

Louisville Metro Council City Agency Request

- Neighborhood Development Fund (NDF)
- Capital Infrastructure Fund (CIF)
- Municipal Aid Program (MAP)
- Paving Fund (PAV)

Primary Sponsor: Councilman Vitalis Lanshima, District 21

Amount: \$3,125 **Date:** 05/01/2018

Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):
 Funding to reimburse Parks for equipment and resources at the 2018 Globalou Festival (see attached).

City Agency: Louisville Parks and Recreation Department
Contact Person: Dana Kasler
Agency Phone: 502-574-6112

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose and have the attached documentation from the receiving department concerning the project/expenditure.

21 Vitalis Lanshima \$3,125 05/01/2018
 District # Council Member Signature Amount 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: _____

NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

Interagency Name: <i>Metro Parks</i>	
Program/Project Name: <i>2018 Globalou Festival</i>	
	Yes/No/NA
Request Form: Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes <input type="checkbox"/>
Request Form: If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA <input type="checkbox"/>
Request Form: If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA <input type="checkbox"/>
Request Form: If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	NA <input type="checkbox"/>
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.	NA <input type="checkbox"/>
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.	NA <input type="checkbox"/>
Ordinance Required: Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	Yes <input type="checkbox"/>
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?	No <input type="checkbox"/>
Supporting Documentation: Does the attachment include a valid estimate and description of cost?	Yes <input type="checkbox"/>

Submitted by: *Brianna Sue Morgan*

Date: *6/20/18*



LOUISVILLE PARKS
AND RECREATION



GLOBAL SALES RECEIPT

Receipt # **9366**
Payment Date: **05/23/18**
Household: **2846**

Louisville Metro Parks and Recreation
P.O. Box 37280
1297 Trevillian Way
Louisville, KY 40233
Phone: (502)574-7275

Clare Rutz
4801 Southside Dr.
Louisville KY 40214
clare@americanacc.org

Reservation Details: Iroquois Park, Special Event Permit 1

Address: 2120 Rundill Road, Louisville, KY, 40214
Reserv. Contact: **Clare Rutz**
Phone Number: **(502)366-7813**
Reserv. Number: 1571
Status: Tentative
Purpose: Globa Lou 2018
Anticipated Count: 2500

<u>Date(s) And Times</u>		<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sat 06/02/2018 6:00A to 8:00P		525.00	525.00	0.00	0.00	525.00

Fee Details:		<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
Permit Fee		250.00	1.00	0.00	0.00	250.00
Inflatable Permit		25.00	1.00	0.00	0.00	25.00
Temporary Master Vendor Permit		250.00	1.00	0.00	0.00	250.00

Special Event Agreement

Event: Globa Lou 2018
Location: Special Event Permit 1
Date: 06/02/2018 - 06/02/2018
Time: 6:00 am - 8:00 pm
Attendance (approximate): 2500

We are pleased that you have chosen Special Event Permit 1 as your venue for your upcoming event, Globa Lou 2018. This agreement outlines Louisville Parks and Recreation's requirements of the event organizer, Clare Rutz Americana World Community Center. This agreement must be signed and mailed or delivered to: Louisville Parks and Recreation, 1080 Amphitheater Road, Louisville, KY 40214 or faxed to (502) 368-5955. Payment must be received upon booking the event.

Conditions of Use: Deliver the following items no later than 5 AM day of the event. Items that will be safe over night may be delivered the Friday before the event and picked up the following Monday: 10 picnic tables, 10 trash cans, 1 patch box, 15 (10' x 10') tents, 40 chairs and 25 folding tables. Load in is at 6 AM on June 2nd and Amphitheater load out is at 8 PM that evening. Show will start at 2 PM and end by 8 PM. Americana to supply Red Cross and pay all stage hand OT (IA House Labor). Iroquois Amphitheater to supply security.

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These requirements are in addition to the requirements in the Louisville Event Resource Guide and Special Events Handbook, which can be found at <https://louisvilleky.gov/government/city-events/louisville-event-resource-guide-special-events-handbook>.

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.

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.

The district manager or supervisor is available for a site meeting regarding logistics.

Festivals and major events must provide a site map showing placement of items/vendors to be used.

If vendors are involved, a separate vendor permit is required, see below. The event organizer must obtain a Temporary Master Vendor permit, or they may require each individual vendor to obtain a permit. Vendors will not be permitted if the proper permit is not obtained.

Also, if vendors are involved, they may operate only in designated areas. The no parking rule applies. Disposal of cooking oils and other waste products are the responsibility of the vendor in accordance with OSHA/Fire Department regulations. The vendor will be billed for any Non-compliance to cover Louisville Parks and Recreation's expense of clean up.

Portable toilets are the responsibility of the event organizer. Existing restroom facility, if applicable, will be open and clean, unless otherwise noted. You must provide contact information for the portable toilet vendor. Placement location must be pre-approved.

Signs and banners must be free standing or placed on a stage or vehicles. No signs or decorations may be posted on trees or structures (includes park signs).

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Alcoholic beverages are prohibited unless approved in writing by the Director of Louisville Parks and Recreation; also visual displays and written advertisements that promote alcoholic products are prohibited on park grounds.

Music should be for the enjoyment of those in the immediate area "not loud or blaring."

The park will be clean and orderly. It is the event organizer's responsibility to clean up and bag trash for removal by Louisville Parks and Recreation.

Event shall close no later than 11:00 p.m., in consideration of the residential neighborhood.

Any damage to the Park or Louisville Parks and Recreation's property will be assessed and billed to cover Louisville Parks and Recreation's cost of clean up and repair.

