

**Louisville Water Tower Park: Pumping Station No.1**  
**Venue Rental Agreement**

**Client/Renter Name:** \_\_\_\_\_

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

This Rental Agreement is made by and between Louisville Water Company and the Renter named previously as of the date Louisville Water signs indicating its approval of this Agreement. In consideration of the approved Rental Application, signed Rental Agreement, and Renter’s payment of the Deposit and rental balance stated and adherence to all stated terms and conditions of this Rental Agreement, Louisville Water will make available to Renter the facilities reserved on the date and at the time stated, subject to the following terms and conditions:

**Rental Application:** Renter’s application to rent the property is attached hereto and incorporated herein by reference and becomes a part of the Rental Agreement as if fully incorporated herein.

**Designation of Property Being Rented**

The rented property includes the immediate grounds around the Water Tower and Pumping Station No. 1 [including Water Tower Plaza, River Side Terrace and River Side Lawn] (see Attachment 1) and event space inside Pumping Station No. 1 [Grand Hall], excluding spaces designated as “off-limits”. Indoor spaces designated as “off-limits” at all times 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 Attachments 2 & 3.

**Rental Fees Due** (see “Venue Rental Rates”):

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

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

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

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

**Event Itinerary** (see “Suggested Rental Schedule” for Rental Hours):

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

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

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

**Rental Balance \_\_\_\_\_ initial**

The Renter shall pay to Louisville Water the total balance due in full no later than thirty (30) days before the Event. If the Renter does not pay the total balance by the balance Due Date, the Rental Agreement may be automatically cancelled and the Deposit will be retained as a cancellation fee.

**Rehearsals \_\_\_\_\_ initial**

Rehearsals for events may be scheduled based on the availability of the facility. There is a \$150 Rehearsal Fee, which gives the Renter 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 \_\_\_\_\_ initial**

The Renter shall pay to Louisville Water a \$500 Deposit upon submission of this Agreement.

**For this Rental Agreement to be accepted and approved by a Louisville Water representative, the Deposit must be included.** The Deposit will hold your reservation, and will be withheld as a cancellation fee if you must cancel your reservation after acceptance by Louisville Water. If the Renter submits a Rental Application without the Deposit, the reservation date will be held as "Tentative" only for 30 days after the submission of the Rental Application, at which time if the Deposit has not been received, your tentative reservation will be removed from the event calendar and the date will become available to other prospective renters. So long as the Renter does not cancel the event, does not cause any damage or require any clean-up beyond the expectations that the Renter 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, subject to the terms and agreements set forth in this Rental Agreement.

The Deposit will be retained as a cancellation fee if you cancel at any time after the approval of this contract. 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 within 30 days of the scheduled event, Louisville Water will apply any rental balance paid toward another date that falls within 90 days of your original date, subject to availability. If you are unwilling or unable to reschedule your event, Louisville Water may retain 100% of any rental balance paid.

**Damages \_\_\_\_\_ initial**

The Renter 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 Renter's use of the facility and all tangible property. Such costs will be assessed and charged to the Renter. Additional clean-up fees will be assessed on an as-needed basis and will be charged accordingly based on cost of cleaning and repair. Circumstances surrounding any additional charges will be addressed in written form and will be deducted from the Deposit. Anything beyond normal wear and tear to the building and grounds will be charged to the Renter. Determination of normal wear and tear is up to the discretion of appropriate Louisville Water staff. If the cost of repairs resulting from damage or destruction caused during the rental exceeds the Deposit, then Louisville Water shall bill, and Renter shall promptly pay, excess cost.

**Louisville Water Tower Park Event and Marketing Coordinator \_\_\_\_\_ initial**

The Louisville Water Tower Park Event and Marketing Coordinator will work with Renters to facilitate their Rental Application and Rental Agreement. The Event & Marketing Coordinator's 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 Renter as an event assistant during the planning process or day-of-event. This includes 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 \_\_\_\_\_ initial**

A Louisville Water representative will be assigned by Louisville Water to protect Louisville Water's property, monitor parking and music volume, and secure the facility once the premises is vacated by the Renter. The Renter understands 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 at all times. Security is provided for Louisville Water's facility only and Louisville Water assumes no duty to and will not provide security to Renter and Renter's guests.

**Museum Access \_\_\_\_\_ initial**

Access to the WaterWorks Museum is included with a Venue rental rate. The Renter will have self-guided access to the WaterWorks Museum during the rental until it closes at 10:00pm. Food and drink is prohibited inside the Museum. Exhibitions may not be dismantled, moved, or covered in any way by the Renter. Damage or destruction to any exhibits, walls, surfaces, or floor in the WaterWorks Museum will be deducted from the Deposit.

