

Received 4.23.14 @ 11:01am

Louisville Metro Council City Agency Request

X Neighborhood Development Fund (NDF)

Capital Infrastructure Fund (CIF)

Municipal Aid Program (MAP)

Primary Sponsor: Councilman Tom Owen

Amount: \$1,275.00 Date: 4-15-2014

Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s): payment for permits, picnic shelter, and patch box for Tyler Park Jazz events that will be held in Tyler Park on Sunday Sept 7, 14, 21, 28, of 2014. Contract will be signed and event will be sponsored by Tyler Park Neighborhood Association.

City Agency: Metro Parks
Contact Person: Mrs. Westenhofer
Agency Phone: 502-456-3270

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose.

8 District #
Thomas L. Owen Council Member Signature
\$1,275.00 Amount
4/15/2014 Date


Approved by: _____
Appropriations Committee Chairman Date
Clerk's Office & OMB Use Only:
Request Amount: _____ Amended Amount: _____
Reference #: _____ To OMB: _____
Budget Revision #: _____
Account #: _____
To Project Manager: _____ Completion Date: _____
Actual Cost: _____ Funds Returned: _____

Department/Project:

OFFICE OF METRO COUNCIL CLERK
REVIEWED

DATE 5-8-14 TIME 4:30pm

NDF OR CIF INTERAGENCY CHECKLIST

Interagency Name: METRO PARKS	
Program/Project Name: JAZZ IN TYLER PARK	
	Yes/No/NA
Request Form: Is the NDF Request Signed by all Council Member(s) Appropriating Funding?	✓/es
Request Form: If matching funds are to be used, are they disclosed with account numbers in the request form description?	N/O
Request Form: If matching funds are to be used, does the amount of the request exclude the matching fund amount?	N/A
Request Form: If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	N/A
Funding Source: If CIF is being requested, does Metro Louisville own/will own the real estate, building or equipment? If not, the funding source is probably NDF.	N/A
Funding Source: If CIF is being requested, does the project have a useful life of more than one year? If not, the funding source is probably NDF.	N/A
Ordinance Required: Is the NDF request to a Metro Agency greater than \$5,000?	NO
Ordinance Required: Is the request a transfer from NDF to cost center? If so, is the amount given for the fiscal year \$25,000 or less?	N/O
Prepared by: 	Date: 4/17/2014



METRO Parks

Facility Rental Agreement

Contract #: 20407
Date: 14-Mar-14

User: robynr
Status: Firm

Louisville / Jefferson County Metro Government by and through its Metro Parks Department, 1297 Trevilian Way, Louisville, Kentucky 40213 hereby grants Tyler Park Neighborhood Association (hereinafter called the "Licensee") represented by Brian Caudill, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

i) Purpose of Use Special Event
Tyler Park Jazz Fest

ii) Conditions of Use Need insurance. For each event 1 patch box near pavillion, 5 trashcans near pavillion vendors. RR

iii) Date(s) and Time(s) of Use # of Bookings: 8 Starting: Sun 07 Sep 14 06:00 AM Expected: 1,000
Ending: Sun 28 Sep 14 10:00 PM

Facility/Equipment	Day	Start Date	Start Time	End Date	End Time	Fee	XFee	Tax	Total
Tyler Park - Tyler Park - Special Event	Sun	07-Sep-14	06:00 AM	07-Sep-14	10:00 PM	\$212.50	\$106.25	\$0.00	\$318.75
Tyler Park - Tyler Park Picnic Shelter	Sun	07-Sep-14	06:00 AM	07-Sep-14	10:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Tyler Park - Tyler Park - Special Event	Sun	14-Sep-14	06:00 AM	14-Sep-14	10:00 PM	\$212.50	\$106.25	\$0.00	\$318.75
Tyler Park - Tyler Park Picnic Shelter	Sun	14-Sep-14	06:00 AM	14-Sep-14	10:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Tyler Park - Tyler Park - Special Event	Sun	21-Sep-14	06:00 AM	21-Sep-14	10:00 PM	\$212.50	\$106.25	\$0.00	\$318.75
Tyler Park - Tyler Park Picnic Shelter	Sun	21-Sep-14	06:00 AM	21-Sep-14	10:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Tyler Park - Tyler Park - Special Event	Sun	28-Sep-14	06:00 AM	28-Sep-14	10:00 PM	\$212.50	\$106.25	\$0.00	\$318.75
Tyler Park - Tyler Park Picnic Shelter	Sun	28-Sep-14	06:00 AM	28-Sep-14	10:00 PM	\$0.00	\$0.00	\$0.00	\$0.00

iv) Additional Fees / DELIVERABLE ITEMS

Extra Fee - Bookings	Quantity	Hours	Charge	Tax	Total
Patch Box	4	64:00	\$425.00	\$0.00	\$425.00
	4	64:00	\$425.00	\$0.00	\$425.00

v) Payment Method

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$850.00	\$425.00	\$0.00	\$1,275.00	\$0.00	\$0.00	\$1,275.00	\$0.00

