

# LOUISVILLE WATER TOWER PARK | VENUE RENTAL AGREEMENT

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

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



**Tenant:** \_\_\_\_\_

**Day and Date of Event:** \_\_\_\_\_

This Venue Rental Agreement ("Agreement") is entered into by and between the Louisville Water Company ("Louisville Water") and Tenant on this \_\_\_\_\_ day of \_\_\_\_\_

## Designation of Property Being Rented

**Description of Leased Premises:** The Leased Premises includes the grounds immediately adjacent to the Water Tower and Pumping Station No. 1 [including the Water Tower Plaza, River Side Terrace and River Side Lawn] as well as the event space located inside Pumping Station No. 1 [the Grand Hall, excluding such spaces designated as "off-limits"]. The Lease Premises are more particularly described on Exhibit A attached hereto and incorporated by reference. Designated "Off-limits" indoor spaces, include the Grand Hall balcony, spiral staircase, and electrical/maintenance rooms. Access to the WaterWorks Museum is included in the basic rental rate (see "Museum Access"). For capacity estimates and floor plans please refer to Exhibits B and C attached hereto and incorporated by reference.

## Rental Application:

Tenant's application to lease the Leased Premises is attached hereto and incorporated herein by reference. The representations contained in Tenant's application as incorporated herein shall be deemed to be material representations made to Louisville Water upon which Louisville Water relied in leasing the Leased Premises to Tenant.

## Rental Fees Due (see "Venue Rental Rates"):

- a. Deposit (Due at time of signing) \$ \_\_\_\_\_
  - b. Rental Fee: \$ \_\_\_\_\_
  - c. Additional Hours: (\$150 each, if applicable) \$ \_\_\_\_\_
  - d. Rehearsal Fee: (\$150, if applicable) \$ \_\_\_\_\_
- Rehearsal Date: \_\_\_\_\_

Amount Due to Louisville Water at Signing (a) \$ \_\_\_\_\_

Total Balance Due by \_\_\_\_\_ (b + c + d) \$ \_\_\_\_\_

## Event Itinerary (see "Suggested Rental Schedule" for Rental Hours):

Event Set-Up Time \_\_\_\_\_ to \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event Clean-Up & Departure \_\_\_\_\_ to \_\_\_\_\_

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## Rental Balance [redacted] initial

If Tenant does not pay the full Rental Fee by the date specified above, Louisville Water may, in addition to all other remedies available to it at law, cancel this Agreement and retain the Deposit as a cancellation fee.

## Rehearsals [redacted] initial

Rehearsals for events may be scheduled based on the availability of the facility. There is a \$150 Rehearsal Fee, which gives the Tenant the option to schedule a self-guided, 90-minute walk-through of the event space prior to the special event. Rehearsals are not scheduled for consumption of food and/or beverages. This walk-through is normally scheduled Monday thru Thursday evenings the week of the event. The Rehearsal Fee is applicable only in conjunction with a special event rental. Rehearsals are bound to the same terms and conditions laid out in this Rental Agreement.

## Deposit [redacted] initial

Payment of the Deposit holds Tenants reservation for the Leased Premises. If Tenant submits an Agreement without the Deposit, the reservation date will be held as "Tentative" only for thirty (30) days after the submission of the signed Agreement. If the Deposit has not been received after thirty (30) days, Tenant's reservation will be removed from the Louisville Water event calendar and the date will be made available to other prospective tenants.

Provided Tenant is not in default of this Agreement, has not canceled the event or otherwise caused damage to the Leased Premises or other Louisville Water property or otherwise require any clean-up beyond the expectations that the Tenant agrees to in the Rental Property Condition Checklist, which is incorporated herein by reference, or incur a Late Departure Penalty to be assessed,, the Deposit is fully refundable after the Event.