**Set-up and Take-down of Event \_\_\_\_\_ 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. You may not enter the facility to set-up for your 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 the facility. Food may not be set out in the Grand Hall prior to the allotted rental 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 rental. The Renter 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 \_\_\_\_\_ initial**

Louisville Water shall make the premises available to the Renter on the rental date in "as is" condition. Immediately after the conclusion of the scheduled event, the Renter shall clear and clean all goods, materials, decorations, rental equipment, personal effects, or other items which the Renter, or his/her vendors or agents have brought to the site, or for which the Renter is otherwise responsible, by the time of departure. The Renter is responsible for removing excess trash and placing trash bags in the dumpster located in the facility's parking lot. 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 exclusive 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 premises must be delivered back to Louisville Water in acceptable condition following the rental. Failure by Renter to comply with the provisions in this section may result in forfeiture of a portion of the Deposit.

**Late Departure Penalty \_\_\_\_\_ initial**

The Renter will be assessed a \$150 per hour Late Departure Penalty fee to be deducted from the Renter's Deposit if the Renter or members of the Renter's party remains in the building beyond the time allotted in the Rental Agreement. This includes any take-down, clearing, or clean-up that takes place after the time allotted in the Rental Agreement. The Late Departure Fee does not apply to the Preferred Caterer's departure time.

**Contracted Services \_\_\_\_\_ initial**

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

**Rental Equipment \_\_\_\_\_ initial**

The Renter, Wedding Planner, and/or Caterer will be responsible for contracting all tables, chairs, and tents through Louisville Water's exclusive Event Equipment Rental Company. Renter 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 Renter and/or Caterer.

**Caterers \_\_\_\_\_ initial**

The Renter 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 renters 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 Renter must coordinate with the caterer to ensure all excess trash and recycling is placed in the dumpster located in the facility's parking lot.

**Facility Fee \_\_\_\_\_ initial**

Louisville Water Tower Park (LWTP) makes available food and beverage caterers from a Preferred Catering List. This list was designed to provide the Renter with a range of high quality choices across a wide range of budgets, tastes, and preferences, while consistently delivering excellent food and beverage service. Similarly, a Rental Equipment Company was selected to serve as the exclusive source for tables, chairs, and tents, with the ability to provide a broad selection of equipment available for rental, as well as skilled labor and oversight for complete set-up and break-down services, at each event, for all rented equipment. As part of its contract with Louisville Water, the Vendor incurs a 15% facility fee based on the final invoice presented to the Renter. These fees are made payable to Louisville Water and will remit directly from the Preferred Caterer and/or Rental Equipment Company.

**Cake Policy \_\_\_\_\_ initial**

Wedding, Birthday, and/or other cakes may be arranged through a caterer on Louisville Water's Preferred Caterer List. In the event a client's cake needs cannot be met by any of the caterers on the Preferred Caterer List, 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 Renter to work with the caterer to cut and service the cake. By initialing this section, Renter agrees to furnish the items below in this section no later than 30 days prior to the event:

1. Copy of current business license, permit to operate, or proof of compliance with Louisville Metro's Caterer Requirements, which can be found at [www.louisvilleky.gov/Health/Environmental/FoodSafety/caterer.htm](http://www.louisvilleky.gov/Health/Environmental/FoodSafety/caterer.htm).
2. Proof of current general liability insurance of at least \$250,000 per occurrence with Louisville Water listed as additional insured.
3. Location of kitchen identified along with a copy of the most recent Health Department Inspection Report for this kitchen facility.

**Alcoholic Beverage Service \_\_\_\_\_ initial**

Alcoholic beverages must be served by a licensed caterer or bartender on Louisville Water's Preferred Caterer List. This includes any and all alcoholic beverages consumed during the rental time allotted in the Rental Agreement. Bartenders and/or Caterers shall have appropriate liquor liability insurance.

The Renter 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 Renter shall comply with the requirements of KRS 244.080. The Renter shall not permit any excessive amount of alcoholic beverages to be served to any of the Renter's guests or to any other person, and the Renter shall take any and all necessary precautions reasonable to prevent someone from becoming intoxicated on the premises of the Louisville Water Tower and Pumping Station No. 1. In addition, the Renter 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 \_\_\_\_\_ 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]. Renter agrees that Renter's use of the 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 \_\_\_\_\_ 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 Renter 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 Renter. If the cost of such repairs resulting from improper electrical usage exceeds the Deposit, then Louisville Water shall bill and Renter shall promptly pay, such excess cost.

