



# LOUISVILLE METRO SPECIAL EVENT PERMIT APPLICATION

**Event Name:** \_\_\_\_\_  
Official name of festival or event (name used to advertise event)

**Event Producer:** \_\_\_\_\_  
Name of individual, group or organization producing event / agency with whom event is contracting

**Primary Contact:** \_\_\_\_\_  
Person who should be contacted regarding the application, event or in case of an emergency

**Contact Address:** \_\_\_\_\_  
Street Mailing Address City State Zip

**Primary Contact Information:** \_\_\_\_\_  
Day Phone Cell Phone Night Phone

\_\_\_\_\_ E-mail Web site Fax

**EVENT TYPE** - Events with 500 people or less, Block Parties, Parades or Walks/Runs must submit a Small Event Permit. Events with 500 people or more check the box (es) below that best describe your Special Event.

- Major Festival or Event (maximum peak attendance of 5000 or more people) - \$50
- Medium-Size Festival or Event (maximum peak attendance between 500 and 5000 people) - \$25
- Small Event, Block Party - \$25; (Submit small event permit if maximum peak attendance is under 500 people)
- Parade - \$25; (Submit small event permit if maximum peak attendance is under 500 people)
- Walk/Run/Race - \$25; (Submit small event permit if maximum peak attendance is under 500 people)
- Rally/Public Gathering - \$25; (Submit small event permit if maximum peak attendance is under 500 people)
- Film/Commercial Shoot - \$25
- Other \_\_\_\_\_

Describe any special or unusual features of your event \_\_\_\_\_

**SPECIAL EVENT LOCATION** - Venue and/or address of event: \_\_\_\_\_

**Date(s) and Time(s) of Event (include Load-In and Load-Out/Clean-Up)**

Load-In Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M Load-Out/Clean-Up End Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M

Event Start Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M Event End Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M

**Total attendance expected:** \_\_\_\_\_ **Peak attendance expected at any one time:** \_\_\_\_\_

**Rain/Cancellation Policy:** \_\_\_\_\_  
Provide alternative dates, times and locations of event, if applicable.

**STREET CLOSINGS** - List streets to be closed for Special Event (See Street Closings, Section 19, Special Events Handbook)

If a state road will be closed, apply for a Street Closing Permit from the Kentucky Transportation Cabinet (See Contact List, Section 25, and Special Events Handbook)

Street Closings to begin on: Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M Re-opening on: Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M

NOTE: Attach map of the event area showing street closing and event features  
Event Producers must notify affected businesses and residents of street closures.  
Event Producers must provide/pay for barricades for street closings. Placement must be approved by police.

**SPECIAL PARKING RESTRICTIONS** - Describe parking restrictions or requirements needed for Special Event (See Street Closings, Section 19; Barricades, Section 4; Security Section 16, Special Events Handbook)

Number of meters to be bagged \_\_\_\_\_ Identification numbers **ON** meters \_\_\_\_\_

**“No Parking”** signs placement - list street(s) and block numbers where to install \_\_\_\_\_

(Attach separate sheet with meter numbers if needed)

**TRAFFIC CONTROL** - Describe traffic control needed for Special Event, and number of officers requested \_\_\_\_\_

**ADDITIONAL REQUESTS** \_\_\_\_\_

**ADDITIONAL EVENT FEATURES**

Review the checklist of possible event features below and check all that apply to your event:

<sup>1</sup> Requires submission of Insurance Information Form    <sup>2</sup> May involve a fee    <sup>3</sup> Requires special license or permit application and fee

