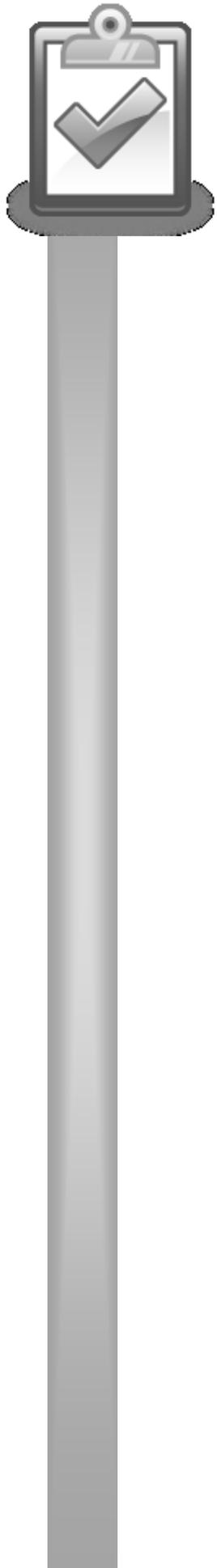


City of Frankfort

# Special events!



FRANKFORT  
KENTUCKY DISTILLED



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## SPECIAL EVENT AGREEMENT AND PERMIT APPLICATION

This booklet will help you complete the Special Event Permit Application. **Fill out the application accurately and completely.** If you would like to submit the application online, please visit [www.frankfort.ky.gov](http://www.frankfort.ky.gov) and read this page in its entirety.

The City of Frankfort takes pride in the quality and safety of the runs, concerts, festivals, parades and other special events that are hosted each year in the City. The City of Frankfort must continue to assure that its residents and visitors are protected and, therefore, we ask for your cooperation in the process.

It is the policy of the City of Frankfort not to discriminate on the basis of race, sex, color, national origin, religion, age, disability, sexual orientation, familial status or gender identity.

A Special Event Permit is required by any person or group desiring to use any city property or public right-of-way unless these areas are governed by another permit or application process. Special Event Permits are also required for events held on private property that impact the public right-of-way and are open to the public. If the event is to be held on Private Property, please check with Planning to determine if additional zoning approvals will be required. The ordinances governing Special Events are located in Chapter 71. Sections 71.50 to 71.65 of the City of Frankfort Code of Ordinances.

### Note

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- Read the material in this booklet
- Complete the application
- Complete the indemnity agreement
- Complete the site plan
- Submit the appropriate insurance requirements
- Complete the business or itinerant merchant license application for each of the vendors who will work the event (if applicable)

### Application Fees

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A Special Event (No Oversight Required) permit fee of \$50.00 is required for events with no oversight required and no parking restrictions. If oversight and/ or parking restrictions are required, a Special Event (Oversight Required) permit fee of \$100.00 is required. For a Special Event/Parade Permit there is a fee of \$150.00. If the event is cancelled due to weather or any other unforeseen reason, the event can be re-scheduled within the same calendar year at no extra charge if approved.

A damage deposit is also required. Events with food and/or beverage must provide a \$250.00 deposit. Other events must provide a \$50.00 deposit. City staff will check the site after the event and if no damage is found, the damage deposit will be refunded. See page 3 under Cleanup/Damage Deposit for more information.

The completed paperwork should be submitted no less than forty (45) days or not more than ninety (90) days prior to the date of your event. Applications submitted less than 45 days prior to the event will require permission from the Special Events Review Committee.

No special event fees will be charged for neighborhood block parties or gatherings on private property where the event is closed to the public.



## **GENERAL GUIDELINES FOR SPECIAL EVENTS**

### **NEIGHBORHOOD IMPACT**

Prior to issuing a permit, the City of Frankfort may contact, or may require the applicant to contact, affected neighborhood businesses or residents for input on the impact the event will have. This could necessitate the issuance of variances, or require changes in the event plan to prevent a negative impact on the neighborhood. The applicant may be responsible for notifying affected neighbors of the event type, date and time of the event, and of any partial street closures or parking restrictions in the event area.

### **PERMITS AND LICENSES**

The applicant and vendors should obtain and maintain during the term of this agreement all necessary permits and licenses for the event. In addition to the Special Event permit, other types of permits or licenses may be required and are subject to inspection and restriction. These may include but are not limited to: charitable gaming license, business or itinerant merchant licenses. State roads have special requirements. To determine if your project is on a state road go to: <http://maps.kytc.ky.gov/photolog/?config=GeneralHighway>.

### **SUPERVISION**

The applicant must provide sufficient and competent personnel to plan, implement and supervise other personnel and activities in addition to providing personnel to take proper care of the grounds and facilities.

### **SECURITY PLAN AND REIMBURSEMENT**

The permittee shall cooperate with the City's Police Department in implementing and adhering to the emergency response plan for the parade or special event. The decision to use City police

officers, whether on-duty or off-duty, or police cadets, shall be within the sole discretion of the Chief of Police, or his/her designee. The City shall be reimbursed the cost of providing police officers at the percentage set forth below.

1. Private (for profit) and Post-Secondary Education Institutions 100%
2. Non-profit organization and schools located in the City 50%
3. Police services shall be provided at no cost for the following events:  
Gubernatorial Inauguration,  
Annual Christmas Parade,  
Frankfort High School Homecoming Parade,  
Kentucky State University Homecoming Parade, and;  
Governor's Derby Breakfast

### **STATUTES AND ORDINANCES**

The applicant must agree to abide by all federal, state and municipal laws, rules and regulations. Failure to comply with the rules and regulations set forth in this agreement could result in the denial of the special event permit.