The Deposit will be retained by Louisville Water as a cancellation fee if Tenant cancels at any time after the acceptance of this Agreement by Louisville Water. Exception: There will be no charge if the cancellation is due to an extraordinary and unexpected natural event, such as a flood, tornado, or earthquake. If you must cancel your reservation because of one of the foregoing reasons within thirty (30) days of the scheduled Event, Louisville Water will apply any amounts paid toward another available date that falls within ninety (90) days of Tenant's original Event date. If Tenant is unwilling or otherwise unable to reschedule the Event, Louisville Water may retain 100% of any previously paid rental amount.

## Damages [redacted] initial

Tenant is liable for all damages, expenses and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the Tenant's use of the Leased Premises and all other tangible property. Such costs will be assessed and charged to the Tenant. Additional clean-up fees will be assessed as deemed reasonably necessary to return the Leased Premises substantially to the condition it was immediately prior to Event. Such additional charges and expenses will be identified in writing and subsequently will be deducted from the Deposit. Anything beyond normal wear and tear to the building and grounds will also be charged to the Tenant. Determination of normal wear and tear will be determined by Louisville Water in its reasonable discretion. If the cost of repairs resulting from damage or destruction caused during the rental exceeds the Deposit, then Tenant shall be responsible for promptly paying the excess cost.

## Louisville Water Tower Park Supervisor of Events and Operations [redacted] initial

The Louisville Water Tower Park Supervisor of Events and Operations will work with Tenants to facilitate their Rental Application and Rental Agreement. The Supervisor of Events and Operations primary responsibility is to ensure and maintain the condition of the Louisville Water facility and grounds. The Coordinator will not act on behalf of the Tenant as an event assistant during the planning process or day-of-event. This includes

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assisting with rehearsal walk-thru, guest relations (i.e., table assignments), attendants, Emcee responsibilities, audio-visual and sound needs, moving/positioning of service items, logistics, ceremony direction, etc.

## **Security** [redacted] initial

Louisville Water will assign a Louisville Water representative to protect Louisville Water's property, monitor parking and music volume, and secure Louisville Water's facilities once Tenant and Tenant's guests, invitees and licensees vacate the Leased Premises. It is understood and agreed that Louisville Water personnel shall be entitled to be present at all times during the rental period and shall have access to the entire site, including specifically the Leased Premises at all times. Security is provided to protect and secure Louisville Water's facilities only. Louisville Water assumes no duty to and will not provide security to Tenant or Tenant's guests,

## **Museum Access** [redacted] initial

Access to the WaterWorks Museum is included with this Agreement. Tenant shall have self-guided access to the WaterWorks Museum during the Event. Exhibitions may not be dismantled, moved, or covered in any way by the Tenant. Tenant shall be responsible for any damage or destruction caused to any exhibits, walls, surfaces, or floor in the WaterWorks Museum.

## **Set-up and Take-down of Event** [redacted] initial

All deliveries, set-up, decorating, take-down, clearing, and clean-up must be done within the time period set forth in the Rental Agreement. Tenant may not enter Louisville Water's facilities or the Leased Premises to set-up for the Event before the time scheduled, unless otherwise authorized to do so by the appropriate Louisville Water personnel. However, catering set-up may begin in the kitchen using the side-access door, but set-up activities must not interfere with the daily operations of Louisville Water's facilities. Food may not be set out in the Grand Hall prior to the allotted Event start time. Tent and equipment set-up may begin outside before the time of the rental, but again, rental activities which may interfere with normal operations of the facility may not begin until the time of the Event start time. Tenant must coordinate with their caterers, entertainers, and other vendors to ensure that all Event activities are completed during the allotted time.

## **Post-event Clean-up** [redacted] initial

Louisville Water shall make the premises available to the Tenant on the Event date in "as is" condition. Immediately after the conclusion of the scheduled Event, the Tenant shall clear and clean all goods, materials, decorations, rental equipment, personal effects, or other items which the Tenant, or his/her vendors, guests, invitees or licensees or other agents have brought to the site, or for which the Tenant is otherwise responsible, by the time of departure. The Tenant is responsible for removing excess trash and placing trash bags in the dumpster located in the facility's parking lot. The Leased Premises must also be returned to pre-rental arrangement with respect to tables, chairs, tents, and other rented equipment. In some cases, equipment owned by Louisville Water's Event Equipment Rental Company may be left on site in its pre-rental configuration, but this will need to be approved by both Louisville Water and the Rental Company before the date of the rental. Louisville Water is not responsible for items left after events. Louisville Water-owned cleaning and custodial supplies that are on site shall not be removed from the premises.

