

Louisville Metro Council City Agency Request

Neighborhood Development Fund (NDF)

Capital Infrastructure Fund (CIF)

Municipal Aid Program (MAP)

Primary Sponsor: CM Tom Owen

Amount: \$726.00

Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s): Funds are to be given to Metro Parks to pay for \$25.00 for Metro Finance (ABC) permit, \$573.00 Metro Parks for stage rental (Gazebo), inflatable, and Willow Parks Special event permit. \$128.00 will be paid to Land Development for Festival permit and street closure. This will be a free, open to the public, family event. It is intended to bring the families together to enjoy the park. Event to be held October 19, 2014 from 1pm-5pm.

Location: Willow Park

City Agency: Metro Parks

Agency Phone: 574-5865

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

8th District # Thomas L. Owen Council Member Signature \$726.00 Amount 8-6-2014 Date

____ District # _____ Council Member Signature _____ Amount _____ Date

____ 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 #: _____

OFFICE OF METRO COUNCIL CLERK
REVIEWED

DATE 8-13-14 TIME 3:44pm

AUG 5 2014 PM 4:50 K2

NDF OR CIF INTERAGENCY CHECKLIST

Interagency Name: Metro Parks

Program/Project Name: Cherokee Triangle Family Festival

Yes/No/NA

Request Form: Is the NDF 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?

NO

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?

NO

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?

yes

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/A

Prepared by:

Tom L. Long

Date:

8-16-2014

Long, Terra L

Subject: FW: Cherokee Triangle Family Fest

From: Storch, Marty
Sent: Thursday, July 24, 2014 2:02 PM
To: Long, Terra L; Richards, Robyn; Payne, Kathryn V; Stenberg, Beth
Cc: Owen, Tom; 'machurch02@gmail.com'; Knigge, Audrey
Subject: Re: Cherokee Triangle Family Fest

Parks will accept these funds for event.

From: Long, Terra L
Sent: Thursday, July 24, 2014 9:21 AM
To: Richards, Robyn; Payne, Kathryn V; Stenberg, Beth; Storch, Marty
Cc: Owen, Tom; mark church (machurch02@gmail.com); Knigge, Audrey
Subject: RE: Cherokee Triangle Family Fest
Importance: High

Will Metro Parks be willing to be the fiscal agent for the other two billings?

From: mark church [mailto:machurch02@gmail.com]
Sent: Tuesday, July 22, 2014 1:30 PM
To: Long, Terra L
Cc: Payne, Kathryn V; Knigge, Audrey; Richards, Robyn
Subject: Cherokee Triangle Family Fest

Terra, Per our conversation here are the permitting costs for the festival:

\$25.00 -Metro Finance (ABC)

\$573.00- Metro Parks

\$128.00 - Land Development (Festival Permit and street closure)

Please call me anytime if you have any questions!



Metro ABC
License and Permits
444 S. 5th Street
Louisville, KY 50202

INVOICE

Invoice # 00014TAB

Invoice Date 07/23/2014

Due Date 08/15/2014

Terra Long
RE: Cherokee Triangle Family Fest
Willow Park
Louisville, KY 40204

Item	Description	Unit Price	Quantity	Amount
Metro Permit	Temporary ABC Permit for CTA Family Festival	\$25.00	(1)	\$25.00
Subtotal				\$ 25.00
Total				\$ 25.00
Amount Paid				\$ 0.00
Balance Due				\$ 25.00



METRO Parks

Printed: 24-Jul-14, 07:39 AM
User: robynr

Remit Payment To:

**Iroquois Amphitheater
1080 Amphitheater Road
Louisville, KY 40214**

01-Jul-14 - 23-Jul-14

INVOICE

Account #: 955

Cherokee Triangle Association
Tony Lindauer
1054 Everett Ave.
Louisville KY 40204 USA

Business #: (502) 456-6139

Previous Balance **\$573.75**

Invoice Balance **\$573.75**

Over 120 \$0.00 Over 90 \$0.00 Over 60 \$0.00 Over 30 \$0.00 Current \$573.75

User: robynr

Contract #: 21604
Date: 27-Jun-14

User: robynr
Status: Firm

vi) Other Information

CONDITIONS OF USE OF THE AREA:

- (1) Alcoholic Beverages are **PROHIBITED**.
- (2) Holder of the PERMIT shall not allow any illegal activity on the premises during the use of the area.
- (3) Violation of Conditions (1) and (2) above shall be cause of immediate revocation of the PERMIT, without refund for unused time
- (4) The holder of the permit must have PERMIT in his/her possession at all times during the use of the premises or the premises will be available to the public on a first-come, first-serve basis.
- (5) The PERMIT is issued to the above stated named Organization / Individual only and is non-transferable without prior permission of the Department.
- (6) The PERMIT is valid only during the hours and on the day and date set forth above.
- (7) A copy of drivers license of State ID is required.
- (8) **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. Cost to repair turf will be billed to event organizer.**
- (9) Signage must be free standing and removed after event. No taping or stapling to Metro Parks signage or on Metro Parks shelters.
- (10) Customer is responsible for clean up of and around facility used before exiting premises.
- (11) No Refunds or Cancellations within 2 weeks of rental. For cancellations within this period, a credit will be issued for later use. A \$25 Administration Fee will be charged for rental cancellations.

Load & Unload Permitted in Non Paved Areas. _____

Approved for Tent Usage _____

Barrell Staked

Staked Only

Inflatables/Jumpers/Slides _____

Permit holders must rent inflatables from vendors that carry insurance listing Louisville Metro Government as additional insured.

Insurance Requirements _____

ADDITIONAL PERMITS ARE NEEDED FOR TENTS AND /OR INFLATABLES.

HOLD HARMLESS AND INDEMNIFICATION CLAUSE: The Consultant 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 Consultant's (or Consultant'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 of the Louisville/Jeffeson 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.

Regional Manager / Metro Parks: _____

WE HOPE YOUR EVENT IS A SAFE AND SUCCESSFUL ONE AND WE ASK THAT YOU MAKE A REASONABLE EFFORT TO PICK UP AND DEPOSIT TRASH IN THE CONTAINERS PROVIDED FOR THE ACTIVITY.

Licensee Initials: _____

Facility Rental Agreement

User: robynr

Contract #: 21604
Date: 27-Jun-14

User: robynr
Status: Firm

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: _____

Mark Church

Cherokee Triangle Association
1054 Everett Ave.
Louisville KY 40204
USA
Home: ()
Fax: (502)

Business: (502)456-6139

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

Licensee Initials: _____



METRO Parks

METRO PARKS EVENT AGREEMENT

EVENT: Cherokee Trianagle Family Festival 2014
LOCATION: Willow Park Gazebo
DATE: October 19, 2014
TIME: 9:00 am - 10:00 pm
ATTENDANCE: Approximate Number 300
FEE: \$ 573.75

We are pleased that you have chosen Willow Park as your venue for your upcoming event, Cherokee Trianagle Family Festival 2014. This agreement outlines Metro Parks' requirements of the event organizer, Cherokee Triangle 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 Cherokee Trianagle Family Festival 2014.



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.