### **PERIMETER CONTROL**

Perimeter control is required for the sale of alcoholic beverages during an event. The area where alcohol will be sold and consumed is permitted by the State and has specific boundaries. This area must be clearly defined from non-permitted areas.

The applicant is responsible for marking and maintaining the perimeter and must ensure that no alcoholic beverages be removed from the area. Perimeter control must be done in a manner that does not damage the grounds if the event is on city property or public right-of-way.

### **CLEANUP/DAMAGE DEPOSIT**

The applicant is responsible for cleanup of the site. If the event is held on city property or public right-of-way, the applicant must provide a damage deposit. This deposit, or portions thereof, may be retained to cover additional cleanup costs, damage to public right-of-way, or loss or damage to city equipment.

Damages exceeding the amount of the deposit will be billed directly to the event applicant. City staff will check the site after the event and if no damage is found, the damage deposit will be refunded. **Events with food and/or beverage must provide a \$250.00 deposit. Other events must provide a \$50.00 deposit.**

### **RECYCLING AND WASTE MANAGEMENT**

The applicant must work with the City's Solid Waste Department to provide waste and recycling receptacles to be in the immediate area where food and beverages are to be sold. These receptacles should be delivered on the day of the event. Waste and recycling receptacles must be removed when full or on the next regular business day following the event. Other City-owned waste and recycling receptacles in the area, but not in the

immediate vicinity of the food and beverage area, are not the responsibility of the applicant unless these waste and recycling receptacles are overflowing as a result of the event.

The use of aluminum cans and aluminum bottles shall be allowed as a beverage container option. Glass bottles are prohibited.

Special Event Recycling Units are required and available free of charge for community events through the Frankfort Solid Waste Division. These units help reduce recyclable waste at community events. Please contact the Solid Waste Division at (502) 875-8527 or visit the web site at [www.frankfort.ky.gov](http://www.frankfort.ky.gov).

### **HEALTH DEPARTMENT**

Food and beverage vendors are subject to inspection and permit by the Franklin County Health Department. Every food and beverage vendor must be licensed by the City and be inspected prior to selling food or beverages. Wastewater disposal must be designated on the site plan and provided for food and beverage vendors. City of Frankfort business license or itinerant merchant applications should be received at least one week prior to the event. Operation without a license is prohibited. For more information regarding Temporary Food Permits please see <http://fchd.org/EnvironmentalHealth/TemporaryFoodPermits.aspx> or contact the Health Department at 502-564-7382.

### **FIRE CODE REQUIREMENTS**

The applicant is responsible for complying with all applicable fire codes. The use of fireworks or pyrotechnics must be approved by the City Board of Commissioners and a separate permit must be issued prior to the event. Contact the Fire Department at 502/875-8511 to complete an application. Any fire safety concerns or questions should be brought to the Fire Department prior to the event. The Fire Department may make site inspections and add additional requirements for safety.

### **TENTS/BANNERS**

Free standing tents are allowed on public right-of-way and city property. All canopies or tents must be properly secured. Canopies or tents with stakes longer than 12" being driven into the ground are not allowed without advance permission from the City. Any damage caused by tents will be the responsibility of the applicant. Tents are subject to all Fire Code requirements including, but not limited to, exit lighting, fire extinguishers and egress requirements outlined in Chapter 24 of the International Fire Code. **Banners** can be hung across city streets for a special event only on closed streets where there is no vehicular traffic. **Note:** Signs advertising your event, or directional signs, cannot be placed in the public right-of-way. Tents with an occupant load of 100 require state approval, under 100 can be approved by the City.

### **PORTABLE TOILETS**

The City of Frankfort requires portable toilets for Special Events. Please see the chart below to determine the number of units required. The City will review all special event applications and site plans and may require additional units or periodic servicing. It is the responsibility of the event organizer and at the organizers' expense to obtain the required portable toilets for

the event. Note: If alcohol is being served, add 15% more restrooms. Add one Handicap Accessible Restroom per 20 portable restrooms, or a minimum of one per event. Adequate hand washing should also be provided. A minimum of 1 hand-wash station should be added per 4 restrooms.

		Length of Event (in Hours)									
		1	2	3	4	5	6	7	8	9	10
Number of Attendees	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	3	3	3	3	3	4
	250	2	2	3	3	3	4	4	6	6	8
	500	3	4	5	5	5	6	6	7	7	8
	1000	5	7	8	8	9	9	10	10	12	12
	2000	8	13	15	17	18	19	19	19	20	20
	3000	12	19	23	25	28	28	28	30	30	30
	4000	16	24	30	34	36	38	38	38	38	38
	5000	19	32	38	42	44	46	46	48	48	48
	6000	23	38	46	50	54	57	57	60	60	60
	7000	28	42	54	60	63	66	66	66	66	66
	8000	32	48	60	66	72	72	75	78	78	78
	10000	38	60	75	84	88	92	96	96	96	100

**TRAFFIC/PARKING MANAGEMENT**

Traffic and parking should be utilized in an unobstructed and non-disruptive manner. Street/building construction or planned construction at or near the proposed site during event dates must be noted on the site drawing. Plans for accommodating construction must be incorporated in the event plans. Any stationary event should ensure that there is one continuous straight lane eleven (11) feet in width open to provide EMS and Fire access. A vertical clearance of 11 feet must be maintained and there must be a 3 foot clearance around fire hydrants.

**ACCESSIBILITY**

Applicants shall consider accessibility for persons with disabilities during the event.



## SPECIAL EVENTS ON PUBLIC RIGHT OF WAY

The City of Frankfort has established a policy for special events on public right-of-way where a partial street closure is requested. The partial closing of a street has a definite impact on the adjacent property owners, businesses, residences and the general community due to the necessary changes in traffic circulation. These types of events also present a potential risk to the City of Frankfort.

