

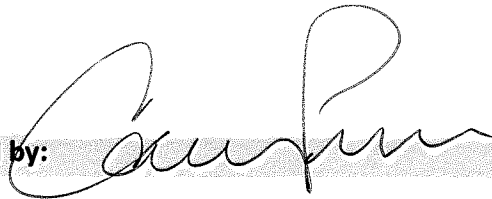
CIF, NDF, MAP OR PAV INTERAGENCY CHECKLIST

Interagency Name: Parks

Program/Project Name: Movie Night in Emerson Park

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

Prepared by:



Date: September 14, 2015



METRO Parks
www.metro-parks.org

Louisville Metro Parks Event Application

Date: 9/11/15

CONTACT INFORMATION

Primary Contact: Jennifer Chappell
(Person to be contacted regarding this application, the event, or in case of an emergency)

Contact Address: 1036 Ash Street

Primary Phone Number: (502) 641-7534

Secondary Phone Number: (502) 568-6200 WORK CELL HOME

Email: jnnfr.r.chappell@gmail.com WORK CELL HOME

Fax: 502-568-6234

Website: Schnitzelburg.org

EVENT DESCRIPTION

Event Name: Movie Night in Emerson Park featuring the Addams Family
(Official name used to advertise event)

Event Sponsor: Schnitzelburg Area Community Council (SACC) / District 10 Metro Councilman Steve Magre
(Name of individual, group or organization organizing event)

Event Producer: Jennifer Chappell
(Name of individual, group or organization producing event, or agency with whom event is contracting)

Describe Event: Neighborhood movie night in Emerson Park. Free and open to the public. Free popcorn, drinks and food provided by food truck. Guests may meet members of the Addams Family, take photos, and listen to ghost stories before the movie. Fun & Family Friendly!

Metro Park Location for Event: Emerson Park - corner of Hickory & Sylvia Streets EVENT DESCRIPTION ATTACHED

Date(s) and Time(s) of Event:	Load-In Date: <u>10/10/15</u>	Time: <u>3</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
	Event Start Date: <u>10/10/15</u>	Time: <u>7</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
	Event End Date: <u>10/10/15</u>	Time: <u>11</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
	Load-Out/Clean-Up Date: <u>10/10/15</u>	Time: <u>11</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM

ATTENDANCE

Total attendance expected: 200 Peak attendance expected at any one time: 200

SITE MAP REQUIREMENT

Regardless of event's location, a site map must be submitted to Metro Parks with this application showing the location of the event. All streets, alleys and rights of way affected by the event must be included, detailing specific event features and equipment. You may download park maps at metro-parks.org/parks.

VENDORS

- An event that will have food or merchandise vendors *must* apply for a Master Vendor Permit.
- A map of the location of all vendors *must* be attached.
- Event Master Vendor Permit holder is responsible for adhering to all local vending ordinances and ensuring compliance of all vendors with Louisville Metro Inspections Permits and Licenses, Health Department, Revenue Commission and the Kentucky State Department of Revenue.

See attached for more detail

PLEASE CHECK ALL FOLLOWING ITEMS WHICH APPLY TO YOUR EVENT

STREET CLOSINGS

- Event producers must notify affected businesses and residents of street closures.
- Event producers must provide and/or pay for barricades for street closings. Placement must be approved by police.
- If a State road will be closed, apply for a Street Closing Permit from the Kentucky Transportation Cabinet.

List streets to be closed for this event: N/A

Closing: ____/____/____ Time: ____ AM PM

Reopening: ____/____/____ Time: ____ AM PM

Attach map of the event area showing street closing and event features.

PARKING • Describe or attach parking plan: Parking will be on-street, as there is ample parking around the park. Residents and nearby businesses will be notified of event one week prior to event via printed notification. Most people are expected to walk to the event. PARKING PLAN ATTACHED

TRAFFIC • Describe or attach traffic plan: N/A

TRAFFIC PLAN ATTACHED

RENTALS FROM METRO PARKS

Picnic Tables (Set of 10) Total: _____

Bleachers 40 (Wooden) Total: _____

Trash Cans (set of 10) Total: _____

Bleachers 45 (Aluminum) Total: _____

Pop-Up Tents Total: _____

City Stage (if available) Indicate position on attached site map

ADDITIONAL REQUESTS FROM METRO PARKS: Please make sure grass is mowed the week of October 10th in Amersonton. Lights maze should remain on until midnight.

