

NDF061726MPOS

**Louisville Metro Council City Agency Request
Neighborhood Development Fund (NDF)
Capital Infrastructure Fund (CIF)
Municipal Aid Program (MAP)
Paving Fund (PAV)**

Primary Sponsor: Donna L. Purvis

Amount: 600.00 **Date:** Jun 3, 2026

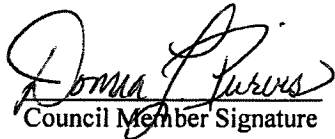
Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):

The Portland Festival is a cornerstone of the Louisville cultural landscape. It is a historic two-day event which is scheduled for June 5th and 6th, 2026. The District 5 Office is allocating \$600.00 to cover the cost of 40 picnic tables for the event.

City Agency: Metro Parks and Recreation
Contact Person: Jason Canuel
Agency Phone: (502) 574-6086

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.

5
District #


Council Member Signature

600.00
Amount

Jun 3, 2026
Date

Approved by: _____
Appropriations Committee Chairman Date
Clerk's Office & OMB Use Only:
Request Amount: _____ Amended Amount: _____
Reference #: NDF061726MPOS To OMB: _____
Budget Revision #: _____
Account #: _____
To Project Manager: _____ Completion Date: _____
Actual Cost: _____ Funds Returned: _____

Department/Project:
Metro Parks and Recreation/The Portland Festival

Additional Signatures

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

Council Member Signature and Amount

District 1	_____	\$ _____
District 2	_____	\$ _____
District 3	_____	\$ _____
District 4	_____	\$ _____
District 5	_____	\$ _____
District 6	_____	\$ _____
District 7	_____	\$ _____
District 8	_____	\$ _____
District 9	_____	\$ _____
District 10	_____	\$ _____
District 11	_____	\$ _____
District 12	_____	\$ _____
District 13	_____	\$ _____
District 14	_____	\$ _____
District 15	_____	\$ _____
District 16	_____	\$ _____
District 17	_____	\$ _____
District 18	_____	\$ _____
District 19	_____	\$ _____
District 20	_____	\$ _____
District 21	_____	\$ _____
District 22	_____	\$ _____
District 23	_____	\$ _____
District 24	_____	\$ _____
District 25	_____	\$ _____
District 26	_____	\$ _____

NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

Interagency Name: Metro Parks and Recreation	
Program/Project Name:	The Portland Festival
	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

Submitted by: Carmen W. Washington

Date: Jun 3, 2026

Washington, Carmen

From: Canuel, Jason
Sent: Wednesday, June 3, 2026 5:37 PM
To: Washington, Carmen
Cc: Purvis, Donna; Beaumont-Carver, Margaret
Subject: Re: Portland Festival

Yes, Parks will accept the funding for the picnic tables.

Jason T. Canuel
Director
Louisville Parks and Recreation
PO Box 37280
Louisville, Kentucky 40233
502/574.6086 (office)
502/439.7694 (cell)
jason.canuel@louisvilleky.gov



From: Washington, Carmen <Carmen.Washington@louisvilleky.gov>
Sent: Wednesday, June 3, 2026 3:58 PM
To: Canuel, Jason <Jason.Canuel@louisvilleky.gov>
Cc: Purvis, Donna <Donna.Purvis@louisvilleky.gov>; Beaumont-Carver, Margaret <Margaret.BeaumontCarver@louisvilleky.gov>
Subject: FW: Portland Festival

Jason, Councilwoman Purvis will be sponsoring the Portland Festival. Please find attached the invoice for picnic tables. Will Metro Parks and Recreation accept the \$600.00 to cover the cost of the picnic tables? Please and thanks.

Best Regards,

Carmen W. Washington

Legislative Assistant to:
Donna L. Purvis
Louisville Metro Councilwoman | **District 5**
601 W. Jefferson Street, Suites #113, #115 and #116
Louisville, Kentucky 40202
carmen.washington@louisvilleky.gov
(502) 574-1105 office
(502) 539-9842 cell

"The child who is not embraced by the village will burn it down to feel its warmth"
African Proverb



From: Tate, Regina <Regina.Tate@louisvilleky.gov>
Sent: Tuesday, June 2, 2026 10:13 AM
To: Purvis, Donna <Donna.Purvis@louisvilleky.gov>
Cc: Washington, Carmen <Carmen.Washington@louisvilleky.gov>; Gabriel Tilly <g.tilly@portlandfestival.org>
Subject: Portland Festival

CW Purvis,

Per our meeting today, I am cancelling the 10 trash cans for the Portland Festival and Parks will be delivering a total of 40 picnic tables. This brings the balance due to \$600 as the picnic tables are \$15 each.

