



LOUISVILLE DOWNTOWN PARTNERSHIP

Dear Sports Fan,

Thanks so much for your group's interest in playing Wiffle Ball or Pickleball at the Baird Urban Sports Park located on historic Main Street in Downtown Louisville!

Since the Baird Urban Sports Park is located on Louisville Metro property, you will need to request a special event permit from Louisville Metro for your use of the space. If you do not plan on having any food or beverage vendors or caterers, or self-hosted food or beverage service (including potlucks or cook-outs), we can help with obtaining an expedited special event permit. If you are planning to provide any type of food or beverages, your organization will need to apply directly for the special event permit which must be submitted to Louisville Metro at least 60 days in advance of the event.

Included in this packet are the items which are needed to complete the expedited permit application on your behalf:

- The Organization Information Form
- The Rules & Conditions Acknowledgement Form (note: recreational use of the Baird Urban Sports Parks does not permit tobacco products or possession and/or consumption of alcohol during your event)
- The LDP Participant Consent & Release Form (note: we do not need all the participant waivers to apply for the permit, but will need the signed waivers returned to LDP prior to your event)
- The Insurance Requirements Acknowledgement Form
- A Certificate of Insurance with the required description of operations
- The Hold Harmless & Indemnification Statement
- Payment of \$100 (\$40 for the permit application required by Louisville Metro and \$60 for rental of the space for two hours)

Please return the requested materials as soon as possible so that we can process and receive the approved permit in time for your planned event.

We can't wait to see you down at the ballpark!

Rebecca Fleischaker
Executive Director
Louisville Downtown Partnership



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**Baird Urban Sports Park
Organization Information Form**

CONTACT INFORMATION

Organization: _____

Address: _____

Primary Contact: _____

Email: _____ Primary Phone: _____

EVENT INFORMATION

Requested Dates(s): _____

Requested Time(s): _____ (two-hour block, e.g.: 1:00pm – 3:00pm)

Requested Use (circle one): Pickleball Wiffle Ball

Estimated Number of Participants: _____

Event Description: _____

VENDORS/FOOD & BEVERAGE

This application is intended only for recreational use of the Baird Urban Sports Park, the scope of which does not allow for any food & beverage service (including potlucks or cookouts) to be provided during the event. If you wish to have food & beverage service (including the sale or provision of alcoholic beverages), or any other vendors, a full special events permit is required by Louisville Metro which must be submitted at least 60 days prior to the event ([Office of Special Events | LouisvilleKY.gov](#)). Please contact our office at (502) 584-6000 if you need additional information about how to apply for a full special event permit.



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Baird Urban Sports Park Rules & Conditions of Use

Please review the following rules and conditions for recreational use of the Baird Urban Sports Park:

- **Play at your own risk:** Each participant understands the inherent risk of sports activities and takes full responsibility for the personal safety of themselves and other participants at the event.
- **Waiver:** All participants (including spectators) will complete and sign the LDP Participant Waiver included in this packet. The organizer is responsible for returning all signed waivers prior to the event. The organizer attests that no individuals will be allowed on site at the Baird Urban Sports Park who have not signed and returned a waiver.
- **No on-site attendant:** The organizer is responsible for the safety and well-being of all participants during the event and ensuring that these rules and conditions are followed. The organizer will provide basic first aid supplies/treatment for minor injuries and will alert emergency responders by calling 911 as warranted.
- **Severe Weather:** The organizer is responsible for cancelling or postponing the activity in the event of severe weather or excessive heat. This includes suspending play for at least 30 minutes if thunder is heard. Activities also will be suspended or cancelled should the National Weather Service issue a warning or watch related to tornadoes or thunderstorms for Jefferson County during the scheduled event time.
- **No Food & Beverage Vendors and/or Service:** Unless the organization has received a special event permit which authorizes food and/or beverage service (including alcohol), the organizer affirms that there will be no food or beverage provided to participants during the event. Participants are allowed to bring water bottles (highly encouraged) or pre-packaged food and/or non-alcoholic beverages for personal consumption.
- **Right of Cancellation:** Both the organizer and the LDP have the right to cancel the event at any time for any reason. LDP will not allow the event to occur without receipt of all requested documentation and the issuance of the special event permit by Louisville Metro.

Acknowledgement

My signature below indicates that I, and all participants at the event, understand and will abide by the rules & conditions above.