As a result, the City of Frankfort has established the following policy to hold special events on public right-of-way that includes the following:

- The conduct of the parade/special event will not substantially interrupt the movement of traffic on nearby streets;
- The conduct of the parade/special event will not require an amount of police officers or ambulances that will deplete the city's resources;
- Persons, animals and vehicles at assembly points of the parade/special event will not interfere with fire and police protection of, or ambulance service to, areas near the assembly parade/special event;
- The conduct of the parade/special event will not interfere with the movement of firefighting equipment en route to a fire;
- The parade/special event is scheduled to move from its point of origin to its point of termination without unreasonable delay;
- The parade/special event is not to be held for the sole purpose of advertising any product, goods or event, and is not designated to be held purely for private profit;
- The parade/special event, if it takes the form of cruising, has the approval in writing of the owner or an agent of the owner for the use of the parking lot where the parade/special event takes place;
- The applicant provides proof that it has notified public by newspaper, radio, television, and/or flyers delivered to properties adjacent to the event route no less than seven (7) days prior to the date of the event, of the date and time the event will be held and the route of the event.
- Permits will be issued on a first come, first serve basis. Events will be entered on the DFI and City Website calendars as they are approved.
- The applicant has made full payment of permit fees and has accepted the terms of Reimbursement to the City Finance Department for the manpower costs set forth in information above.
- The applicant shall be required to provide proof of comprehensive liability insurance that includes limits of no less than \$1,000,000.00. The City Manager may require higher insurance limits based on the activities of the parade/ special event.
- If the event requires the restriction of parking, the city will install the "No Parking" signs 24 hours in advance of the event.

- The Special Event/Parade should be open to the public.
- The Special Event/Parade organizers may be asked to obtain signatures of approval from business and property owners in the area adjacent to the event prior to issuance of a special event permit.
- The Special Event/Parade organizers must meet all applicable local, state and federal requirements, including the requirements in the City's Special Event Permit Application.
- Any outstanding issues from prior events by the applicant must be resolved before approval of the Special Event/Parade.
- The Special Event/Parade organizers are responsible for any damage caused to right-of-ways, sidewalks, streets, light poles and signs.

Exceptions to this policy may include parades and neighborhood block parties, which are local in nature and do not have the same community impact that other events have. Any and all applications for Special Events and Parades must receive City Manager approval.

NOTE: § 71.57 NOTICES.

The permittee shall advertise the parade or special event in the local newspaper on at least two occasions, with one advertisement being published no less than 14 days prior to the event and an advertisement being published in the seven days [week] prior to the event.  
(Ord. 18, 2015, passed 12-21-15)



## CITY OF FRANKFORT INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

### Insurance Schedule D

1. \_\_\_\_\_ shall furnish a signed Certificate of Insurance to the City of Frankfort, Kentucky for the coverage required in Exhibit I prior to effective date of permit. Each Certificate shall be prepared on the most current ACORD form approved by the Kentucky Department of Insurance or an equivalent. Each certificate shall include a statement under Description of Operations as to why issued. EG: Project # \_\_\_\_\_.
2. All policies of insurance required hereunder shall be with a carrier authorized to do business in Kentucky and all carriers shall have a rating of A or better in the current A.M. Best's Rating Guide.
3. Each Certificate shall be furnished with your application to of the City of Frankfort.
4. Failure to provide minimum coverage shall not be deemed a waiver of these requirements by the City of Frankfort. Failure to obtain or maintain the required insurance shall be considered a material breach of this agreement.
5. All required endorsements to various policies shall be attached to Certificate of insurance.
6. Whenever a specific ISO form is listed, an equivalent form may be substituted subject to the provider identifying and listing in writing all deviations and exclusions that differ from the ISO form.
7. Provider shall be required to carry the minimum coverage/limits, or greater if required by law or other legal agreement, in Exhibit I. If provider's limits of liability are higher than the required minimum limits, then the provider's limits shall be this agreement's required limits.
8. Whenever an ISO form is referenced, the current edition of the form must be used.

# Insurance Schedule D (continued)

## Exhibit I

### A) COMMERCIAL GENERAL LIABILITY

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit (any one occurrence)	\$ 50,000
Medical Payments	\$ 5,000

- a) Coverage shall be written on an occurrence, not claims made, form. The general liability coverage shall be written in accord with ISO form CG0001 or business owners form BO0002. All deviations from the standard ISO commercial general liability form CG 0001, or Business owners form BP 0002, shall be clearly identified.
- b) Include endorsement indicating that coverage is primary and non-contributory.
- c) Include additional insured endorsement for:  
The City of Frankfort, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers. Use ISO form CG 2026.

B) AUTOMOBILE LIABILITY \$1,000,000 (Combined Single Limit)

C) LIQUOR LIABILITY \$1,000,000  
(only if alcoholic beverages served)

## QUESTIONS DURING REGULAR BUSINESS HOURS



### CONTACT NUMBERS

City Clerk .....	502/875-8534
City Manager's Office .....	502/875-8500
Downtown Frankfort, Inc.....	502/223-2261
Engineering (street closures, signs, new construction) .....	502/875-8500
Emergency Management .....	502/352-2065
Finance Department (Licenses).....	502/352-2083
Fire Department (hazmat, fire safety, EMS) .....	502/875-8511
Frankfort Plant Board Water Department (hookups, waste) .....	502/352-4372
Health Department (food/beverage service) .....	502/564-7382
Information Technology (GIS Mapping).....	502/352-0265
Parks, Recreation and Historic Sites (use of City parks/property) .....	502/875-8575
Planning (Signage).....	502/352-2094
Police Department (traffic control, security) .....	502/875-8523
Public Works (street repairs) .....	502/875-8500
Recycling Division (recycling information & containers) .....	502/875-8500
Transit Division (bus routes and stops) .....	502/875-8565



## WHAT YOU NEED TO KNOW TO CONDUCT A PARADE/RACE

In the interest of uniformity in planning and city personnel needs to staff various routes, the following pre-determined routes must be used. Deviation from these routes will require review and approval, and may result in an increased reimbursement requirement from the hosting party to the City of Frankfort.