Please keep in mind that Louisville Water opens the facility to the public during the day, so the Leased Premises must be delivered back to Louisville Water in acceptable condition following the Event. Failure of Tenant to comply with the provisions in this section may result in forfeiture of a portion of the Deposit and/or additional charges.

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## **Late Departure Penalty** [redacted] initial

The Tenant will be assessed a \$150 per hour Late Departure Penalty to be deducted from the Tenant's Deposit if the Tenant or Tenant's vendors, guests, invitees, licensees or other agents remain on Louisville Water's facilities or the Leased Premises beyond the time allotted in the Agreement. This includes any take-down, clearing, or clean-up that takes place after the time allotted in the Agreement for such purposes. The Late Departure Fee does not apply to the Caterer's departure time.

## **Contracted Services** [redacted] initial

All expenses for equipment, caterers, music, parking services, security, flowers, or other vendor services or items used by the Tenant shall be the sole responsibility of the Tenant, and Louisville Water shall bear no responsibility for such expenses incurred by Tenant in using the premises.

## **Rental Equipment** [redacted] initial

The Tenant, Wedding Planner, and/or Preferred Caterer (as defined below) will be responsible for contracting all tables, chairs, and tents through Louisville Water's Preferred Event Equipment Rental Company list. Tenant and/or Rental Company are responsible for all set-up and take-down of tables, chairs, and tents. Other items, such as linens, glassware, flatware, cutlery, and/or other kitchen items and decorations, are not supplied by Louisville Water and are the sole responsibility of the Tenant and/or Preferred Caterer.

## **Caterer** [redacted] initial

The Tenant will select a food and beverage vendor from Louisville Water's Preferred Caterer list. Louisville Water is not responsible for food or materials left on the premises by Tenants or vendors. Food, garbage, or any other items should not be left in the kitchen after the event. Clean-up fees resulting from items left in the kitchen may be deducted from the Deposit. The Tenant must coordinate with the Preferred Caterer to ensure all excess trash and recycling is placed in the dumpster located in the facility's parking lot.

## **Facility Fee** [redacted] initial

As part of the Preferred Caterer's contract with Louisville Water, the Preferred Caterer incurs a 15% facility fee based on the final invoice presented to the Tenant. These fees are made payable to Louisville Water and will be remitted directly from the Preferred Caterer to Louisville Water. .

## **Specialty Dessert Policy** [redacted] initial

Wedding, Birthday, and/or other specialty desserts may be arranged through a caterer on the Preferred Caterer list. In the event a client's specialty dessert needs cannot be met by any of the Preferred Caterers, the client may select the bakery of their choice, provided that the bakery can fulfill the minimum requirements set forth below. Louisville Water shall have the exclusive right to accept or reject any vendor that is not on the Preferred Caterer list. Louisville Water encourages the Tenant to work with the selected caterer to cut and service the cake/specialty dessert item. By initialing this section, Tenant agrees to furnish the items below in this section no later than 30 days prior to the event:

1. Proof of current general liability insurance of at least \$250,000 per occurrence with Louisville Water listed as additional insured.
2. Location of kitchen identified along with a copy of the most recent Health Department Inspection Report for this kitchen facility.

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## **Alcoholic Beverage Service** [redacted] initial

### **Alcoholic beverages must be served by the licensed, Preferred Caterer or Preferred Caterer bartender.**

This includes any and all alcoholic beverages consumed during the rental time allotted in the Agreement. Preferred Bartenders and/or Preferred Caterers shall have appropriate liquor liability insurance.

