your event? **YES NO**

If **YES**, please let us know the size of tent(s) and how it will be secured (ex: water barrels, sandbags, cinder blocks). *If your tent(s) needs to be staked, Waterfront Development Corporation must be present due to an underground irrigation system:*

Tents: _____

Length/size of stakes: _____

Rental Company _____ Contact person/ Phone Number _____

12. WATER: Will you need water and/or sewage hookups? **YES NO** *Water and sewage are available in fixed locations.*

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

13. CLEAN – UP: Organization/individual responsible for clean-up of the event (volunteers or company):

Cleaning Company _____ Contact person/Phone Number _____

- *The Waterfront Development Corporation can provide you with additional cardboard garbage containers and/or recycling containers at no charge. However, you are responsible for bringing your own 55 galloon garbage bags to use as liners. Depending on attendance, how many do you need of each:*

- Garbage: _____ Recycling: _____

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14. PORTABLE TOILETS: Will you be providing portable toilets on-site for this event? **YES NO**

Please note that Waterfront Development Corporation may require portable toilets depending on projected event attendance. Waterfront Development Corporation must approve location of portable toilets.

If **YES**, please indicate the number of units: _____ Company: _____

Also, depending on attendance of your event, you can request that certain facility bathrooms be open in your particular venue area for an additional charge.

15. MEDICAL SERVICES: Have you made provisions for onsite medical services? **YES NO**

Louisville Metro Government requires EMS coverage for expected attendance over 5,000. Please visit this website for more information: <http://www.louisvilleky.gov/ipi/specialeventpermits/9.htm>

16. SECURITY: Have you made provisions for onsite security? **YES NO**

Louisville Metro Government has guidelines for security at your event. Please visit this website for more information: <http://www.louisvilleky.gov/ipi/specialeventpermits/16.htm>

If **YES**, please indicate company, contact, and phone number:

17. TICKETING: Is a registration, ticket/admission, fee required to attend/participate in the event? **YES NO**

If **YES**, please explain the type of fee, amount and purpose of fee, and collection method. Also, indicate on the map gated areas for ticket/fee collection:

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18. FESTIVAL ADMINISTRATION: How will the festival staff be identifiable during the festival? Waterfront Development Corporation prefers that all participating festival staff be identified to the general public and authorities in some way. _____

19. ALCOHOL: Will you be serving or selling alcohol at your event? Serving - **YES NO** / Selling – **YES NO**

If **YES**, please see <http://www.louisvilleky.gov/ipl/SpecialEventPermits/3.htm> for information on host liquor liability insurance requirements and temporary alcoholic beverage license guidelines.

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

If **YES**, please provide the Waterfront Development Corporation with a list of road closures with corresponding times. Also, contact the Louisville Metro Codes and Regulations Department for further permits and licenses. (<http://www.louisvilleky.gov/ipl/SpecialEventPermits/19.htm>)

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Witness below the signature of an authorized representative of the Applicant. Applicant acknowledges that if this Application is accepted by the Waterfront Development Corporation it constitutes a binding legal agreement between the Applicant and the Waterfront Development Corporation. Applicant acknowledges that he has read and reviewed the attached "Waterfront Park & Belvedere Use Guidelines for Rentals and Facility Specifications" and agrees that, if this Application is accepted by the Waterfront Development Corporation, the applicant shall comply with such Guidelines and ensure that its patrons, vendors, concessionaries, and exhibitors shall comply with such Guidelines.

APPLICANT: _____
SIGNATURE: _____
TITLE: _____
DATE: _____

OFFICIAL USE ONLY

Date Received: _____
Approved Taken: _____

Received by: _____
Action Date: _____



**WATERFRONT PARK CALENDAR
YOU MUST FILL OUT AND RETURN THIS FORM WITH YOUR APPLICATION IS YOU
WANT YOUR EVENT LISTED ON WATERFRONT'S WEBSITE CALENDAR**

Public Event Listing Information

Event Name _____

Event Date _____ Start Time _____ End Time _____

Location in Park _____

Contact name (Individual and/or Organization) _____

Phone Number _____ Alternate Phone Number _____

Email Address _____

Website _____

Admission _____

Event Description _____

If you have a picture or graphic you would like posted with your event, please email a copy to calendar@louisvillewaterfront.com. Graphics/photos should be in jpg format and no wider than 500 pixels. Graphics will be posted at the discretion of the Waterfront Development Corporation.