- Alcoholic Beverages Served / Sold <sup>1,2,3</sup> (See Alcoholic Beverage Control, Section 3, Special Events Handbook)
- Restroom Facilities (See Restroom Facilities, Section 15, Special Events Handbook)
- Carnival Rides/ Inflatable's <sup>1</sup> (See Carnival Rides and Inflatable's, Section 6, Special Events Handbook)
- Security <sup>2</sup> (See Security, Section 16, Special Events Handbook)
- City Stage Rental (**IF AVAILABLE**)
- Cleaning - City Assisted <sup>2</sup> (See Clean-Up Plans, Section 7, Special Event Handbook)
- Signs/Banners <sup>2</sup> (See Signs and Banners, Section 17, Special Event Handbook)
- Electrical Service – Temporary <sup>2</sup> (See Electrical Services, Section 8, Special Event Handbook)
- Emergency Medical Services <sup>2</sup> (See Emergency Medical Services, Section 9, Special Event Handbook)
- Tent(s) Over 200 sq ft <sup>3</sup> (See Tents and Temporary Structures, Section 20, Special Event Handbook)
- Fireworks Display <sup>1,2,3</sup> (See Fireworks and Pyrotechnic Displays, Section 10, Special Event Handbook)
- Vendors <sup>3</sup> (See Vending, Location Use and Personal Conveyance Permits, Section 21, Special Event Handbook)

**ALCOHOLIC BEVERAGES** (See Alcoholic Beverage Control, Section 3, Special Events Handbook)

If you are serving or selling alcoholic beverages at your event, a Louisville Metro and Kentucky State temporary alcoholic beverage license will be required. You must complete the ABC applications and submit them with payment to the State ABC and Louisville Metro ABC, along with proof of insurance, at least 30 days before an event date.

Alcoholic beverage concessionaire or caterer: \_\_\_\_\_

Insurance company: \_\_\_\_\_

Contact: \_\_\_\_\_ Office Phone: \_\_\_\_\_

**CLEAN-UP PLANS AND PROCEDURES** (See Clean-Up Plans, Section 7, Special Events Handbook)

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.

Clean-up coordinator: \_\_\_\_\_ Company Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Would you like Louisville Metro to provide dumpsters and trash containers?  Yes  No (NOTE: A fee may be charged for containers)

Number of dumpsters: \_\_\_\_\_ Number of trash containers (litter baskets/cardboard boxes): \_\_\_\_\_

Number of trash liners: \_\_\_\_\_ Number of recycling stands: \_\_\_\_\_ Number of recycling bags: \_\_\_\_\_

Drop-off date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M Pick-up date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_M

Exact location where containers should be dropped: \_\_\_\_\_  
(Indicate on site map if necessary)

Would you like your event to be a Litter-Free Event?  Yes  No

Organizations meeting Litter-Free Event guidelines could qualify for some waste removal services free of charge (See Clean-up Plan, Section 7, Special Events Handbook)

**ELECTRICAL SERVICES** (See Electrical Services, Section 8, Special Events Handbook)

How will electrical service be supplied  Generator  Public Utilities  Both

Electrical contractor/supplier: \_\_\_\_\_: Office Phone: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

NOTE: Electrical permit may be required for temporary electrical service. For generators, contact the fire district where your event is held.

**EMERGENCY MEDICAL SERVICES** (See Emergency Medical Services, Section 9, Special Events Handbook)

Emergency Medical Services must be provided at all events defined as a "Major Event." A minimum of one team for an attendance up to 5,000; two teams for an attendance up to 15,000; and three teams for an attendance up to 34,000 or greater is required

Is the event producer providing private Emergency Medical Service?  Yes  No IF YES, complete information below:

Provider: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Briefly describe your event's Emergency Medical Services plan: \_\_\_\_\_  
\_\_\_\_\_:

Do you want to request dedicated Emergency Medical Service unit(s) from Louisville Metro?  Yes  No

If YES, how many units? (NOTE: A fee may charged for dedicated units) \_\_\_\_\_

**METRO STAGE RENTAL**

Stage Location- Indicate on attached site map. Dates requested for the Louisville Metro Stage, **IF AVAILABLE**

Stage delivered location: \_\_\_\_\_ Set Up location: \_\_\_\_\_

Drop-off date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_ M Pick-up date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_ M

**RESTROOM FACILITIES** (See Restroom Facilities, Section 15, Special Events Handbook) NOTE: Louisville Metro does NOT provide portable restroom facilities for events.