The Tenant shall not sell, give away, or deliver, or cause or permit anyone to sell, give away or deliver, any alcoholic beverages to any minor or any person actually or apparently under the influence of alcohol. The Tenant shall comply with the requirements of KRS 244.080. The Tenant shall not permit any excessive amount of alcoholic beverages to be served to any of the Tenant's guests or to any other person, and the Tenant shall take any and all necessary precautions reasonable to prevent someone from becoming intoxicated at Louisville Water's facilities or at the Leased Premises. In addition, the Tenant agrees to indemnify and hold Louisville Water harmless for any losses, damages, or expenses of whatever kind in nature, including, but not limited to, any and all attorney's fees, arising out of the breach of this provision.

## **Music** [redacted] initial

Bands and Disc Jockeys are permitted inside the Grand Hall of Pumping Station No. 1, as well as on the grounds surrounding Pumping Station No. 1 and Louisville Water Tower [Water Tower Plaza, River Side Terrace and River Side Lawn]. Tenant agrees that Tenant's use of the Leased Premises shall not create a nuisance for the surrounding residential area. Louisville Water staff will monitor the volume during the entire event and will have the authority to lower the volume or shut the music off if it is considered too loud. All music arrangements and set-up locations must be approved by Louisville Water. Bands or Disc Jockeys must meet or speak with a Louisville Water representative and must agree to the terms of Louisville Water's Music Policy and Use of Electrical Power Policy.

## **Use of Electrical Power** [redacted] initial

The use of electrical power on the premises is restricted to available, functioning 120-V receptacles only. Any additional need for electrical power beyond the available receptacles, such as generators, will be the responsibility of the Tenant to provide and must be executed within existing codes. No generators will be allowed inside the facility. Under no circumstances is it permitted to open any electrical panels or outlet plates for the purposes of any temporary wiring. Any violation of this clause of applicable electrical codes may result in the immediate cancellation of the contract with Louisville Water and all fees and damage deposit may immediately forfeit. Any liability or damage resulting from improper electrical usage will be the sole responsibility of the Tenant. If the cost of such repairs resulting from improper electrical usage exceeds the Deposit, then Louisville Water shall bill and Tenant shall promptly pay, such excess cost.

## **Parking** [redacted] initial

All guests, invitees, licensees, employees, and agents of the Tenant are required to park in the parking lot to the east of Pumping Station No. 1. If overflow parking is necessary, Louisville Water allows parking in the grassy area south of the parking lot (this area will be identified to the Tenant by Louisville Water staff). Vehicles may not park along the paved entrance path leading up to the Water Tower.

Should a Tenant secure valet parking service for its event, Tenant must notify Louisville Water of its intent to use valet services. All valet providers must have proper insurance (Automobile Liability and General Liability, endorsed to provide Garagekeeper's Legal Liability coverage, in the amount of \$1,000,000.00) and must name Louisville Water Company and the Board of Water Works as additional insureds and complete any additional paperwork as Louisville Water deems necessary by any other parties involved.

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It is important to note that positioned to the west of Pumping Station No.1 are Pumping Station Nos. 2 & 3, which are fully operational pumping facilities that still carry on daily operations for Louisville Water. **Under no circumstances shall any of the events or activities taking place at the Water Tower, Pumping Station No. 1, and/or Grounds or any guests participating in those activities or events, interfere with the daily operations of Pump Stations 2 & 3.** The area surrounding Pump Stations 2 & 3 is strictly off-limits and trespassing is prohibited. Should any vehicles park in this area, they will be immediately towed and towing costs will be charged to the Tenant.

## Photography [redacted] initial

Professional photography within the Museum that is incidental to the scheduled event is permitted. Photography of the Museum's exhibits for any commercial purpose is not permitted during any rental of the Museum premises without the express written permission of Louisville Water.