The City Manager has the authority to allow street closures or a variance to the parade route based upon the nature of the event.

Temporary traffic control devices (barricades, cones) for street closures need to be placed at the various intersections along the route and should be in place fifteen minutes prior to the scheduled start time of the parade and must be removed immediately upon completion of the parade.

Security for traffic control is required for all parades.

Each parade entrant needs to provide Traffic Volunteers who are responsible for seeing that parade spectators stay out of the traveled portion of the street during the parade. Please refer to the enclosed section on block monitors for additional information. These rules are to be made available to each monitor.

Candy should be passed out or handed directly to viewers while walking along the curb side of the street.

NOTE: § 71.54 MINIMUM PACE REQUIREMENTS (FOOT RACES).

The permittee shall advertise and make known to all race participants that the event will be held to a 18 minute per mile pace. If any participants remain on the course past the designated completion time of the race, the permittee and City personnel shall direct those participants to the sidewalks and the race course will be opened to traffic. Once notification has been made that the race course will be opened, any participants who have been directed to the sidewalk will be considered pedestrian traffic and must comply with the laws applicable to such traffic. (Ord. 18, 2015, passed 12-21-15)

### **PARADE ROUTES:**

#### ***ROUTE A (DOWNTOWN)***

- Estimated 8 Officers Needed
- Begin and assemble in parking lot behind Old State Office Building on Clinton Street
- Left on High Street
- Right onto Broadway
- Left onto Washington Street
- Left onto West Main Street
- Left onto High Street

- Finish and disband in parking lot behind Old State Office Building on Clinton Street.

### **ROUTE B (CAPITAL AVENUE)**

- Estimated 14 Officers Needed
- Begin and assemble in parking lot behind Old State Office Building on Clinton Street
- Left onto High Street
- Right onto Broadway
- Left onto Washington Street
- Left onto West Main Street
- Right onto Capital Avenue
- Finish and disband at the Capitol

### **ROUTE C (CAPITAL AVENUE)**

- Estimated 8 Officers Needed
- Begin and assemble in parking lot behind the Old State Office Building on Clinton Street
- Left onto High Street
- Left onto Main Street
- Right onto Capital Avenue
- Finish and disband at the Capitol

## **3K ROUTE:**

### **ROUTE A:**

- Estimated 13 Officers Needed
- Assemble and begin on West Main Street at Saint Clair Street toward Washington Street
- Right on Washington Street
- Right on Broadway
- Right on Ann Street
- Left on West Main Street
- Right on Capital Avenue
- Turn at Todd Street back down Capital Avenue
- Left on West Main Street
- Finish on West Main Street at Saint Clair Street

## **5K ROUTES:**

### **ROUTE A:**

- Estimated 12 Officers Needed
- Assemble and begin on the Old Capitol side of Broadway at Saint Clair Street toward Wilkinson Boulevard
- Left onto Wilkinson Street
- Left onto West Main Street
- Right onto Capital Avenue

- Continue around and behind the Capitol Building then back down Capital Avenue
- Left onto West Main Street
- Right onto Wilkinson Street
- Right onto Broadway
- Finish on Broadway at Saint Clair Street

**ROUTE B:**

- Estimated 17 Officers Needed
- Assemble and begin on West Main Street at Saint Clair Street toward Washington Street
- Left onto Washington Street
- Right onto Wapping Street
- Right onto the shop side of Broadway
- Right onto Ann Street
- Left onto West Main Street
- Right onto Capital Avenue continuing around and behind the Annex Building then back down Capital Avenue
- Left onto West Main Street
- Finish on West Main Street at Saint Clair Street

**ROUTE C:**

- Estimated 17 Officers Needed
- Assemble and begin on the shop side of Broadway at Saint Clair Street toward Ann Street
- Right onto Ann Street
- Left onto West Main Street
- Right onto Capital Avenue continuing around and behind the Annex Building then back down Capital Avenue
- Left onto West Main Street
- Left onto Washington Street
- Right onto Wapping Street
- Right onto Wilkinson Street
- Right onto Broadway
- Finish on Broadway at Saint Clair Street

