



SMALL EVENT PERMIT APPLICATION

For events, block parties, parades, walks, runs and public rallies with a maximum attendance under 500 people

Return to: Department of Codes & Regulations, 444 S. 5th Street, Suite 200, Louisville, KY 40202-4314
Additional Information contact: 502-574-3591, Fax: 502-574-5245

EVENT NAME: _____
Official name of festival or event

CONTACT/PRODUCER: _____
Person &/or Producer to be contacted regarding event

CONTACT ADDRESS: _____
Street City State Zip

CONTACT INFO: _____
Day Phone Cell Phone Fax E-mail

EVENT INFORMATION

Starting Date: ___/___/___ Time: ___:___ M Ending Date: ___/___/___ Time: ___:___ M

Total attendance expected: _____ Rain plan: _____

**FEES to be paid at time of application made payable to Metro Finance –SMALL EVENT \$40 (500 AND UNDER)
(IF ATTENDANCE OVER 500 COMPLETE LARGE EVENT APPLICATION)**

- Block Party Parade - \$25.00 Motorcade Walk/Run
- Rally/Public Gathering Other _____

STREET CLOSINGS or AREA TO BE USED – List streets/area to be closed with map _____

Additional Information required from event producer/contact:

- Notify affected business and residents of street closures
- Provide your own barricades for street closures. Check Yellow Pages under “Barricades”
- Provide map showing streets to be blocked, or if a run/walk a map of your route
(REQUIRED)

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Applicant/Event Producer shall indemnify, hold harmless and defend Louisville Metro Government and the Waterfront Development Corp. (if event is held on Waterfront Park Venues), 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 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 or the Waterfront Development Corp., 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 the Small Event Permit Application.

Only applicants in good standing with Louisville Metro Government 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.

X _____
Signature

_____/_____/_____
Date

SIGNATURE REQUIRED