## Brand Standards [redacted] initial

Louisville Water requests that the Tenant, Tenant's guests, invitees, licensees and other agents observe the following naming conventions when referring to the special event site in collateral materials such as invitations, flyers, etc.: "Louisville Water Tower", "Louisville Water Tower Park", and/or "WaterWorks Museum". Tenant may consult with the appropriate Louisville Water Representative to further discuss brand standards. For directions and/or invitation purposes, Rental location address is 3005 River Road, Louisville, KY 40207.

## Copyright [redacted] initial

We reserve the right to use images of your event and/or guests for marketing purposes only.

## Audio-Visual Equipment [redacted] initial

Louisville Water does not provide audio-visual equipment for your rental. However, the Tenant is welcome to use the projector screen that is installed in the Grand Hall.

## Protection of Buildings and Grounds [redacted] initial

The preservation and protection of Louisville Water's Historic Water Tower, Pumping Station No. 1, Grounds, and its surrounding property will be a primary consideration of Louisville Water staff during all activities taking place on the property. The Tenant shall maintain the "rented property" (the building, exhibitions, furniture, equipment, fixtures, grounds, and any other property, real or personal, owned, used, operated, or possessed by Louisville Water reserved or used by the Tenant) in as good condition as at the time the rented property is delivered to Tenant.

It is the responsibility of the Tenant to inform vendors and guests of these requirements. The Tenant is responsible for any damage to the buildings, grounds, or landscaping caused by vendors and/or guests and shall defend, indemnify, and hold Louisville Water harmless in the event of loss.

## Prohibited Items:

1. Tenant understands and agrees that Tenant and/or Vendors will not sell or distribute commercial single-use bottled water during this event. Louisville Water will make available Louisville pure tap® as the exclusive water product at the site. [redacted] initial
2. Tenant may not use nails, tacks, screws, tape, glue, or other fasteners/adhesives on wood, wallpaper, plaster walls, or other surfaces either inside or outside the facility unless the Tenant has prior written approval and the decorating is done under the supervision of Louisville Water staff and without defacing the premises. This includes the Louisville Water Tower. [redacted] initial



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3. Louisville Water has the right to remove or take down any items whose message, theme, content, or appearance is deemed inappropriate, conflicts with Louisville Water's core values, or could cause a disturbance at the site. [redacted] initial
4. The use of candles for decoration is strictly limited to candles enclosed/contained within glass. Open candles are not allowed. The Tenant will be responsible for any damage caused to the facility resulting from the use of candles. [redacted] initial
5. Rice, confetti, glitter, loose flower petals intended for use in an aisle, and helium-filled balloons are not to be used indoors under any circumstances. Cleaning costs resulting from the use of these materials will be deducted from the Deposit. [redacted] initial
6. Fireworks, Sparklers, fire pits, open flame lanterns, and Explosive Materials are not to be used or brought onto the grounds or into the building. [redacted] initial
7. Beer kegs are prohibited on any carpeted surface inside the building. Beer kegs are only permitted in outdoor locations and the Tenant must take precautions to protect Louisville Water facilities and will be responsible for any damage resulting from their use. [redacted] initial
8. In accordance with Louisville Water's smoke-free policy for all its facilities, smoking is prohibited within 50 feet of the Louisville Water Tower and Pumping Station No. 1. Smoking is permitted in a "Designated Smoking Areas" only. Smoking indoors or under tents is strictly prohibited at all times and may result in the loss of the Deposit. Additional clean-up fees will be assessed for picking up cigarette butts. [redacted] initial
9. The use of remote controlled air drones are prohibited at Louisville Water Tower Park during rental event. [redacted] initial

### **Risk of Loss** [redacted] initial

Louisville Water shall not be responsible for damage or loss of any merchandise, vehicles, equipment, valuables, or personal articles brought onto the grounds, or for any items left unattended. The Tenant and its guests should not leave valuables unattended and/or unsecured.

