



Reservation Worksheet/Invoice

Group	Reservation:	660
Ina Miller Harbor House of Louisville 2231 Lower Hunters Trace Louisville, Kentucky 40216	Event Name: Status: Phone: Fax: Event Type: Refund Payable To:	Ken-Ducky Derby Tentative 502.719.0072 502.468.1516 Charitable Fundraiser (other) Harbor House of Louisville

140923
rec 9/23/14
total amt. due
\$3707.70
rec. 660

Bookings / Details	Quantity	Price	Amount
Full Balance Due (Due Date: 8/27/2014)			
Load In/Out Schedule Due (Due Date: 9/12/2014 Completed On: 9/23/2014)			
A load in/load out schedule is due no later than 2 weeks before your event takes place.			
Map Layout (Due Date: 9/12/2014)			
A layout, drawn to scale is required no later than 2 weeks before your event takes place. Please include all infrastructure used for your event such as tents, chairs, tables and/or stage.			
Completed Application Received			
Yes			
Daily Attendance Expected			
475			
Defined Map Received			
No			
Insurance Received			
No			
Load In Schedule Received			
Yes			
Refund Payable To:			
Harbor House of Louisville 2231 Lower Hunter Trace Louisville, KY 40216			
Signed Agreement Received			
Yes			

6570-01-23

Friday, September 26, 2014

6:00 AM - 11:00 PM Ken-Ducky Derby (Set Up & Tear Down) Festival Plaza

setup & tear down

Venue Rental Charge:	1	1,210.00	1,210.00
Less 70% Discount			-847.00

Load In Schedule :

2014 Ken-Ducky Derby Festival | September 28, 2014 | Noon - 5:00pm
Harbor House of Louisville

LOAD-IN FRIDAY September 26, 2014

8:00 am EVENT PLANNER- arrives to supervise load-in: Ina Miller 502.468.1516

8:00 am Bluegrass Rentals - arrives to set up tent/deliver tables or chairs

1:00 pm Metro- arrives to setup picnic tables

5:00pm LOAD IN COMPLETE

*Brantley Security will be patrolling the festival area Friday, Saturday and Sunday

Bookings / Details

Quantity

Price

Amount

night.

DAY OF EVENT SUNDAY September 28, 2014

5:45 am EVENT PLANNER (Ina Miller 502.468.1516) - arrives at Waterfront Park to oversee all activities for the event.

6:00am WLKY Live Interview from the festival

8:00 am Vendors begin arriving and setting up

9:00 am Oak Street Production - (Derrick Pedolzyk) - Production load-in

9:00 am Setup Volunteers arrive to help

10:00 am Astro Jump arrives to setup bouncer

11:30 am Radio station arrives to setup (107.7 with on air personalities will be broadcasting live)

Event Schedule

- Noon- Festival begins

- 4:00 pm- Ducks go into the water

- 4:15 pm- Winning ducks are picked from the water

- 4:45 pm- Winner announced

- 5:00 pm- Festival Ends

5:00 pm EVENT ENDS- event coordinator, event staff, & vendors begin to clean up

LOAD-OUT MONDAY September 29, 2014

8:00 am Bluegrass Rental begins take down of tents, tables & chairs

Contact info:

Event coordinators: Ina Miller 502.468.1516 and Marcella Kragel 502.741.7870

Harbor House Representative: Jane White 502.379.5250

Miscellaneous Charges:

Damage Deposit - W

1

1,375.00

1,375.00

Refundable Damage Deposit - Waterfront Park

Electricity

1

165.00

165.00

*D- 1, 2, 3, 4, 5, 6, 10, 11, 14, 15, 16, 17, 18, 19, 20**C- 5, 15, 16, 18, 20**B- none**A- 20*

Bathroom Fee

1

77.00

77.00

Splitting the Bathroom Fee with another event.

Stage:

Stage

1

484.00

484.00

WDC Maintenance Staff:

9:00 AM - 5:00 PM General

Restrooms

1

Group is using our restrooms on the Festival Plaza. Can you please ensure they are cleaned for Sunday? I am providing them a key to unlock the restrooms.

Stage

1

They will be using the WDC stage. Please see attached map for placement.

WDC Maintenance Staff:

9:00 AM - 5:00 PM Irrigation

Irrigation Instructions

1

Please ensure the green acre irrigation is turned Off. Thank you! - CCN

WDC Maintenance Staff:

9:00 AM - 5:00 PM Electrical Outlets

Electrical Outlets W

1

*D- 1, 2, 3, 4, 5, 6, 10, 11, 14, 15, 16, 17, 18, 19, 20**C- 5, 15, 16, 18, 20**B- none**A- 20*

Bookings / Details

Quantity

Price

Amount

6:00 AM - 11:00 PM Ken-Ducky Derby (Set Up & Tear Down) Wharf**6:00 AM - 11:00 PM Ken-Ducky Derby (Set Up & Tear Down) Wharf Docking****Saturday, September 27, 2014****6:00 AM - 11:00 PM Ken-Ducky Derby (Set Up & Tear Down) Festival Plaza**

Festival

Venue Rental Charge:

1

1,210.00

1,210.00

Less 70% Discount

-847.00

Stage:

Stage

1

Stage Reserved

6:00 AM - 11:00 PM Ken-Ducky Derby (Set Up & Tear Down) Wharf

Festival

6:00 AM - 11:00 PM Ken-Ducky Derby (Set Up & Tear Down) Wharf Docking**Sunday, September 28, 2014****6:00 AM - 11:00 PM Ken-Ducky Derby (Tentative) Festival Plaza**

Venue Rental Charge:

1

1,210.00

1,210.00

Less 33% Discount

-399.30

Activities:

1:00 PM - 5:00 PM Activities

The festival will include live music, vendors, kids activities, food and the duck race on the River.

Event Description:

The Harbor House Ken-Ducky Derby Festival is a family - friendly event and host of the fastest 30 minutes in duck racing history. Join us on September 7, 2014 for food, music, games, vendors and to see 25,000 ducks race down the Ohio River. If your duck wins....you get a car!

Garbage Cans:

Recycling Cans

7

5.00

35.00

Special Event Recycling Containers require a 55 gallon liner and will be used for more than one event whenever possible. Please take your recycling to a recycling center,. For example it can be taken to the Louisville Fire Department Recycling Center at 235 E Jefferson Street. Please stack your recycling boxes next to your garbage boxes in your area and the WDC Maintenance Staff will pick them up following your event.

Garbage Cans

7

5.00

35.00

Event Producer: Please provide and use 55 gallon trash bags that meet the following specifications - 38" x 58" 1.4 mil heavy duty black plastic can liners. The special event garbage cans are used for more than one event whenever possible. After your event, please take your garbage bags to the dumpster and stack cardboard boxes flat and leave them in your area. WDC Maintenance staff will pick them up following your event. Please also remember to replace permanent trash cans with liners that meet the above listed specifications.

WDC Maintenance Staff:

7:30 AM - 4:00 PM General

Garbage Cans

7

Please remember to pick up garbage cans after the event.

Recycling Containers

7

*Please remember to pick up recycling containers after the event.***6:00 AM - 11:00 PM Ken-Ducky Derby (Tentative) Wharf****6:00 AM - 11:00 PM Ken-Ducky Derby (Tentative) Wharf Docking**

Subtotal

3,707.70

Grand Total

3,707.70