Number of permanent facilities at event location: \_\_\_\_\_ Number of portable facilities: \_\_\_\_\_

Name of supplying company: \_\_\_\_\_ Office phone: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**SECURITY** (See Security, Section 16 of the Special Events Handbook)

NOTE: Event producers must provide adequate security for event management and crowd control.

Total number of private security personnel or off-duty law-enforcement officers on-site: \_\_\_\_\_

Organization providing security: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_:

Types of security being provided by the Event Producer(s):

- |  |   |                 |                |
|--|---|-----------------|----------------|
| <input type="checkbox"/> Beer/Alcohol Sales Security | <input type="checkbox"/> Outside Event Hours Security | From: ___:___ M | To : ___:___ M |
| <input type="checkbox"/> Event Area Security         | <input type="checkbox"/> Parking Lot Security         |                 |                |
| <input type="checkbox"/> Gate Security               | <input type="checkbox"/> Celebrity Security           |                 |                |
| <input type="checkbox"/> Money Handling Security     | <input type="checkbox"/> Overnight Security           | From: ___:___ M | To : ___:___ M |
| <input type="checkbox"/> Event Area Security         | <input type="checkbox"/> Parking Lot Security         |                 |                |
| <input type="checkbox"/> Stage Security              |   |                 |                |

Describe your event's security plan: \_\_\_\_\_  
\_\_\_\_\_

**SIGNS/BANNERS** (See Signs and Banners, Section 17, Special Events Handbook)

Number of signs: \_\_\_\_\_ Number of banners: \_\_\_\_\_

Location of signs/banners to be installed \_\_\_\_\_

**TENT(s)** (See Tents and Temporary Structures, Section 20 of the Special Events Handbook)

**Number of tents and sizes:** \_\_\_\_\_

Enclosed tents over 200 sq. ft. require a permit. ALL tents over 400 sq. ft require a permit.  
Contact Louisville Metro IPL, 444 South. 5th Street, Suite, 101, Louisville, KY 40202, (502) 574-3321.

**VENDORS** (See Vending, Location Use and Personal Conveyance Permits, Section 21 of the Special Events Handbook)

An event that will have food or merchandise vendors must apply for a Temporary Master Location Use Permit. A Personal Conveyance Permit is also required for each vendor booth or mobile vendor. A map of the location of all vendors must be attached. Vendors selling food and drink (other than prepackaged) also require a permit from the Health Department.

**SITE MAP REQUIREMENT** – (See Site Maps, Section 18, Special Events Handbook)

Regardless of an event’s location, a Site Map must be submitted to IPL with this permit, showing the location of the event; all streets, alleys and rights of way affected by the event and detailing specific event features and equipment.

**INSURANCE REQUIREMENTS** – (See Insurance, Section 12, Special Events Handbook)

Proof of insurance is required from an event producer and event subcontractors, at least 30 days prior to an event, if estimated attendance at an event is 500 or more people or if the event will include carnival rides, fireworks or selling/serving alcoholic beverages.

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

Please have your insurance agent complete this Insurance Certificate form (or the Accord form) and return it with your application and obtain and forward required Certificates of Insurance from all subcontractors referenced above.

**HOLD HARMLESS AND INDEMNIFICATION CLAUSE**

The Applicant/Event Producer shall indemnify, hold harmless and defend Louisville Metro Government and the Waterfront Development Corporation (if event is held on Waterfront Development Corporation property), 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 or the Waterfront Development Corporation, 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.

X \_\_\_\_\_  
Signature of the agent duly authorized by the Special Event Permit applicant to bind it.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**SPECIAL EVENT PERMIT APPLICATION**

Return to: Louisville Metro IPL, 444 S. 5th Street, Suite 101, Louisville, KY 40202-4314  
Questions or additional information, contact: (502) 574-2985 (phone) or (502) 574-5245 (fax)  
Application and fee must be received no later than 30 days prior to event