### **Impossibility/"Acts of God"** [redacted] initial

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of Louisville Water – such as acts of God, war, acts of terrorism, government regulations, utility disruptions, disaster, strikes, civil disorder, floods, pandemics, or other emergencies – to the extent that such circumstance makes it impossible for Louisville Water to provide, or for the Tenant in general to use, Louisville Water's facilities. Louisville Water does not refund money for events that have been cancelled due to "Acts of God" or inclement weather; however, the Tenant's event may be rescheduled pending availability. Although Louisville Water has established this policy allowing events to be rescheduled, independent catering companies and other suppliers make their own decisions regarding food and other costs. Louisville Water shall not be responsible for any cancellation fees from any of the outside service suppliers.

### **Compliance with Laws, Ordinances, and Other Governmental Mandates** [redacted] initial

In conducting any performance, in holding any public or private meeting or in giving any lecture, concert or other event, Tenant shall conform to, comply with, and abide by all laws of the United States and the

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Commonwealth of Kentucky, the rules and regulations of all federal and state boards and bureaus, the ordinances of the Louisville Metro Government, the regulations of the Office of Alcoholic Beverage Control, Board of Health, Fire and Police Departments, and the guidelines issued by the federal, state, or local government relating to the COVID-19 pandemic.

## **Control and Responsibility** [redacted] initial

It is understood and agreed that the entire control and direction of the Event shall be and remain the responsibility of the Tenant, and neither the Tenant or any other person(s) employed by the Tenant shall be deemed or considered employees or agents of Louisville Water. Should any Louisville Water agent, including staff, provide any assistance of any nature whatsoever to the Tenant, such assistance shall be performed gratuitously and without creating any duty to the Tenant.

## **Indemnification** [redacted] initial

Tenant shall jointly and severally indemnify and hold harmless Louisville Water, its officers, directors, agents, volunteers, and employees, from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or caused by the negligent actions or omissions or intentional misconduct of the Tenant, Tenant's guests, invitees, licensees, agents or any of Tenant's contractees in the performance of this Agreement or related to Tenant's use of any of Louisville Water's facilities, including the Leased Premises. "Claims" within this section shall include any claims related to potential exposure to or transmission of the COVID-19 virus.

## **Insurance** [redacted] initial

Louisville Water Company makes available liability insurance it has purchased from a vendor for Tenants of the facilities. The Tenant User Liability Insurance Protection (TULIP) policy is for the purpose of providing insurance coverage to the "tenant user" (Tenant) and property owner, Louisville Water. Louisville Water makes no representations about the coverage and any applicable exclusion, and Tenant should make his/her own review of the coverage to determine its adequacy for the event. A copy of the policy is available upon request. Notwithstanding this disclaimer, the TULIP generally provides coverage for the premises, operations, and your event for the time frame of the rental period indicated in this Agreement. Nothing herein, and the purchase of the TULIP shall in no way waive or impair Louisville Water's rights of indemnification against Tenant should this insurance or any other applicable insurance not fully cover any damages caused or contributed to by the negligent or intentional actions or omissions of Tenant, its contractors, guests or invitees to the event. By initialing this section, the Tenant is accepting coverage by this policy.

As the aforementioned TULIP is not intended to afford coverage for subcontractors of the Tenant, Louisville Water reserves the right to require proof of adequate insurance depending upon the nature of services to be rendered. A detailed listing of all such subcontractors shall be provided no later than 30 days prior to the event.

## **Breach of Rental Agreement** [redacted] initial

Louisville Water reserves the right to cancel this Rental Agreement immediately upon the breach of any of its provisions. Upon cancellation for breach, the Tenant shall forfeit the Rental Fee, the Deposit, and all monies paid to Louisville Water. This provision shall not limit any other remedies available to Louisville Water. Louisville Water shall not be liable to the Tenant, the event planner, or any providers of services related to the event, for any of the charges generated by, or any deposit made to, providers of services for the Event. Detailed event plans for the facility must be discussed and/or submitted by the Tenant to Louisville Water staff prior to contracting.



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### Non-discrimination            initial

The Tenant must agree that it will not practice, advocate or permit discrimination or segregation based upon race, creed, color, sex, age, disability, gender identity, sexual orientation, or national origin.

