

NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

Interagency Name: Louisville Parks and Recreation	
Program/Project Name:	McNeely Lake Cleanup 2019
	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?	NA
Supporting Documentation: Does the attachment include a valid estimate and description of cost?	Yes

Submitted by: _____ John Torsky _____

Date: Oct 7, 2019



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

District 23
601 W Jefferson St
Louisville KY 40202
james.peden@louisvilleky.gov

Reservation Updated: McNeely Park, Shelter By Lake

Address: 10500 Cedar Creek Rd, Louisville, KY, 40229
Reserv. Contact: **James Peden**
Phone Number: **(502)574-1123**
Reserv. Number: 5151
Status: Tentative
Purpose: McNeely Lake Cleanup
Anticipated Count: 150
Facility Features: Seasonal Restroom in Park, Grill

<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 11/02/2019 7:00A to 1:30P	0.00	125.00	0.00	0.00	125.00

<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
Daily Rate	125.00	1.00	0.00	0.00	125.00

Special Questions: Is a caterer being used? No
If so, what is the name of the caterer?

Special Event Agreement

Conditions of Use: On 11/1/19 please deliver 20 picnic tables and 1 generator to McNeely Park. Drop off at the parking lot next to the shelter near the lake. Requesting Parks crew as well to hall off garbage. Pick up the following Monday. POC is John Torsky 574-1123.

Event: McNeely Lake Cleanup
Location: [FACILITYDESC]
Date: 11/02/2019 - 11/02/2019
Time: [RSVBEGTM] - [RSVENDTM]
Attendance (approximate): 150

We are pleased that you have chosen [FACILITYDESC] as your venue for your upcoming event, McNeely Lake Cleanup. This agreement outlines Louisville Parks and Recreation's requirements of the event organizer, James Peden District 23. 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.

These requirements are in addition to the requirements in the Louisville Event Resource Guide and

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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).

Alcoholic beverages are prohibited unless approved in writing by the Director of Louisville Parks and

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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.

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	\$125.00
Picnic Tables (set of 10, delivered)	\$150.00
Trash Cans (set of 10)	\$150.00

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

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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 \$25 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 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): District 23

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Signature: _____

Printed Name: James Peden

Title: _____

Date: _____

Reservation Details: McNeely Park, Special Event Permit

Address: 10500 Cedar Creek Rd, Louisville, KY, 40229
 Reserv. Contact: **James Peden**
 Phone Number: **(502)574-1123**
 Reserv. Number: 5151
 Status: Tentative
 Purpose: McNeely Lake Cleanup
 Anticipated Count: 150

<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 11/02/2019 7:00A to 1:30P	430.00	430.00	0.00	0.00	430.00

<u>Fee Description</u>	<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
Parks Staff Weekend/Evening Hourly	45.00	4.00	0.00	0.00	180.00

Special Questions: Is a caterer being used? No
 If so, what is the name of the caterer?

Rental Reservation Details: Picnic Tables

Reserv. Number: **2204**
 Rental Days: 2
 Rental Status: Future
 Quantity: 20
 Member Name: James Peden
 Rental Period: Fri 11/01/2019 @ 8:30 am to Sun 11/03/2019 @ 8:30 am

<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
300.00	300.00	0.00	0.00	300.00

<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	20.00	0.00	0.00	300.00

Special Questions: Reservation Maintenance Comments:

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Rental Reservation Details: Generator

Reserv. Number:	2204	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Rental Days:	3	135.00	135.00	0.00	0.00	135.00
Rental Status:	Future					
Quantity:	1					
Member Name:	James Peden					
Rental Period:	Fri 11/01/2019 @ 8:30 am to Mon 11/04/2019 @ 8:30 am					

Fee Details:	<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
	Generator	135.00	1.00	0.00	0.00	135.00

Special Questions: Reservation Maintenance Comments:

Processed on 09/29/19 @ 8:16 pm by rltate

Total New Fees	865.00
Old Balances Included	125.00
Total Due	990.00
Total Fees Paid	0.00
Total Paid	0.00
Balance From Receipt	990.00