**10 K ROUTES**

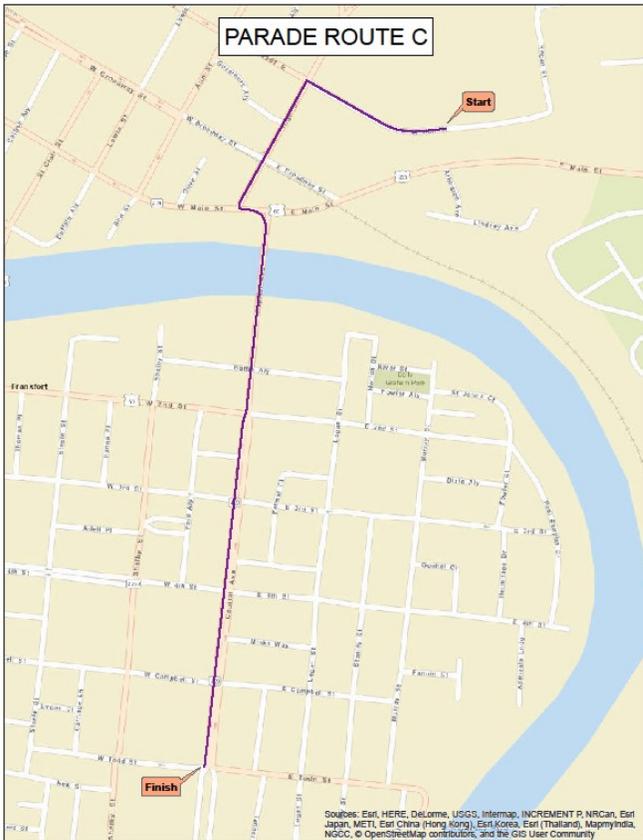
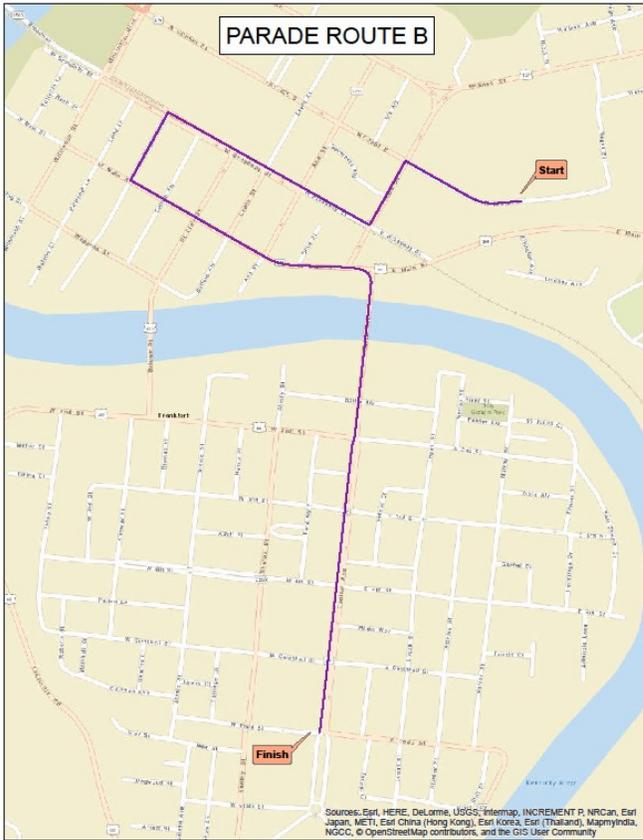
**ROUTE A:**

- Requires coordination with County and estimated 6 City Officers
- Assemble and begin at intersection of Capital Avenue and Todd Street toward KY 676
- Continue on KY 420 then left onto Big Eddy Road
- Loop at Travis Circle and back onto Big Eddy Road toward KY 420
- Right onto KY 420
- Finish on Capital Avenue at intersection of West Todd Street

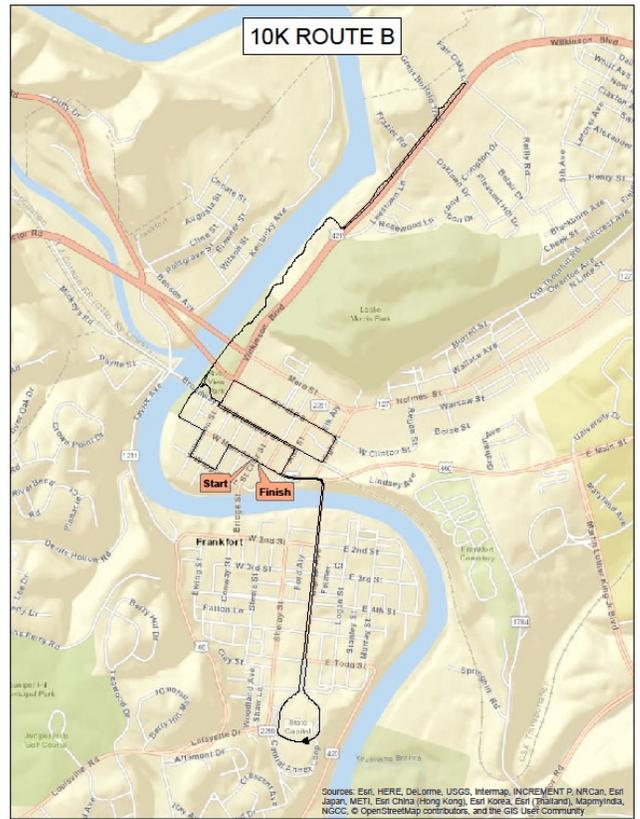
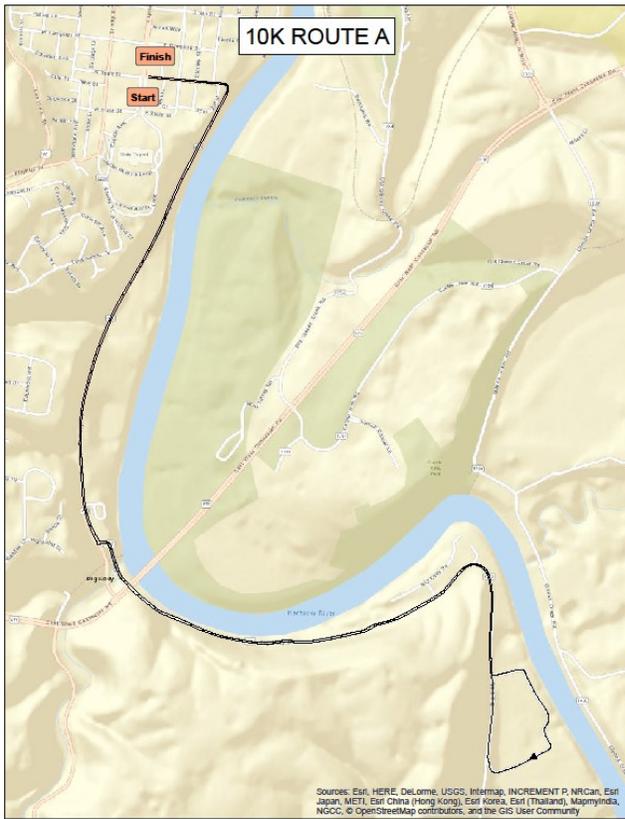
**ROUTE B:**