ALCOHOLIC BEVERAGES

If you are serving or selling alcoholic beverages at your event you must obtain the following:

- Permission letter from Metro Parks
- Louisville Metro alcoholic beverage license (temporary or caterer's)
- Kentucky State alcoholic beverage license (temporary or caterer's)
- Proof of liquor liability insurance

Alcoholic beverage concessionaire or caterer: _____

Insurance company: _____ Office Phone: _____

EMERGENCY MEDICAL SERVICES • Describe or attach Emergency Medical Services plan: N/A

EMERGENCY MEDICAL SERVICES PLAN ATTACHED

INFLATABLES/CARNIVAL RIDE VENDOR

Company name: N/A

Main Contact Name: _____ Cell Phone: _____

CLEAN-UP PLANS AND PROCEDURES

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.

Describe or attach clean-up plan: Trash and recycling containers will be set up during the event. Volunteers will provide trash-pick-up and clean-up after the event. Clean-up tends to be very minimal.

CLEAN-UP PLAN ATTACHED

ELECTRICAL SERVICES

Electrical permit(s) may be required for temporary electrical service. For generators, contact the fire district where event will be held.

- Public Utilities
- Patch Box(es) Total: _____
- Generator(s) Total: _____

Indicate placement of patch boxes and/or generators on attached map.

RESTROOM FACILITIES

Number of permanent facilities at event location: 0

Number of portable facilities: 2

Name of supplying company: Rumpke - provided by Metro Parks Office Phone: 502-566-3800

Emergency Contact Name: _____ Cell Phone: _____

SECURITY

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

Total number of security personnel or off-duty law-enforcement officers on-site: NA

Organization providing security: _____

Contact Name: _____ Phone: _____

Describe or attach security plan: Small event, however, District 4 police will be notified of the event. Never had issues in past.

SECURITY PLAN ATTACHED

TENT(S)

Number of Tents: 0 Tent Sizes: 0

Enclosed tents over 200 sq. ft. require a permit. ALL tents over 400 square feet require a permit. Contact Louisville Metro Inspections Permits and Licenses, 444 South Fifth Street, Suite 101, Louisville KY 40202, 502/574-3321.

ADVERTISING

Describe (or attach) your events marketing plan and include copies of any print advertisements: Heavy social media campaign; mention in various neighborhood newsletters; printed flyers around neighborhood & local businesses.

ADVERTISING PLAN ATTACHED

Website: Schnitzelburg.com

OTHER

Describe or attach a description of any further special features of your event, including special requests or other relevant information Metro Parks should be made aware of: Picnic tables.

SPECIAL FEATURES ATTACHED

METRO PARKS SPECIAL EVENT INSURANCE REQUIREMENTS

Proof of insurance is required from an event producer and event subcontractors, at least 30 days prior to an event.

General Liability Insurance

Event producer must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage and product liability, with a minimum limit of liability of \$1,000,000 per occurrence and with a \$2,000,000 aggregate.

The event producer must list Louisville/Jefferson County Metro Government and any metro-owned venues hosting an event as additional insured and as certificate holder on all commercial general liability policies.

Liquor Legal Liability Insurance

Minimum coverage of Liability Limit is \$1,000,000 for any one Occurrence. This coverage is required from the person or company engaged in selling and/or dispensing alcoholic beverages. This coverage may be written as an endorsement on the above mentioned Commercial General Liability Policy or as a separate policy. If the event producer subcontracts this service to a vendor, only the vendor shall be required to purchase this coverage.

The event producer and alcohol server must list Louisville/Jefferson County Metro Government and any Metro-owned venues hosting an event as additional insured and as certificate holder on all commercial general liability and liquor liability policies.

