

# LOUISVILLE WATER TOWER PARK | VENUE RENTAL APPLICATION

LouisvilleWaterTower.com | 502.897.1481 | 3005 River Rd, Louisville, KY 40207

MAILING ADDRESS | 550 S Third St, Louisville, KY 40202



Thank you for considering Louisville Water Tower Park for your special event. Please complete this form to place a 14-day hold on a desired date. You may save the form and send to [zornrental@lwcky.com](mailto:zornrental@lwcky.com) and/or [mjones@lwcky.com](mailto:mjones@lwcky.com) as an email attachment, or print and hand delivery to the physical address on River Road or mail it to the mailing address listed above.

Submission of this application will tentatively hold your desired date for 14-days. During your hold period, you will receive a Rental Agreement that reflects the information you provide below. **To secure your date, you must submit a signed Rental Agreement and Deposit.**

Date Submitted \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Approved by Louisville Water Tower Park Representative \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Client Name \_\_\_\_\_ Client Name on Agreement [if different] \_\_\_\_\_

Organization / Business Name [if applicable] \_\_\_\_\_

Client Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Client Phone [ \_\_\_\_\_ ] \_\_\_\_\_ Client Email \_\_\_\_\_

## EVENT DATE - Desired Day, Month, Date and Year

[Day] \_\_\_\_\_ [Month] \_\_\_\_\_ [Date] \_\_\_\_\_ [Year] 20 \_\_\_\_\_

Description of Event  Wedding Ceremony  Cocktails  Dinner/Meal  Reception  Other \_\_\_\_\_

## Event Timeline [preliminary]

## Property Usage [mark all that apply]

Event Set-Up \_\_\_\_\_  AM /  PM to \_\_\_\_\_  AM /  PM

Grand Hall

Event Start \_\_\_\_\_  AM /  PM to \_\_\_\_\_  AM /  PM

Water Tower Plaza

Event Clean-Up \_\_\_\_\_  AM /  PM to \_\_\_\_\_  AM /  PM

River Side Plaza

Departure \_\_\_\_\_  AM /  PM to \_\_\_\_\_  AM /  PM

River Side Lawn

Estimated Guest Count \_\_\_\_\_ Event Style  Casual  Semi-Formal  Formal  Other \_\_\_\_\_

## REHEARSAL DATE – Please list 1<sup>st</sup> and 2<sup>nd</sup> Choices | Rehearsals are a 90-minute timeframe. Rehearsal Fee is \$150.

[Day] \_\_\_\_\_ [Month] \_\_\_\_\_ [Date] \_\_\_\_\_ [Year] 20 \_\_\_\_\_ [Start Time] \_\_\_\_\_  AM /  PM

[Day] \_\_\_\_\_ [Month] \_\_\_\_\_ [Date] \_\_\_\_\_ [Year] 20 \_\_\_\_\_ [Start Time] \_\_\_\_\_  AM /  PM

Event Planner or Day of Event Coordinator \_\_\_\_\_

Phone [ \_\_\_\_\_ ] \_\_\_\_\_ Planner/Coordinator Email \_\_\_\_\_

Other pertinent details and/or information \_\_\_\_\_

Signature \_\_\_\_\_

Public Safety and the preservation of the Historic Louisville Water Tower, Pumping Station No. 1, WaterWorks Museum, and Grounds must be the primary consideration of Louisville Water Company staff in all activities taking place at this National Historic Landmark. Louisville Water thanks you for your interest in considering this special site for your rental and appreciates your assistance in preserving and protecting the property while it is in your care.