There is a \$50 fee for all returned checks

Date	Amount
Friday, Mar 21, 2014	\$1,275.00

Facility Rental Agreement

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The undersigned holder of this permit hereby releases Louisville / Jefferson County Metro Government by and through its Metro Parks Department from any and all obligations, claims, or responsibilities arising from the use by the holder of this permit of the premises and activity covered by said permit, and further indemnifies and binds itself to hold the Louisville / Jefferson County Metro Government by and through its Metro Parks Department harmless from any obligation, claim or cause of action which might arise, be made, or brought against Louisville / Jefferson County Metro Government by and through its Metro Parks Department by any party arising from the use by the holder of this permit of the premises and activity covered by said permit.

THE HOLDER OF THIS PERMIT IS RESPONSIBLE FOR PROTECTING THE PROPERTY AGAINST DAMAGE DURING THE USE BY THE ORGANIZATION / INDIVIDUAL TO WHOM THE PERMIT IS ISSUED WILL BE BILLED FOR ALL SUCH DAMAGE.

Licensee Signature: _____

Metro Parks Representative: _____

Brian Caudill

Tyler Park Neighborhood Association
1647 Beechwood Ave
Louisville KY 40204
USA
Home: ()
Fax: (502)

Business: (502)456-4320

Please Return to:
Metro Parks
1080 Amphitheater Road
Louisville, KY 40214
Phone (502) 368-5865
Fax (502) 368-5955

For immediate assistance outside of regular business hours, please call (502) 574-3506



METRO Parks

METRO PARKS EVENT AGREEMENT

EVENT: Tyler Park Jazz Fest
LOCATION: Tyler Park Picnic Shelter
DATE: September 07, 2014
TIME: 6:00 am - 10:00 pm
ATTENDANCE: Approximate Number 1,000
FEE: \$ 1,275.00

We are pleased that you have chosen Tyler Park as your venue for your upcoming event, Tyler Park Jazz Fest. This agreement outlines Metro Parks' requirements of the event organizer, Tyler Park Neighborhood Association. This agreement must be signed and mailed or delivered to: Metro Parks , 1080 Amphitheater Road, Louisville, KY 40214 or faxed to (502) 368-5955. It must be received at least two weeks after booking the event.

- Organizers must submit a Certificate of Insurance (as per the attached insurance requirements) covering the Louisville/Jefferson County Metro Government as additional insured and as a certificate holder at least two weeks prior to the scheduled event. This includes activities such as the "moon walk", "pony rides", "hot air balloon" rides, etc. A Certificate of Insurance must also be submitted by the bounce toy/inflatable contractor, if applicable. They must follow the same insurance requirements as the event organizer.
- The event must be free to the public.
- Acknowledgment of event in the park and/or parking lot does not approve exclusive use of the park. Please arrive early to establish your event.
- Vehicles are prohibited on grass. Vehicles are limited to paved routes only. No driving or parking on grass. Parking near or under trees is prohibited.
- When groups larger than 200+ are expected, the event organizer must provide a written parking plan that includes the number of parking attendants, type of communication to be used and if necessary, off-site parking location. This plan must be approved by the appropriate manager.
- Please contact the police for security or traffic control issues.

Temporary Vendor Permit, if applicable:

Temporary Master Vendor Permit- obtained by the Event Organizer. The event organizer is responsible for insuring the vendors have all the required documents to operate, (including but not limited to insurance, sales tax permit, health department permits, Revenue commission permit, etc.) The fee for the Temporary Master Vendor Permit is \$750.00 per day or a discounted fee of \$1500.00 for three consecutive days.

Individual Temporary Vendor Permit- obtained by the vendor. Metro Parks will require and obtain all the necessary documents from each vendor. The fee for the temporary Vendor Permit is \$125 per day or a discounted fee of \$225 for three consecutive days. There is a non-profit rate available for groups that qualify: \$100 per day or a discounted fee of \$225 for three consecutive days.

Additional Services available:

If the following additional services or equipment rentals are required or requested, the cost of these services will be assumed by the event organizer and must be paid for prior to the event.

