



WATERFRONT PARK & BELVEDERE SPECIAL EVENTS PERMIT APPLICATION

Please return completed form to:
WATERFRONT DEVELOPMENT CORPORATION
129 E RIVER ROAD
LOUISVILLE KENTUCKY 40202

TYPE OF PERMIT

(check one)

- Small Group Event**
- Major Event**
 - Level 1
 - Level 2
 - Level 3
- Athletic Event**
- Commercial Media Permit**
- Commercial Docking**

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 application or disallow any permit at its sole discretion.

Is your organization a non-profit?

- yes
- no

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

ENCLOSED:

(check all that apply)

- Non-refundable Reservation Deposit**
- User Fee**
- Security Deposit**
- Insurance Certificate(s)**

Professional references may be requested of first time large event producers

- *A copy of all city licenses & permits must be submitted at the time the user fees are due.*
- *Events may be canceled at event producer's expense if fees are not submitted by due date.*

EVENT INFORMATION

You must include a preliminary layout/ site plan, race route of your event with this application. If any changes are made from this submission, a final approval of your layout must be approved by WDC no later than 30 days before the event.

Name of individual/organization

Contact person/organizer

Address Street

City, State Zip

Phone (day) (evening)

FAX PAGER MOBILE

Name of Event (as it should be listed for calendar publications)

Phone # to be listed for public information Yes No

E-mail &/or web address May we list as public information?

Proposed site location(s)

Date(s) requested

Date of set up (include time)

Event hours of operation (from) (to)

Estimated daily attendance

- **SPECIAL NOTE:** Event break down should commence immediately following the event. Failure to comply will result in forfeiture of security deposit.

SECURITY DEPOSIT REFUND TO:

Name

Address

City, State Zip

Office Use Only:

Date application received: _____

Approved _____ Date _____

(PLEASE COMPLETE AND RETURN BOTH PAGES)

PLEASE ATTACH A SEPARATE SHEET FOR ADDITIONAL INFORMATION IF NEEDED

EVENT ATTRACTIONS

Describe the activities & entertainment involved in your event in detail.

PROMOTION (for events open to the public)

If the public is invited to your event, please complete the calendar listing form from your packet and return it with your application and deposit.

STAGE

Would you like to reserve Waterfront's stage? If so, it is necessary to be on site during stage placement.

CLEAN-UP

List the name & phone # of your clean-up agency. Have you arranged for a dumpster?

AMENITIES

Does your event have electrical requirements? If so, be prepared to provide specifics such as amperage, voltage, and exact location required.

Do you need water &/or sewage hookups? Be prepared to provide specifics of location and amount needed.

TENTS

Is a tent included in your layout? What size (s)?

FESTIVAL ADMINISTRATION

What type of communication will event producers utilize among festival staff during the event?

How will the festival staff be identifiable during the festival? *WDC prefers that all participating festival staff be identifiable to general public and authorities in some way.*

LOAD - IN SCHEDULE & SITE MAP

Did you remember to attach your load in schedule & site map? _____

A load-in schedule listing ALL infrastructure and programmed activity with specific times & corresponding placement on the site map is required. Final draft is due 2 weeks before the event.

- Examples of items to be included are: Vendor arrivals & break down, port - o - can placement, dumpster placement, time of electrical hookup, stage equipment set up time, electrical hookup time, tent set-up, table and chair delivery.

An example of a load-in schedule is available for reference upon request

ALCOHOL

Will you be serving alcohol at your event? If so, please indicate alcohol garden area on site plan.

NOTE: Host liquor liability of one million will be required if liquor is sold or served

TICKETING & GATING

Are you charging admission at your event? If so, list the ticket price & issuing agency. Please indicate gated areas on site map.

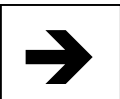
Witness below the signature of an authorized representative of the Applicant. Applicant acknowledges that if this Application is accepted by the WDC it constitutes a binding legal agreement between the Applicant and the WDC. Applicant acknowledges that he has read and reviewed the attached "Waterfront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

APPLICANT:

By: _____

Title: _____

Date: _____



CHECKLIST - Enclosed are:

- ___ Completed application (2 pages)
- ___ Check for applicable fees
- ___ Load-in Schedule & Site Map
- ___ Calendar Listing Form (for public events)



**YOU MUST FILL OUT AND RETURN THIS FORM
WITH YOUR APPLICATION IF YOU WANT
YOUR EVENT LISTED ON THE WEB CALENDAR**

**Waterfront Park Online Calendar
Public Event Listing Information
(For a sample listing, see next page)**

Event Name _____

Event Date _____ Start Time _____ End Time _____

Location in Park _____

Contact name _____
(Individual and/or Organization)

Phone number _____ Alternate Phone Number _____

Email Address _____

Web Page Address - www. _____

Event Details _____

Admission _____

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.

Sample Calendar Listing:

Saturday, September 10

Registration 8:30 a.m.; walk 9:00 a.m. - noon

Memory Walk

South Great Lawn

Alzheimer's Association of Kentucky

Andy Ausenbaugh

502.451.4266

800.272.3900

www.alzinky.org

A 1.5 mile walk that makes a difference in the lives of people affected by Alzheimer's disease. Join the thousands of people nationwide participating in Memory Walk, the largest fund-raising event for the disease. There will be crafts for kids, aerobics, door prizes, magicians, and refreshments. Memory Walk is the only national fund-raiser for Alzheimer's disease. It helps fund programs and services such as help lines, support groups, and educational events.

Admission: Donations accepted