Workers Compensation Insurance (if applicable)

Insuring the employers' obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits, and Employers' Liability - \$100,000 Each Accident/\$500,000 Disease - Policy Limit/\$100,000 Disease - Each Employee.

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

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Applicant/Event Producer shall indemnify, hold harmless and defend Louisville Metro Government, and any other metro-owned venues hosting an event, 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, 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.

Sign: J. Chappell
Signature of the agent duly authorized by the Special Event Permit applicant to bind it.

By signing this application, I understand that no permit will be issued unless all proof of insurance is provided.

Name (print): Jennifer Chappell Phone: 502-641-7534
Date: 6/11/15

RETURN APPLICATION (application must be received no later than 30 days prior to event):

Louisville Metro Parks Reservations Office
1080 Amphitheater Rd
Louisville KY 40214
Phone: 502/368-5910
Fax: 502/368-5955

*Event
Councilman
Steve
Magnus
name*

Description of Event

The Schnitzelburg Area Community Council (SACC) will be hosting a movie night on Saturday, October 10th in Emerson Park (corner of Hickory and Shelby Streets). The event will begin at 7 pm and we will show The Addams Family (PG-13) at 9 pm. Photo opportunities with costumed individuals, socialization, and ghost stories will occur from 7- 9 pm. The SACC will have an informational table at the event for attendees to get to know more about the organization and learn how they can get involved in the community. Free popcorn will also be available to attendees. The movie will begin at 9 pm. Louisville Inflatables will provide the inflatable screen, projector, and audio equipment, as well as an attendant for the duration of the event. Guests are encouraged to bring their own lawn chairs and blankets, and picnic tables will be set up on the perimeter, in the back of the viewing area. Trash and recycling receptacles will be provided by SACC via Louisville Metro Public Works. Trash and recycling will be properly disposed of after the event. Two portable toilets will be brought to the park on Friday before the event and picked up on the following Monday (there are currently no permanent toilets at Emerson Park). The event should end at 11 pm, with clean-up provided by SACC volunteers starting promptly at that time. Clean-up is very quick and should only last until about midnight.

Letter to Residents Near Park

Hello,

The Schnitzelburg Area Community Council will be hosting a movie night in Emerson Park on Saturday, October 10th and we wanted to extend a personal invitation for you to join us as we watch The Addams Family under the stars. It's a free, family friendly event that will be lots of fun.

We also wanted to make you aware of the event as a precaution to any inconveniences it may cause to you, considering your close proximity of the park. Your appeasement is important to us! We will begin setting up in the park in the early afternoon of October 10th. The event begins at 7 and the movie will begin at 9. The event should be over at 11 pm. Volunteers will be cleaning up the park until about midnight. Last year, many attendees walked to the park from their residences instead of driving, so we are not expecting heavy parking in the area.

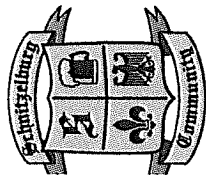
We truly hope this does not cause any disturbances for you. Hopefully, we will see you in Emerson Park on October 10th.

If you have any questions or concerns, please feel free to contact me at any time.

Jennifer Chappell
SACC Board Member/Event Organizer
502.641.7534
Jnnfr.r.chppll@gmail.com