**Parking\_\_\_\_\_initial**

All guests, employees, and agents of the Renter 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 Renter by Louisville Water staff). Vehicles may not park along the paved entrance path leading up to the Water Tower.

Should a Renter secure valet parking service for its event, Renter must notify Louisville Water of its intent to use valet services. All valet providers must have proper insurance (General Liability coverage in the amount of \$1,000,000.00) and must name Louisville Water Company and Board of Water Works as additional insured and complete any additional paperwork by any parties involved.

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 Renter.

**Photography\_\_\_\_\_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\_\_\_\_\_initial**

Louisville Water requests that the Client 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". Renter 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\_\_\_\_\_initial**

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

**Audio-Visual Equipment\_\_\_\_\_initial**

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

**Protection of Buildings and Grounds \_\_\_\_\_ 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 Renter 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 Renter) in as good condition as at the time the rented property is delivered to Renter.

It is the responsibility of the Renter to inform vendors and guests of these requirements. The Renter 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. Renter understands and agrees that Renter 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.  
\_\_\_\_\_ **initial**
2. Renter 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 Renter 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. \_\_\_\_\_ **initial**
3. Louisville Water has the right to remove or takedown 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. \_\_\_\_\_ **initial**
4. The use of candles for decoration is strictly limited to candles enclosed/contained within glass. Open candles are not allowed. The renter will be responsible for any damage caused to the facility resulting from the use of candles. \_\_\_\_\_ **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. \_\_\_\_\_ **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. \_\_\_\_\_ **initial**
7. Beer kegs are prohibited on any carpeted surface inside the building. Beer kegs are only permitted in outdoor locations and the Renter must take precautions to protect Louisville Water facilities and will be responsible for any damage resulting from their use.  
\_\_\_\_\_ **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. \_\_\_\_\_ **initial**

9. The use of remote controlled air drones are prohibited at Louisville Water Tower Park during rental event. \_\_\_\_\_ **initial**

**Risk of Loss** \_\_\_\_\_ **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 Renter and its guests should not leave valuables unattended and/or unsecured.

**Impossibility/“Acts of God”** \_\_\_\_\_ **initial**

The performance of this Rental 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, or other emergencies – to the extent that such circumstance makes it impossible for Louisville Water to provide, or for the Renter 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 Renter’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** \_\_\_\_\_ **initial**

In conducting any performance, in holding any public or private meeting or in giving any lecture, concert or other event, renter shall conform to, comply with, and abide by all laws of the United States and the Commonwealth of Kentucky, the rules and regulations of all federal and state boards and bureaus, the ordinances of the Louisville Metro Government and the regulations of the Office of Alcoholic Beverage Control, Board of Health, Fire and Police Departments.

**Control and Responsibility** \_\_\_\_\_ **initial**

It is understood and agreed that the entire control and direction of the Event shall be and remain the responsibility of the Renter, and neither the Renter or any other person(s) employed by the Renter 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 Renter, such assistance shall be performed gratuitously and without creating any duty to the Renter.

**Indemnification** \_\_\_\_\_ **initial**

Renter 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 Renter or any of its contractors for the event, its guests and invitees in connection with the provision of services or the use of the facilities.



**Insurance \_\_\_\_\_ initial**

Louisville Water Company makes available liability insurance it has purchased from a vendor for renters of the facilities. The Tenant User Liability Insurance Protection (TULIP) policy is for the purpose of providing insurance coverage to the “tenant user” (Renter) and property owner, Louisville Water. Louisville Water makes no representations about the coverage and any applicable exclusion, and Renter 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 Renter 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 Renter, its contractors, guests or invitees to the event. By initialing this section, the Renter is accepting coverage by this policy.

**Breach of Rental Agreement \_\_\_\_\_ 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 Renter 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 Renter, 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 Renter to Louisville Water staff prior to contracting.