- Estimated 18 Officers Needed
- Start on West Main Street at Saint Clair Street heading toward Wilkinson Blvd
- Left onto Washington Street
- Right onto Wilkinson Street
- Left onto West Main Street into the River View Park path
- Continue on River path to Fair Oaks Lane
- Turn around returning via right lane of Wilkinson Boulevard
- Right into Riverview Park and return to River path
- Up walk ramp to Farmers Market Lot towards Wilkinson Boulevard
- Left onto Wilkinson Boulevard
- Right onto Clinton Street
- Right onto High St
- Right onto Broadway
- Turn around back down Broadway (shop Side) towards Ann Street
- Right onto Ann Street
- Left onto West Main Street
- Right onto Capital Avenue continue around and behind the Capital Annex then back down Capital Avenue
- Left onto West Main Street
- Finish on West Main Street at Saint Clair Street











## WHAT YOU NEED TO KNOW TO BE A TRAFFIC VOLUNTEER

### TRAFFIC VOLUNTEERS WILL BE RESPONSIBLE FOR:

- Wearing a vest so that they are easily identifiable
- Reporting to his/her assigned block at least five minutes prior to the beginning of the parade. There should be one traffic volunteer per block
- Ensuring the parade spectators stay on the sidewalk and out of the traveled portion of the street
- Reminding parade participants that no candy is to be thrown towards the spectators, but rather handed out along the curb line
- Reporting any inappropriate behavior by parade participants or parade spectators to the nearest public safety official.



## INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

**1. Event Applicant.** Provide the name, address, phone number, city, state, and zip code of the individual or organization that will be responsible for holding the event and the authorized and responsible head of the organization. If a parade is designed to be held by and on behalf of or for a person other than the applicant, applicant must file written communication from person authorizing the applicant to apply on his/ her behalf, and person authorizing must provide picture ID proof that they are 18. The applicant must also provide proof that they are over 18.

**2. Event Description.** Check the appropriate box and describe your event. Certain events and booths may require additional permits. It is best to identify these early so all permits can be in place on the day of the event.

**3. Event Location.** Identify the location where the event will take place. If the area has no specific borders, give a detailed description. Please note: Run/Walk events that utilize City streets require a map of the route that will be used.

**4. Event Date(s) and Time(s).** Specify the date(s) and time(s) that the event will be held. If the times will be different on the various dates, be sure to note the time differences.

Applications will be processed on a first-in-time basis and based on a full and complete submission of necessary information and documentation. This process will be followed in the event that a conflict would arise which would involve more than one group seeking an event during the same time and location.

**5. Set Up and Take Down Time(s).** List what date and time the setup will begin and what date and time you expect takedown to be completed. The setup of tables, chairs, portable toilets, beverage and food stands, entertainment equipment, fencing, waste and recycling receptacles and all other necessary equipment must begin no earlier than the setup date(s)/time(s) as listed on the permit. Removal of all items and cleaning of the area must be completed no later than the take down date(s)/time(s) as listed on the permit.

**6. Rain date.** Indicate an alternate date(s) within the calendar year in case of inclement weather or other reasons for cancellation.

**7. Parking and Traffic Plan.** A parking and traffic plan must be submitted as part of your site plan with your application. Indicate where you intend patrons and vendors to park, whether it is on City streets, parking ramps, municipal lots or private lot parking.

**8. Street Closure.** Indicate by checking "Yes" or "No" if a partial street closure is needed and the location of the street closure. The partial closing of City streets requires the City's permission and has specific barricade requirements. (See page 6 for more information).

**9. Size of Event.** Estimate the number of people, animals and vehicles you believe will be present at the event. Base your estimate on factors such as past experience, similar past events and the amount of advertising. The estimate of crowd size may affect other aspects of the permit process, such as the use of certain locations due to occupancy loads and need for restrooms.

**10. Event Contact Person(s).** Name and phone number of person(s) who can be contacted about the event and who are readily accessible. This would also be the person contacted if details of the event change.

**11. On-Site Contact Person.** Name and phone number of person(s) who will be on-site during the event. Please provide a cell phone number or some other method of contacting this person at all times during the event. This person is needed in case an emergency arises related to the event.

**12. Portable Toilets.** Indicate if portable toilets are needed and how many you intend to provide. (See page 5 of this booklet for formula to use.) Be sure to specify where the toilets will be located on the site plan. For multi-day events, arrange for the toilets to be serviced regularly; service may be required by the Health Department.

**13. Types of Activities/Venues.** Describe the types of activities at the event. Certain activities and venues require additional permits or City permission. All Food and Non-Food Vendors must obtain a city license.

**13a. Non-Food Vendors.** Include a list of the names, addresses, phone numbers and e-mail addresses of all vendors, concessionaires, and arcades/rides so the City can determine the appropriate permits and inspection requirements.

**13b. Food Vendors.** List each food vendor name, address, phone number and e-mail addresses that you expect will participate in your event.