Regards,

Regina Tate, CPRP
Special Events Manager
Louisville Parks and Recreation
P.O. Box 37280
Louisville, KY 40233
502-574-7275



Rental Location
 Louisville KY 40233
 Phone: (502)574-7275

Mike Neagle
 3329 Northwestern Pkwy
 Louisville KY 40212
 mike@argo-networks.com

Primary Phone: (502)797-1903

Reservation Details: Off Site, Special Events District

Address: , Louisville, KY
 Reserv. Contact: **Gabriel Tilly**
 Phone Number: **(502)797-1903**
 Reserv. Number: 25149
 Status: Firm
 Purpose: Portland Festival
 Anticipated Count: 999

<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>
Thu 06/04/2026 12:00A to 12:15A	0.00	0.00	0.00	0.00	0.00

Special Questions: Reservation Comments: Portland Festival: CW Purvis is sponsoring the event. Please deliver to the empty lot at 3331 Northwestern Parkway 40 picnic tables and 10 trash cans. Load in begins at noon on June 4th and they can be picked up on or after June 7th. The point of contact is Gabriel Tilly: 502-208-9477.

Facility Rental Agreement

Contract #: 25149
 Date: 05/22/2026
 User: rtate

Event: Portland Festival
 Location: Special Events District
 Date: 06/04/2026 - 06/04/2026
 Time: 12:00 am - 12:15 am
 Attendance (approximate): 999

Louisville/Jefferson County Metro Government by and through its Parks and Recreation Department, 1297 Trevillian Way, Louisville, KY 40213 hereby grants Portland Festival Gabriel Tilly (hereinafter called the "Permit Holder") permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

GLOBAL SALES RECEIPT

Receipt # 724784
Payment Date: 05/22/2026
Household: 31733

Terms and Conditions of Use:

Alcoholic Beverages are PROHIBITED, unless approved in writing by the Director of Louisville Parks and Recreation. Holder of the PERMIT shall not allow any illegal activity on the premises during the use of the area. Violation of Conditions shall be cause of immediate revocation of the PERMIT, without refund for unused time. The Permit Agreement is issued to the above named Organization/Individual only and is non-transferable without prior permission of the Department. The holder of the permit must have the 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. The PERMIT is only valid during the hours and on the day and date set forth above. 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. Signage must be free standing and removed after event. No taping or stapling to Parks and Recreation signage or on Parks and Recreation shelters. Permit Holder is responsible for clean-up in and around facility rented before exiting premises. There is a \$25.00 fee for all returned checks.

Tents and Inflatables
Permit holder must rent inflatables from vendors that carry insurance listing Louisville/Jefferson County Metro Government as additional insured. Additional permits are needed for tents and/or inflatables.

Refunds and Cancellations

Rentals may be cancelled up to two-weeks prior the rental date and \$25.00 Cancellation Fee will be charged when the refund is issued. No Refunds or Cancellations within two weeks of rental. Cancellations within this two-week period must be rescheduled immediately or payment is lost. No cancellations for inclement weather. A \$25.00 Cancellation Fee will be charged for rental cancellations.

Hold Harmless and Indemnification

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 or causes of action based upon 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 as 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.

GLOBAL SALES RECEIPT

Receipt # 724784
Payment Date: 05/22/2026
Household: 31733

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. THE HOLDER WILL BE BILLED FOR ANY AND ALL SUCH DAMAGE.

Contact Information
Louisville Parks and Recreation
Phone: (502) 574-7275
After Hours Emergency Phone: (502) 574-3506
Email: ParksSpecialEvents@louisvilleky.gov

For immediate assistance outside of regular business hours, please call (502) 574-3506

Rental Reservation Details: Picnic Tables

Reserv. Number:	12330	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Rental Days:	5	0.00	0.00	0.00	0.00	0.00
Discounts:	\$600.00					
Rental Status:	Future					
Quantity:	40					
Member Name:	Gabriel Tilly					
Rental Period:	Thu 06/04/2026 @ 10:00 am to Mon 06/08/2026 @ 11:08 am					

Special Questions: Reservation Maintenance Comments: Portland Festival: CW Purvis is sponsoring the event. Please deliver to the empty lot at 3331 Northwestern Parkway 40 picnic tables and 10 trash cans. Load in begins at noon on June 4th and they can be picked up on or after June 7th. The point of contact is Gabriel Tilly: 502-208-9477.

Rental Reservation Details: Trash Cans

Reserv. Number:	12330	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Rental Days:	5	0.00	0.00	0.00	0.00	0.00
Discounts:	\$150.00					
Rental Status:	Future					
Quantity:	10					
Member Name:	Gabriel Tilly					
Rental Period:	Thu 06/04/2026 @ 10:00 am to Mon 06/08/2026 @ 11:10 am					

Special Questions: Reservation Maintenance Comments: Portland Festival: CW Purvis is sponsoring the event. Please deliver to the empty lot at 3331 Northwestern Parkway 40 picnic tables and 10 trash cans. Load in begins at noon on June 4th and they can be picked up on or after June 7th. The point of contact is Gabriel Tilly: 502-208-9477.

Processed on 05/22/26 @ 10:40 am by ritate

Total New Fees 0.00
Total Due **0.00**

Total Fees Paid 0.00
Total Paid **0.00**

GLOBAL SALES RECEIPT

Receipt # 724784
Payment Date: 05/22/2026
Household: 31733

Household Balance Information
Overall Household Balance Due

0.00