**By his/her signature below, the Tenant states he/she has read, understands, and agrees to abide by Louisville Water Company's Rental Agreement.**

Tenant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Printed Name \_\_\_\_\_

Tenants Mailing Address \_\_\_\_\_

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

Tenants Phone Number (\_\_\_\_\_) \_\_\_\_\_ Tenants Email \_\_\_\_\_

### Recommended by:

\_\_\_\_\_  
Supervisor – Events and Operations

Date: \_\_\_\_\_

### Louisville Water Company:

\_\_\_\_\_  
Vice President, Finance and Treasurer

Date: \_\_\_\_\_

### Approved for Legality and Form:

\_\_\_\_\_  
Vice President, General Counsel

Date: \_\_\_\_\_

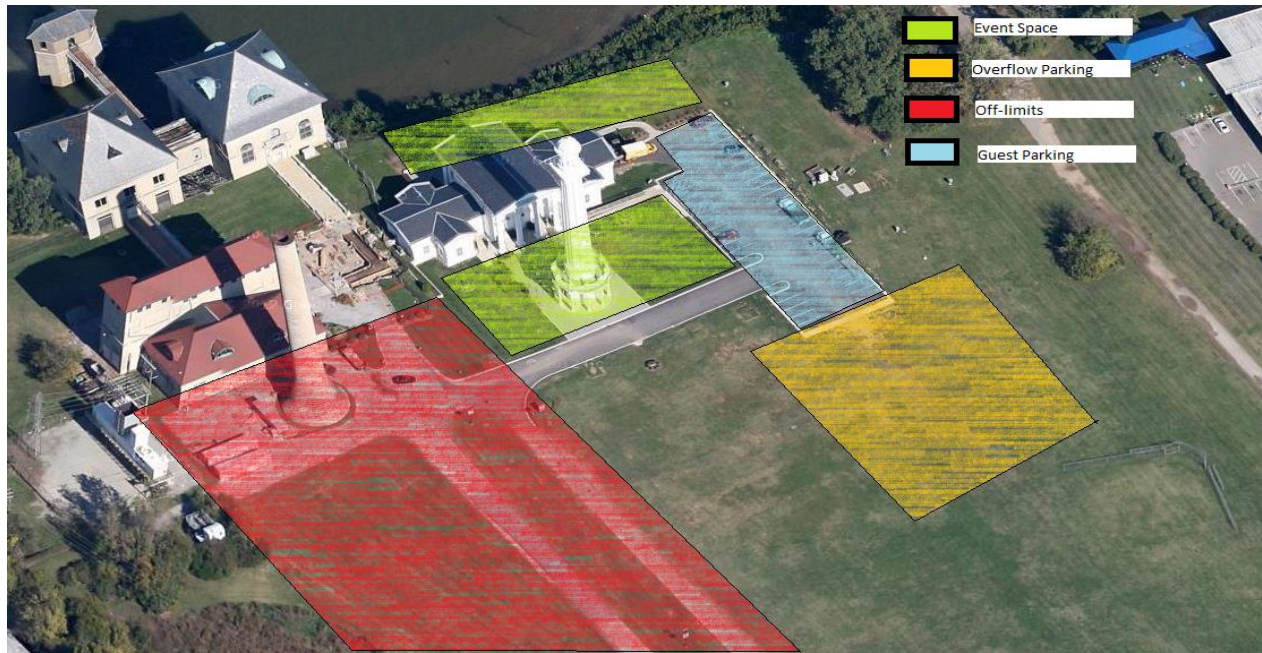
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## Exhibit A: Designation of Rental Space and Parking



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## Exhibit B:

## Floor Plan/Seating Capacities

### Maximum Capacity – Louisville Water Tower | Pumping Station No. 1

Room	Room Size	Seated Dinner (Tables of 10)	Seated Dinner (Tables of 8)	Chairs Only	Standing
Grand Hall	2,267 Sq. ft.	*150 (15, 60" Rounds)	*120 (15, 60" Rounds)	225	320
WaterWorks Museum	1,539 Sq. ft.	No food or beverage permitted	No food or beverage permitted	45	100
Fuller Theater	124 Sq. ft.	No food or beverage permitted	No food or beverage permitted	10	10
Tilford Laboratory	220 Sq. ft.	No food or beverage permitted	No food or beverage permitted	12	20

\* Seating capacities listed does not include the use of a dance floor, music or cake table in Grand Hall.