**Non-discrimination \_\_\_\_\_ initial**

The Renter 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 Renter states he/she has read, understands, and agrees to abide by Louisville Water Company’s Rental Agreement.**

Renter Printed Name \_\_\_\_\_

Renter Position/Title within Company/Organization (if applicable)

\_\_\_\_\_

Renter Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Renters Mailing Address** \_\_\_\_\_

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

**Renters Phone Number ( \_\_\_\_\_ )** \_\_\_\_\_

**Renters Email** \_\_\_\_\_

**Recommended by:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Event and Marketing Coordinator

**Approved for Louisville Water Company:**

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

**Approved for Legality and Form:**

\_\_\_\_\_

# Attachment 1: Designation of Rental Space and Parking



**Attachment 2:**

## 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**

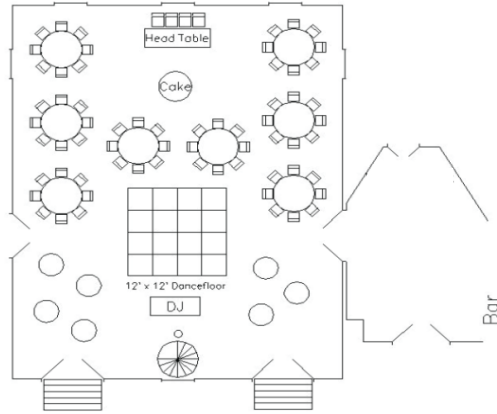
Area	Lawn Size	Wedding Ceremony (Chairs only)	Seated Dinner (Tables of 10)	Seated Dinner (Tables of 8)	Cocktail Style Reception (Standing only)	Tent Options
Riverside Lawn	10,265 Sq Ft	375+	*150 (15, 60" rounds)	*120 (15, 60" rounds)	350+	30' x 40' tent (1200 sq. ft.) Accommodates 120 guests at round 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.

**Attachment 3:**

# Floor Plans

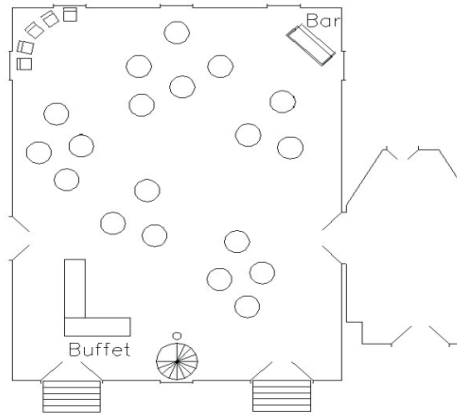
## Cocktail/Seated Event

Seating for 68 guests



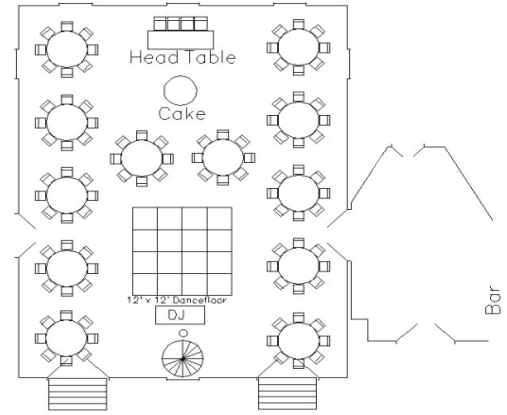
## Cocktail Party

Seating for 200 guests



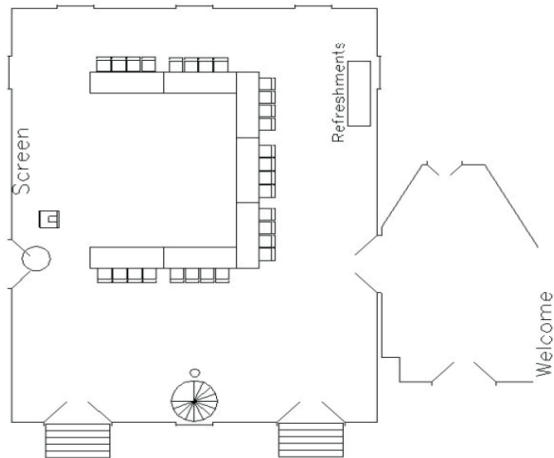
## Wedding

Seating for 100 guests



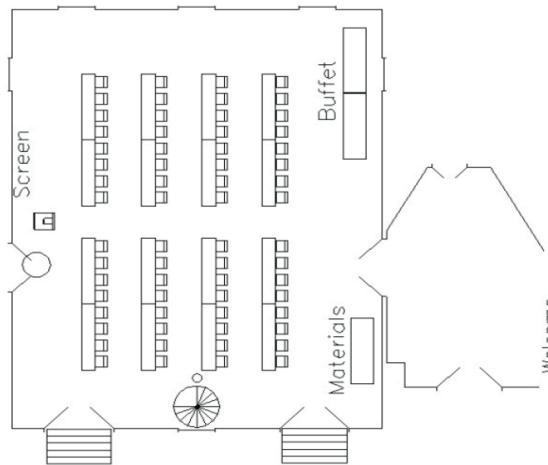
## Meeting

Seating for 28 guests



## Classroom

Seating for 64 guests



**Attachment 4:**

**Rental Property Condition Checklist**

**Louisville Water Tower Park  
Rental Property Condition Checklist**



3005 River Road | Louisville Kentucky 40207 | 502 897 1481 | [www.louisvillewatertower.com](http://www.louisvillewatertower.com)