The Addams Family in Emerson Park



Saturday, October 10th

Event @ 7 Ghost Stories @ 8 Movie @ 9

Food Truck 🦇 Free Popcorn 🦇 Pictures with Gomez & Morticia

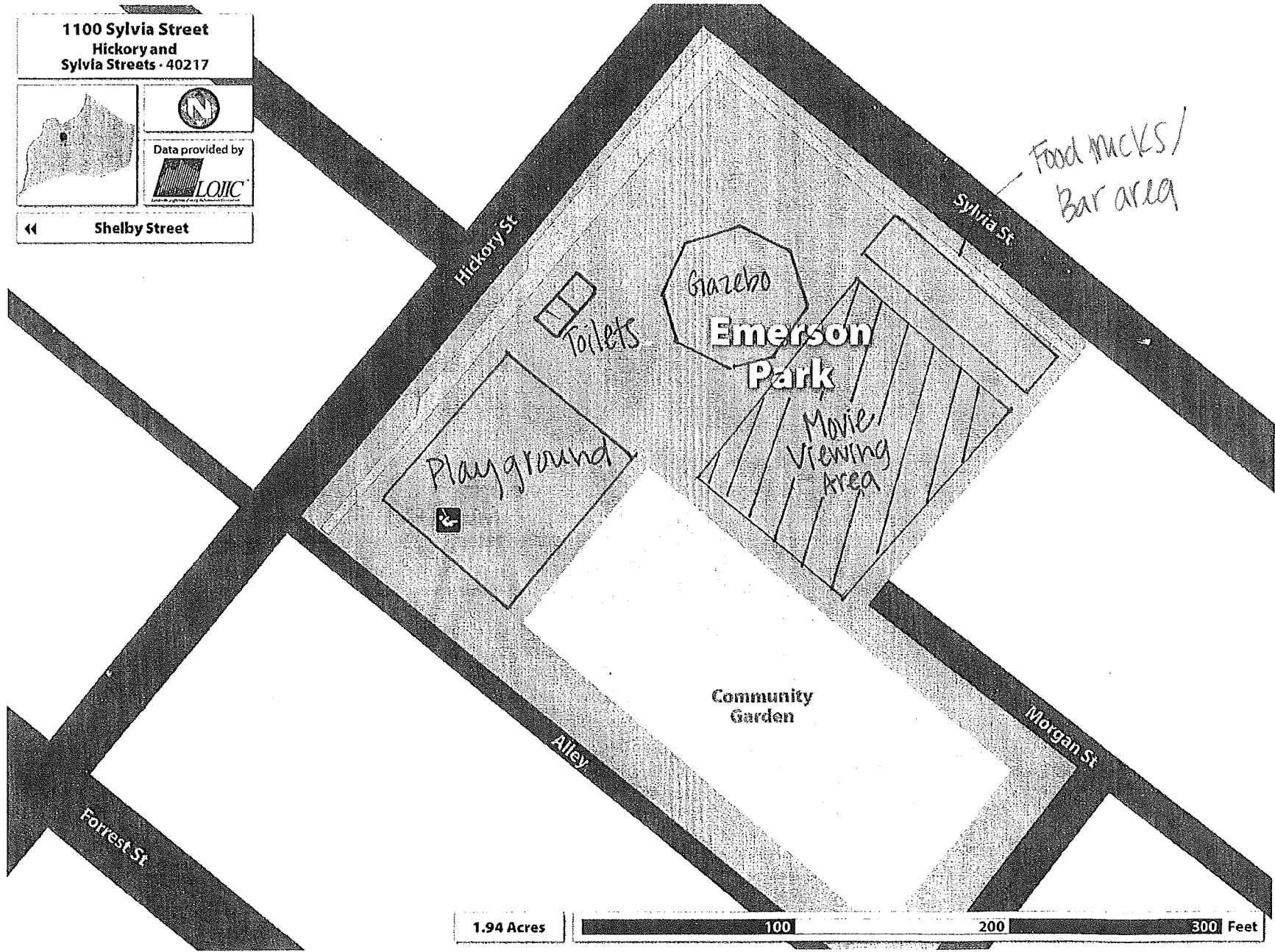


1100 Sylvania Street
Hickory and
Sylvia Streets - 40217



Data provided by
LOIIC

← Shelby Street



Food Trucks/
Bar area

1.94 Acres

100

200

300 Feet



10795 Watson Road • St. Louis, MO • 63127
Phone: 800-876-5445 • Fax: 314-966-3472

ORIGINAL INVOICE

Order Number: RG 1268878
Order Date: 06/12/15

Bill-To Customer: 0307271-001

Ship-To Customer: 0307271-001

Louisville Metro Parks
Schnitzelburg Area Comm. Cncl.
P.O. Box 37280
Louisville, KY 40233

Jennifer Chappell
Board Member
Schnitzelburg Area Comm. Cncl.
1036 Ash St.
Louisville, KY 40217