### Maximum Capacity – Exterior Grounds

Area	Lawn Size	Wedding Ceremony (Chairs only)	Seated Dinner (Tables of 10)	Seated Dinner (Tables of 8)	Cocktail Style Reception (Standing only)	Tent Options
Riverside Lawn	10,265 Sq Ft	375+	*150 (15, 60" rounds)	*120 (15, 60" rounds)	350+	30' x 40' tent (1200 sq. ft.) Accommodates 120 guests at round tables
Riverside Terrace	2,331 Sq Ft	200	100 (10, 60" rounds)	96 (12, 60" rounds)	250	20' x 40' tent (800 sq. ft.) Accommodates 80 guests at round tables
Water Tower Plaza	4,807 Sq Ft	300	220 (22, 60" rounds)  (North & South of Tower)	200 (25, 60" rounds)  (North & South of Tower)	350	40' x 60' tent (2400 sq. ft.) Accommodates 240 guests at round tables, North of the Tower.

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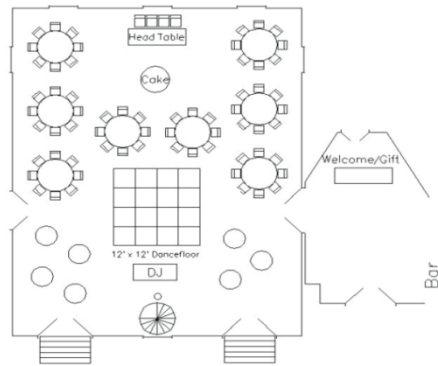


## Exhibit C:

### Floor Plans

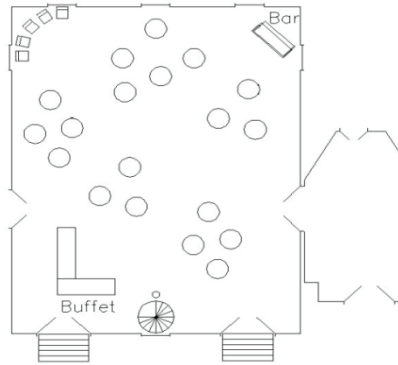
#### Cocktail/Seated Event

Seating for 68 guests



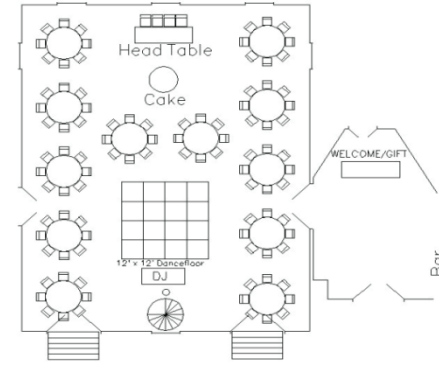
#### Cocktail Party

Seating for 200 guests



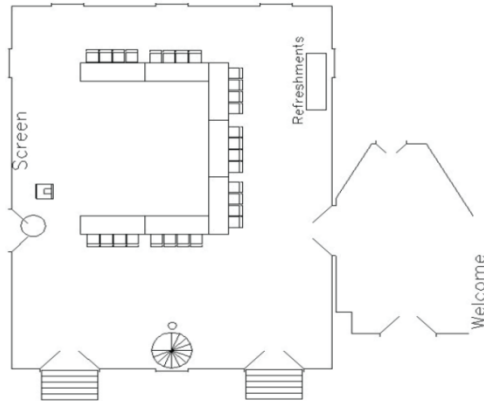
#### Wedding

Seating for 100 guests



#### Meeting

Seating for 28 guests



#### Classroom

Seating for 64 guests