Historic Water Tower | Original Pumping Station | Grand Hall | River Side Lawn | River Side Terrace | Water Tower Plaza

Rental Date \_\_\_\_\_ Move-In Inspection Date: \_\_\_\_\_ Move-Out Inspection Date: \_\_\_\_\_

Renter Name \_\_\_\_\_ Renter Address \_\_\_\_\_

Renter Phone \_\_\_\_\_ Renter Email \_\_\_\_\_

Condition Rate Code    Excellent = E    Good = G    Fair = F    Poor = P

LOCATION	Condition On Arrival	Condition On Departure	NOTES: Repair & Replacement Items
<b>RECEPTION AREA</b>			
Floors & Floor Covering			
Walls			
Baseboards & Molding			
Windows			
Doors			
Ceiling			
Reception Desk			
Pure Tap Fountain			
Retail Alcove			
Umbrella Station			
Hand Sanitizer Station			
Artwork - Hanging			
Other			

<b>GRAND HALL</b>			
Floors & Floor Covering			
Walls			
Baseboards & Molding			
Windows & Ledges			
Doors			
Ceiling			
Staircase - Brass			
Other			

**BATHROOM - WOMENS**

Floors & Floor Covering			
Walls			
Doors			
Ceiling			
Window			

**BATHROOM - WOMENS, continued**

LOCATION	Condition On Arrival	Condition On Departure	NOTES: Repair & Replacement Items
Light Fixtures			
Mirror			
Sink & Counters			
Stalls & Stall Doors			
Toilets			
Tissue Holders			
Other			

**BATHROOM - MEN'S**

Floors & Floor Covering			
Walls			
Doors			
Ceiling			
Windows			
Light Fixtures			
Mirror			
Sink & Counters			
Stalls & Stall Doors			
Toilets			
Tissue Holders			
Other			

**WATERWORKS MUSEUM**

Floors & Floor Covering			
Walls			
Doors			
Ceiling			
Windows			
Light Fixtures			
Technology Equipment			
Museum Fixtures			
Display Fixtures			
Artifacts / Relics / Historic Objects			
Installation Pieces			
Other			

LOCATION	Condition On Arrival	Condition On Departure	NOTES: Repair & Replacement Items
<b>WATERWORKS MUSEUM   FULLER THEATER</b>			
Floors & Floor Covering			
Walls			
Doors			
Ceiling			
Museum Fixtures			
Furniture			
Technology Equipment			
Other			

<b>WATERWORKS MUSEUM   TILFORD LABORATORY</b>			
Floors & Floor Covering			
Walls			
Doors			
Ceiling			
Windows			
Museum Fixtures			
Furniture / Cabinets			
Technology Equipment			
Other			

<b>OTHER AREAS</b>			
Water Tower Plaza			
River Side Terrace			
River Side Lawn			
Parking Area			
Other			

Louisville Water Company Contact  
Move-In \_\_\_\_\_

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

Renter Signature  
Move-In \_\_\_\_\_

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

Louisville Water Company Contact  
Move-Out \_\_\_\_\_

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

Renter Signature  
Move-Out \_\_\_\_\_

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

[ ] Louisville Water representative has notified Renter that all smoke detectors and fire extinguishers are in certified working order.



**ATTENTION: Preferred Caterer**

LOCATION	Condition On Arrival	Condition On Departure	NOTES: Repair & Replacement Items
<b>KITCHEN</b>			
Floors & Floor Covering			
Walls			
Doors			
Ceiling			
Windows			
Cabinets [Over-head]			
Cabinets [Heating]			
Counters			
Countertop Tables			
Refrigerator			
Freezer			
Dishwasher			
Microwave [Stand-alone]			
Coffee Service [Stand-alone]			
Sinks & Plumbing			
Faucets			
Trash / Rubbish Barrels			
Recycling Barrels			
Other			

Louisville Water Company Contact  
Move-In

\_\_\_\_\_

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

Preferred Caterer Signature  
Move-In

\_\_\_\_\_

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

Louisville Water Company Contact  
Move-Out

\_\_\_\_\_

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

Preferred Caterer Signature  
Move-Out

\_\_\_\_\_

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