Review the section of this booklet related to food vendors to ensure that each vendor has a permit and complies with all Health Department and Fire Department requirements.

**13c. Tents.** List all tents you intend to use. Indicate the size, type, and purpose of each tent. Specify their locations on the site plan and describe if they require stakes or can be erected by another method. Stakes longer than 12" being driven into the ground are not allowed without advance permission from the City. Tents with an occupant load of over 100 must be approved by the state, under 100 can be approved by the City.

**14. List of Equipment Needing Utilities.** Please list the equipment to be used and the utility each piece will require. Specify whether you intend to use City of Frankfort power and water or self-contained sources such as generators and bottled water. If Plant Board or City utilities are to be used, connection and payment arrangements must be made with the appropriate department. Please check with the Frankfort Plant Board for utility capacity at your site.

**14a. Electrical Source.** Indicate the location of the electrical source that will be used at the event area. Also, indicate on the site plan where the electrical source is located. A licensed

electrician is required by the City for any electrical hook up. If applicable, please indicate the name of the Certified Electrical Contractor and the license number (if known).

**14b. Water Source.** Indicate the location of the water source that will be used at the event area. Also, indicate on the site plan where the water source is located.

**15. Alcoholic Beverages Served.** If alcoholic beverages will be served, the event applicant is responsible for complying with all state and local requirements, including obtaining any applicable state and local licenses, which must be displayed at the event. The event applicant is responsible for verifying that alcoholic beverages stay within the permitted area and that persons under 21 years of age are prevented from being served.

**Alcoholic Beverage License Obtained/Name the license is (or will be) applied under.** Indicate by checking yes or no whether the alcoholic beverage licenses have been obtained through the City of Frankfort and the Kentucky Alcohol Beverage Control (ABC) as well as indicating the name the license is (or will be) applied under.

**16. Security Plans.** Identify all public safety personnel (private security, police, EMS), which will be used, if any. The applicant is responsible for providing adequate security for the event as well as maintaining perimeter and site control. If a professional security company or law enforcement agency is used, please list the company name, contact person and phone number. The Frankfort Police and/or Fire Departments may require public safety personnel at the event (at the sponsor's expense) as a condition of the permit. Expenses incurred by the City as a result of calls for service to the event, above and beyond routine calls, will be billed to the event applicant.

**16a. Have the Police been contacted about crowd or traffic control?** The applicant is responsible for contacting the Police Department at (502)-875-8523 to discuss and arrange for Police assistance, if needed, for the event.

**17. Site Plan.** The event applicant must provide the City with a detailed layout of the event, which shows the locations of all stages, tents, power and water sources, rides, food vendors, retail vendors, alcohol sales, portable toilets, blocked streets, proposed parking, and Fire Lane. This site plan must be completed and returned with the Special Event Permit Application (See page 27 for more details).

**Please note:** Certain vendors, such as food vendors, require hard surfaces on which to place their booths, and will require additional licenses or permits. Brick paved roads, colored and decorative concrete must be protected from grease and other substance spillage so as not to stain or damage the surface.

**18. Indemnity Agreement\*\*.** The Indemnity Agreement must be signed and returned with the application. The event sponsor must indemnify and hold harmless the City of Frankfort, its agents, officers and employees from and against all claims for injury or damage to persons or property arising out of or caused by the use of City property. The event sponsor must sign and return the attached Indemnity Agreement before any permits will be issued.

*\*\*Not required for events held on private property.*

**19. ADA Compliant.** The event and parking areas need to be accessible for persons with disabilities. The site plan should provide adequate pathways for patrons using wheelchairs.

**20. Certificate of Liability Insurance\*\*.** The event applicant must procure and maintain in force during the event a policy of liability. **All insurance policies shall name the City of Frankfort as additional insured. See pages 8 and 9 for insurance requirements.**

*\*\*Not required for events held on private property.*

**21. Permit fee.** A permit fee is required when submitting the special event permit application. Completed paperwork should be submitted at least forty-five (45) days prior to the date of the event.

**22. Damage Deposit.** Events that are held on City property or public right-of-way are required to submit a damage deposit. Events with food and/or beverage must provide a \$250.00 deposit. Other events require a \$50.00 damage deposit. The damage deposit will be refunded to the extent the event area is free of damage when checked by City crew after the event.

**23. Temporary Food Establishment.** Temporary food establishment permits are required for each vendor at an event where food and/or beverage are being served. These applications are available at the Frankfort Finance Department and the Franklin County Health Department.

Completed forms should be turned in to the Franklin County Health Department. Please contact the Health Department at 502/564-7382 with questions.

**24. The Public Works Department has Recycling and Waste Bins available for use. Please indicate the number of bins required for your event.**

**25. Special Event Emergency Plan (SEEP).** The event applicant must work with the Emergency Management Department to create a Special Event Emergency Plan if it is deemed necessary. Applicants will be contacted by Emergency Management if a SEEP is required.