Signature: _____ Date: _____

Printed Name: _____ Phone: _____



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**Baird Urban Sports Park
Participant Consent and Release Form**

I, _____, hereby grant the Louisville Downtown Partnership ("LDP") permission to interview me and use my comments or likeness in photographs or video for any and all lawful purposes related to this activity that support the creation, marketing, or distribution of any pieces of media production connected to LDP engagement efforts for broadcast or private use.

I understand that use of my interview or likeness does not entitle me to compensation in any form, and I will make no monetary claim against LDP for the interview, photographs or videos regardless of how, when or whether such interview or likeness is used. Although my personal use is permitted, I understand that my interview or likeness in photographs or videos will become the sole property of LDP.

I, for myself and on behalf of my heirs, assigns, personal representatives, family and next of kin, HEREBY WAIVE ANY CLAIMS AGAINST, RELEASE, HOLD HARMLESS, INDEMNIFY, AND PROMISE NOT TO SUE LDP, and its officers, directors, officials, agents, volunteers, employees, or its agencies and sponsors (hereinafter collectively referred to as the "Releasees"), WITH RESPECT TO THE ACTIVITY AND ANY AND ALL INJURY or loss or damage to my person or property, WHETHER ARISING FROM, OR CAUSED BY, THE NEGLIGENCE OR GROSS NEGLIGENCE OF THE RELEASEES OR OTHERWISE, except that which is the result of wanton or intentional misconduct of the particular Releasee(s).

I understand that use of drugs, tobacco products or possession and/or consumption of alcohol is not allowed during this activity at the Baird Urban Sports Park.

I am 18 years of age or older, I have read this release; I understand the information contained in this release and I am competent to provide this authorization. If under 18 years of age, I have included the signature of a legal parent or guardian. Any volunteer under 18 years of age must be accompanied throughout the duration of the Activity by a legal parent or guardian.

FIRST NAME: _____ LAST NAME: _____
BEST PHONE: _____ EMAIL: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
EMPLOYER: _____
EMERGENCY CONTACT: _____ RELATIONSHIP: _____
EMERGENCY CONTACT PHONE: _____

SIGNATURE: _____ DATE: _____

If under 18 years of age:

NAME OF LEGAL PARENT/GUARDIAN: _____

SIGNATURE OF LEGAL PARENT/GUARDIAN: _____ DATE: _____



Baird Urban Sports Park Event Insurance Requirements

Proof of insurance is required from the requesting organization prior to the event and is needed for the special event permit:

- **General Liability Insurance:** The requesting organization must submit a Certificate of Insurance ("COI") providing proof of commercial liability insurance, 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 \$2,000,000 in aggregate.
- **Workers Compensation Insurance (if applicable):** Coverage insuring the employer's/organization's obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits and Employer's Liability at \$100,000 Each Accident/\$500,000 Disease (Policy Limit/\$100,000 Disease) per employee.
- **Liquor Legal Liability Insurance:** Not required for recreation use of the Baird Urban Sports Park. Events that will serve/provide alcoholic beverages must submit a full special event permit application which will require proof of liquor liability insurance.

Please review these requirements with your insurance agent and/or broker and request a COI indicating the required insurance detailed above.

The COI must have the following, exact statement under the Description of Operations / Locations / Vehicles:

"The Louisville Downtown Partnership and the Louisville/Jefferson County Metro Government, their elected and appointed officials, employees, agents and successors are added as an "Additional Insured" as respect operations of the Named Insured performed relative to the contract or license for use at the Baird Urban Sports Park located at 615-621 W. Main St., Louisville, KY 40202."

The Certificate Holder section on the COI must include:

Louisville/Jefferson County Metro Government
611 West Jefferson Street, Room 33
Louisville, KY 40202



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Baird Urban Sports Park
Hold Harmless and Indemnification Clause

The applicant/event organizer shall indemnify, hold harmless and defend the Louisville Downtown Partnership and Louisville/Jefferson Metro Government, their elected and appointed officials, employees, agents, officers, sponsors 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 organizer's (or applicant/event organizer'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 the Louisville Downtown Partnership and/or Louisville/Jefferson Metro Government, their elected and appointed officials, employees, agents, officers, sponsors and successors 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 the special event permit and/or license agreement.

Authorized Signature: _____ Date: _____

Printed Name: _____ Phone: _____