Patch Box	\$125	(\$125 for non-profits)
Picnic Tables (set of 10, delivered)	\$150	(\$100 for non-profits)
Trash Cans (set of 10)	\$150	(\$100 for non-profits)
Clean Up Crews (per hour)	\$175	(\$125 for non-profits)
Commercial Photography/Film Permit	\$150	(\$100 for non-profits)
Bleachers (set-up and delivery):		
40 seat section (wooden)	\$300	(\$250 for non-profits)
45 seat section (aluminum)	\$400	(\$350 for non-profits)
180 seat section	\$500	(\$450 for non-profits)

If reservation is at least two months from date of event, full payment is due within thirty days of reservation/booking.

If reservation is within fifteen to thirty days of the date of event, full payment is due upon booking.

If reservation is within fourteen days of event, full payment is due upon booking and approval from district supervisor (for staffing purposes).

Non-payment of reservation/event fee within stated time frame or payment with insufficient fund check shall void contract immediately and cancel reservation and or event.

There is a \$50 fee for all returned checks



METRO Parks

METRO PARKS SPECIAL EVENTS

I. HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Contractor shall indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its 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 Contractor's (or Contractor'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 therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of the Louisville/Jefferson County Metro Government or its 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 Contract.

II. INSURANCE REQUIREMENTS

Prior to commencing work, Contractor shall obtain at its own cost and expense the following types of insurance companies licensed in the State of Kentucky. Insurance written by non-admitted carriers will also be considered acceptable, in accordance with Kentucky Insurance Law) KRS 304.10-040). Workers' Compensation written through qualified group self-insurance programs in accordance with Kentucky Revised Statutes (KRS 342.350) will also be acceptable. The Contractor shall not commence work under this Contract until all insurance required under the Contract Document has been obtained and until copies of policies or certificates there of are submitted to and approved by the Louisville/Jefferson County Metro Government's Risk Management Division. The Contractor shall not allow any subcontractor to commence work until the insurance required of such subcontractor has been obtained and copies of Certificates of Insurance retained by Contractor evidencing proof of coverages.

Without limiting Contractor's indemnification requirements, it is agreed that Contractor shall maintain in force at all times during the performance of this agreement the following policy or policies of insurance covering its operations, and require subcontractors, if subcontracting is authorized, to procure and maintain these same policies until final acceptance of the work by the Louisville/Jefferson County Metro Government.

The Louisville/Jefferson County Metro Government may require Contractor to supply proof of subcontractor's insurance via Certificates of Insurance, or at Louisville/Jefferson County Metro Government's option, actual copies of policies.

A. The following clause shall be added to the Contractor's (and subcontractors) Commercial General Liability Policies:

1. "The Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors are added as an "Additional Insured" as respects operations of the Named Insured performed relative to the Tyler Park Jazz Fest.



METRO Parks

IV. MISCELLANEOUS

- A. The Contractor shall procure and maintain insurance policies as described herein and for which the Louisville/Jefferson County Metro Government shall be furnished Certificates of Insurance upon the execution of the Contract. The Certificates shall include provisions stating that the policies may not be cancelled without the Louisville/Jefferson County Metro Government having been provided at least (30) thirty days written notice. The Certificates shall include the name and address of the person executing the Certificate of Insurance as well as the person's signature. If policies expire before the completion of the Contract, renewal Certificates of Insurance shall be furnished to the Louisville/Jefferson County Metro Government at least 30 days prior to the expiration of any policy(s).
- B. Certificates of Insurance as required above shall be furnished, as called for:
- Louisville/Jefferson County Metro Government
Finance Department, Risk Management Division
611 West Jefferson Street
Louisville, Kentucky 40202
- C. The Contractor agrees that it will not materially alter any of the insurance policies currently in force and relied on under this agreement. Further, the Contractor will not reduce any coverage amount below the limits required in this agreement.
- D. Approval of the insurance by the Louisville/Jefferson County Metro Government shall not in any way relieve or decrease the liability of the Contractor hereunder. It is expressly understood that the Louisville/Jefferson County Metro Government does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

The Tyler Park Jazz Festival
"Sundays in September"

The Tyler Park Neighborhood Association proudly presents its fourth annual Tyler Park Jazz Festival - "Sundays in September". The festival will be held in Tyler Park on four consecutive Sundays from 4pm to 6pm:

September 7
September 14
September 21
September 28

Many thanks to our wonderful sponsors so far:

Louisville Metro Council: Tom Owen
Metro Parks
Cornerstone Realty
The Back Door
Jamey Aebersold

This will be a pet free event and please no outside alcohol. Bring your own lawn chairs.

We hope this continues to be a very special free annual event for the Tyler Park Neighborhood and for all jazz enthusiasts. Hope to see you there.