Temporary Master 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 \$250.00 per day.

Full payment is due upon booking and approval from district supervisor (for staffing purposes).

Reservation is tentative until the full payment, insurance requirements and Louisville Parks and Recreation approval is received. Payment with insufficient fund check shall void contract immediately and cancel reservation and or event.

There is a \$50 fee for all returned checks

In consideration of the Louisville Parks and Recreation Department allowing me to use the facilities, I hereby waive and release the Louisville/Jefferson County Metro Government and its Parks and Recreation Department and their officers, agents, employees and volunteers from any and all claims or causes of

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action for injury, damage or loss to my person or property during my participation in the event.

I hereby further agree to indemnify, hold harmless and defend the Louisville/Jefferson County Metro Government and its Parks and Recreation Department and their officers, agents, employees and volunteers from any and all losses, claims, or causes of action for injury, damage or loss in any way relating to or arising from any incidence occurring during the event. This waiver and release is intended to be an express waiver of and release from any and all claims against the Louisville/Jefferson County Metro Government and its Parks and Recreation Department and their officers, agents, employees and volunteers arising from the event, including all claims and or causes of action based on the alleged negligence or gross negligence of the Louisville/Jefferson County Metro Government and its Parks and Recreation Department and their officers, agents, employees and volunteers.

I expressly agree that this Permission, Release, Waiver and Indemnification agreement shall be interpreted releasing the Louisville/Jefferson County Metro Government and its Parks and Recreation Department and their officers, agents, employees and volunteers from all liability and claims to the fullest extent allowed by the laws of Kentucky.

Any publicly disseminated materials to the general public must be submitted in advance to Louisville Parks and Recreation before distribution.

Please sign below and return one copy of this agreement to the address listed above. In addition, we ask that you be courteous to other park users at all times. Good luck with your event.

Organization (If applicable): Americana World Community Center

Signature: _____

Printed Name: Clare Rutz

Title: _____

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Date: _____

Reservation Details: Iroquois Amphitheater, Iroquois Amphitheater

Address: 1080 Amphitheater Road, Louisville, KY, 40214
 Reserv. Contact: **Clare Rutz**
 Phone Number: **(502)366-7813**
 Reserv. Number: 1571
 Status: Tentative
 Anticipated Count: 2500

<u>Date(s) And Times</u>		<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sat 06/02/2018 6:00A to 8:00P		1,450.00	1,450.00	0.00	0.00	1,450.00

Fee Details:	<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
	IA Rental	3,500.00	1.00	2,750.00	0.00	750.00
	IA House Labor OT	3,019.93	1.00	2,319.93	0.00	700.00

Special Questions: Reservation Purpose:

Rental Reservation Details: Picnic Tables

Reserv. Number: **367**
 Rental Days: 3
 Rental Status: Future
 Quantity: 10
 Member Name: Clare Rutz
 Rental Period: Fri 06/01/2018 @ 9:00 am to Mon 06/04/2018 @ 9:00 am

<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
150.00	150.00	0.00	0.00	150.00

Fee Details:	<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
	Picnic Tables	15.00	10.00	0.00	0.00	150.00

Rental Reservation Details: Trash Cans

Reserv. Number: **367**
 Rental Days: 3
 Rental Status: Future
 Quantity: 10
 Member Name: Clare Rutz
 Rental Period: Fri 06/01/2018 @ 9:00 am to Mon 06/04/2018 @ 9:00 am

<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
150.00	150.00	0.00	0.00	150.00

Fee Details:	<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
	Trash Cans	15.00	10.00	0.00	0.00	150.00

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Rental Reservation Details: Patch Box

Reserv. Number:	367	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Rental Days:	3	125.00	125.00	0.00	0.00	125.00
Rental Status:	Future					
Quantity:	1					
Member Name:	Clare Rutz					
Rental Period:	Fri 06/01/2018 @ 9:00 am to Mon 06/04/2018 @ 9:00 am					

Fee Details:	Fee Description	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
	Fee	125.00	1.00	0.00	0.00	125.00

Rental Reservation Details: Tent

Reserv. Number:	367	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Rental Days:	1	375.00	375.00	0.00	0.00	375.00
Rental Status:	Future					
Quantity:	15					
Member Name:	Clare Rutz					
Rental Period:	Sat 06/02/2018 @ 5:00 am to Sat 06/02/2018 @ 8:00 pm					

Fee Details:	Fee Description	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
	Tent	25.00	15.00	0.00	0.00	375.00

Rental Reservation Details: Special Event Chairs

Reserv. Number:	367	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Rental Days:	1	100.00	100.00	0.00	0.00	100.00
Rental Status:	Future					
Quantity:	40					
Member Name:	Clare Rutz					
Rental Period:	Sat 06/02/2018 @ 5:00 am to Sat 06/02/2018 @ 8:00 pm					

Fee Details:	Fee Description	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
	Fee	2.50	40.00	0.00	0.00	100.00

Rental Reservation Details: Folding Tables

Reserv. Number:	367	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Rental Days:	1	250.00	250.00	0.00	0.00	250.00
Rental Status:	Future					
Quantity:	25					
Member Name:	Clare Rutz					
Rental Period:	Sat 06/02/2018 @ 5:00 am to Sat 06/02/2018 @ 8:00 pm					

Fee Details:	Fee Description	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
	Folding Tables	10.00	25.00	0.00	0.00	250.00

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Processed on 05/23/18 @ 10:29 am by rltate

Total New Fees	3,125.00
Total Due	3,125.00
Total Fees Paid	0.00
Total Paid	0.00
Balance From Receipt	3,125.00