# SPECIAL EVENT PERMIT APPLICATION FORM

To submit an online application, please visit [www.frankfort.ky.gov](http://www.frankfort.ky.gov)

EVENT NAME \_\_\_\_\_

1. EVENT APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

2. EVENT DESCRIPTION: Check the appropriate box and describe your event.

Parade  Festival  Block Party  Walk/Run  Fund Raiser  Other

Describe event: \_\_\_\_\_

3. EVENT LOCATION \_\_\_\_\_

4. EVENT DATE \_\_\_\_\_ EVENT START TIME \_\_\_\_\_ EVENT END TIME \_\_\_\_\_

5. SET UP DATE & TIME \_\_\_\_\_ TAKE DOWN DATE & TIME \_\_\_\_\_

6. RAIN DATE & TIME \_\_\_\_\_

7. PARKING AND TRAFFIC PLAN \_\_\_\_\_

8. PARTIAL STREET CLOSURE  YES  NO LOCATION(S) \_\_\_\_\_

9. SIZE OF EVENT (estimated number of people, animals and vehicles on-site at one time)

( ) People ( ) Animals ( ) Vehicles

10. EVENT CONTACT PERSON(S):

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

11. ON-SITE CONTACT PERSON(S):

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

12. PORTABLE TOILETS NEEDED  YES  NO NUMBER OF TOILETS \_\_\_\_\_

LOCATION(S) OF TOILETS (Please indicate on site plan)

13. TYPES OF ACTIVITIES/VENUES \_\_\_\_\_

\_\_\_\_\_

13a. NON-FOOD VENDORS, RIDES (name, address, phone and e-mail address for each)

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13b. FOOD VENDORS (name, address, phone and e-mail address for each)

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13c. TENTS (size, type, and purpose of each tent. Please indicate on the site plan)

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14. LIST OF EQUIPMENT NEEDING UTILITIES \_\_\_\_\_

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14a. ELECTRICAL SOURCE \_\_\_\_\_

Name of Electrical Contractor: \_\_\_\_\_

Electrical Permit Number (if known): \_\_\_\_\_

14b. WATER SOURCE \_\_\_\_\_

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NOTE: ELECTRICAL SOURCE MUST MEET THE NEEDS OF THE EQUIPMENT TO BE USED.

15. ALCOHOLIC BEVERAGES SERVED \_\_\_\_\_

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ALCOHOLIC BEVERAGE LICENSE OBTAINED?  YES  NO

NAME LICENSE(S) IS (OR WILL BE) APPLIED UNDER \_\_\_\_\_

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16. SECURITY PLANS \_\_\_\_\_

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16A. HAVE THE POLICE BEEN CONTACTED ABOUT CROWD OR TRAFFIC CONTROL? (502/875-8523)  YES  NO

17. SITE PLAN ATTACHED?  YES  NO

18. INDEMNITY AGREEMENT SIGNED AND ATTACHED?\*  YES  NO

19. ADA COMPLIANT? (see page 8 & brochure)  YES  NO

20. INSURANCE CERTIFICATE ATTACHED?\*  YES  NO

21. PERMIT FEE INCLUDED?  YES  NO

22. DAMAGE DEPOSIT INCLUDED (AMOUNT \$ \_\_\_\_\_)  YES  NO  
Events with food and/or beverage = \$250.00  
Other events = \$50.00

23. Temporary Food Establish Permit Attached  YES  NO

24. Number of Recycling and/or Waste Bins needed. \_\_\_\_\_ Recycling \_\_\_\_\_ Waste

25. Special Events Emergency Plan - EMS will contact the applicant if a SEEP is necessary.

*\* Not required for events held on private property.*

***I have read this Special Event Agreement and Permit Application booklet and have accurately and truthfully completed the application to the best of my knowledge. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the booklet.***

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***Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

## INDEMNITY AGREEMENT

In consideration for the granting of permission by the City of Frankfort, Kentucky to the undersigned for the use of the following described property:

\_\_\_\_\_

\_\_\_\_\_

For the following purpose only: \_\_\_\_\_

On the following date(s): \_\_\_\_\_

The undersigned agrees to defend, indemnify and hold harmless the City of Frankfort, its agents, officers and employees, from and against any and all claims for injury or damages to persons or property arising out of or caused by the use of such property.

The undersigned further agrees upon receipt of notice from the City of Frankfort to defend at its own expense the City of Frankfort, its agents, officers and employees from any action or proceeding against the City of Frankfort, its agents, officers or employees arising out of or caused by the use of such property. The undersigned agrees that a judgment obtained in any such action or proceeding shall be conclusive in any action by the City, its agents, officers or employees against the undersigned, when so notified as to the undersigned's cause of the injury or damage, as to the liability of the City, its agents, officers and employees to the plaintiff in the first named action, and as to the amount of the damage or injury. The City of Frankfort, its agents, officers and employees may maintain an action against the undersigned to recover the amount of the judgment together with all the expenses incurred by the City, its agents, officers and employees in the action.

I HAVE READ THIS INDEMNITY AGREEMENT, I UNDERSTAND THE EFFECT OF THIS INDEMNITY AGREEMENT, I AM AUTHORIZED TO SIGN THIS INDEMNITY AGREEMENT, AND I AM SIGNING THIS INDEMNITY AGREEMENT VOLUNTARILY.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

# SITE PLAN



If submitting a hardcopy of the application, please create the site plan using the instructions below and include with the application pages.

If submitting an online application, please create the site plan, save as a pdf and attach to the online application.

## Instructions for creating the site plan:

### **Site Maps:**

Site maps are recommended such as those obtained from [www.maps.google.com](http://www.maps.google.com) and [www.mapquest.com](http://www.mapquest.com).

Commonly used site maps are available at [www.frankfort.ky.gov](http://www.frankfort.ky.gov)

Please include a detailed layout of the event area and indicate the location of all of the following, (if applicable):

- Stages
- Tents
- Power and water sources
- Rides
- Food vendors
- Retail vendors
- Alcohol sales
- Portable toilets
- Temporary traffic control devices (barricades, cones, etc.)
- Proposed parking
- Fire vehicle and residential traffic access

**Please note:** Run/Walk (road races) events require a detailed map indicating which pre-approved route to be taken during the event. This map should include the following:

- Start/Finish location
- Location of where safety personnel will be stationed during the event
- Location of temporary traffic control devices (if applicable)
- Any items on the above list that apply