Order: 1268878

Terms: DUE UPON RECEIPT

--Line--

#	Typ	Qty	Ship Date	Product Description	Unit Price	Total Price
1	RT	1	10/06/15	THE ADDAMS FAMILY Widescreen DVD Planned Usage From: 10/10/15 to 10/10/15	325.00	325.00

For further information, please contact
Courtney Alexander
at 1-800-876-5577

* PAYMENT DUE before SHIP DATE *
* For Credit Card Payments, please call 800-876-5445. *

Item Subtotal:	325.00
Estimated Freight:	26.00
Estimated Taxes:	21.06
BALANCE DUE:	\$372.06

Please remit payment to: 2844 Paysphere Circle, Chicago, Illinois 60674

Peers, Carrie G

From: info@louisvilleinflatables.com
Sent: Tuesday, September 22, 2015 10:32 AM
To: Jnnfr.r.chppll@gmail.com; Peers, Carrie G; Babb, Jade R.
Subject: Your Updated Receipt from Louisville Inflatables Inc.

Invoice/Receipt




Louisville Inflatables Inc.
9902 National Turnpike
Fairdale, Ky 40118
502-379-0876
www.louisvilleinflatables.org

Important Information - Please Read Below!

10/10/2015 08:30pm, 10/10/2015 10:30pm

Louisville Metro Government
Hickory & Silvia St
Louisville, KY 40217
Jnnfr.r.chppll@gmail.com, Carrie.Peers@louisvilleky.gov, Jade.Babb@louisvilleky.gov
/502-641-7534

Customer Comments: Invoice #21761 Payment due 10/10/2015 on delivery Billing Address as follows Louisville Metro Government Accounts Payable – Metro Parks 611 West Jefferson Louisville, KY 40202

 Large Movie Screen \$550.00 x 1 = \$550.00 Sat, Oct 10 8:30 - 10:30 pm

SubTotal	\$550.00
Travel Fee for 40217	\$10.00 \$560.00
Tax: 0%	\$0.00 \$560.00

Total \$560.00
Deposit Required \$0.00
Due \$560.00

[Click here to view contract](#)
[\(Click here to Digitally Sign your Contract\)](#)

A few tips and reminders: (PLEASE READ BELOW)

- 1) We accept cash and checks upon delivery. If paying with cash, please note that our drivers don't carry change. Payment is due at time of set up.
- 2) We can set up on most surfaces but not rocks of any kind. Please call us if you are unsure.
- 3) All inflatable units MUST be staked in the ground for safety.
- 4) We will make your delivery between the hours of 8am to 12pm unless other arrangements have been made. (we sometimes have to arrive very early to get all of the jumps out on time but we do not charge for the extra time)
- 5) Please call as early as possible if you need to cancel for weather or any other reason. Once we've set up, we do not give refunds for any reason including weather. Please see the FAQ and Policies pages on our web site.
- 6) If your event will be at a park. Please tell us. It affects our scheduling. You will need to either provide electricity within 50' or rent a generator which we can provide at an additional cost. You may also need to secure permits for any city owned properties.

We want your party to go as smoothly as possible. Please call if you have any questions. Thanks!

Peers, Carrie G

From: Richards, Robyn
Sent: Wednesday, September 09, 2015 10:34 AM
To: Jennifer Chappell; Peers, Carrie G
Subject: RE: Movie Night in Emerson Park Application

Follow Up Flag: Follow up
Flag Status: Completed

Jennifer,

Councilman King paid for your event permit, port a pots, movie and screen last year. If you need to use council's insurance for your event, you need to have the event in his name.

On your application you did not request picnic tables.

The price for this event is as follows:

Permit fee \$212.50

2 port a pots \$52.00 each total of \$104.00

10 picnic tables \$127.50

Total \$444.00

This does not include movie rental, screen, and projector.

If CM Magre wants to pay for this event, Carrie can let me know.

Thanks,

*Robyn Richards
Special Event Coordinator
1080 Amphitheater Rd
Louisville KY 40214
Phone 502 368-5910
Fax 502 3685955*