

**Louisville Metro Council City Agency Request**× **Neighborhood Development Fund (NDF)****Capital Infrastructure Fund (CIF)****Municipal Aid Program (MAP)****Paving Fund (PAV)****Primary Sponsor:** Councilwoman Tammy Hawkins**Amount:** 1,632.40**Date:** 07/02/2024**Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):**

NDF funding to Louisville Metro Parks and Recreation Department for the payment of qty 2 20x20 Frame Tents, Delivery and AVANT - TENT OX equipment rental through Thomas Holdings Inc. d/b/a Rent & Rave for the D'Angelo Russell Day 2024 event that occurred Friday, June 28, 2024 at Algonquin Park located at 1614 Cypress St., Louisville, KY 40210.

**City Agency:** Louisville Metro Parks and Recreation**Contact Person:** Jason Canuel, Director**Agency Phone:** 502/574.6086 (ofc) 502/439.7694 (cell)

**I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose and have the attached documentation from the receiving department concerning the project/expenditure.**

1

District #

Tammy Hawkins

Council Member Signature

1,632.40

Amount

7/2/2024

Date

**Approved by:** \_\_\_\_\_

Appropriations Committee Chairman

Date

**Clerk's Office & OMB Use Only:**

Request Amount: \_\_\_\_\_

Amended Amount: \_\_\_\_\_

Reference #: NDF073024MP01

To OMB: \_\_\_\_\_

Budget Revision #: \_\_\_\_\_

Account #: \_\_\_\_\_

To Project Manager: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Actual Cost: \_\_\_\_\_ Funds Returned: \_\_\_\_\_

AG

Revised May 2016

**Department/Project:**

Metro Parks and Recreation/ Equipment Rental for D'Angelo Russell Day

**Additional Signatures**

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose.

**Council Member Signature and Amount**

District 1	_____	\$ _____
District 2	_____	\$ _____
District 3	_____	\$ _____
District 4	_____	\$ _____
District 5	_____	\$ _____
District 6	_____	\$ _____
District 7	_____	\$ _____
District 8	_____	\$ _____
District 9	_____	\$ _____
District 10	_____	\$ _____
District 11	_____	\$ _____
District 12	_____	\$ _____
District 13	_____	\$ _____
District 14	_____	\$ _____
District 15	_____	\$ _____
District 16	_____	\$ _____
District 17	_____	\$ _____
District 18	_____	\$ _____
District 19	_____	\$ _____
District 20	_____	\$ _____
District 21	_____	\$ _____
District 22	_____	\$ _____
District 23	_____	\$ _____
District 24	_____	\$ _____
District 25	_____	\$ _____
District 26	_____	\$ _____

**NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST****Interagency Name:** Louisville Metro Parks and Recreation**Program/Project Name:** Equipment Rental for D'Angelo Russell Day Event 2024**Yes/No/NA****Request Form:** Is the Request Signed by all Council Member(s) Appropriating Funding?

Yes

**Request Form:** If matching funds are to be used, are they disclosed with account numbers in the request form description?

NA

**Request Form:** If matching funds are to be used, does the amount of the request exclude the matching fund amount?

NA

**Request Form:** If other funds are to be used for this project, are they disclosed with account numbers in the request form description?

NA

**Funding Source:** If CIF is being requested, does Metro Louisville own/will own the real estate, building or equipment? If not, the funding source is probably NDF.

NA

**Funding Source:** If CIF is being requested, does the project have a useful life of more than one year? If not, the funding source is probably NDF.

NA

**Ordinance Required:** Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.

No

**Ordinance Required:** Is the request a transfer from NDF to cost center? If so, is the amount given for the fiscal year \$25,000 or less?

No

**Supporting Documentation:** Does the attachment include a valid estimate and description of cost?

Yes

**Submitted by:** Olivia Bennett**Date:** 7/2/2024

**Thomason Holdings Inc. d/b/a Rent & Rave**

1210 Truman Park Dr.

Louisville, KY 40245

www.rentnrave.com

502-245-9966 Phone

502-245-6372 Fax

**Status: Open**

Contract #: 49662

Event Beg: Fri 6/28/2024 9:00AM

Event End: Mon 7/ 1/2024 4:00PM

Operator: Murphy , Terrence J

Customer #: 19828

**METRO PARKS RESERVATIONS**

1080 AMPITHEATER RD

Louisville, KY 40214

Phone 368-591-0

Mobile 965-918-9

Job Descr: 6-29-24

**Ordered By: REGINA TATE****Sales Rep: Terry** terry.m@rentnrave.com

Qty	Key	Items	Each	Status	Event End Date	Price
2	.K2020F	20X20 FRAME TENT	\$400.00	Out	Mon 7/ 1/2024 4:00PM	\$800.00
3	DEL-KENTUCKY	DELIVERY KENTUCKY	\$165.00	Sold		\$495.00
1	31-1005	AVANT - TENT OX	\$150.00	Out	Mon 7/ 1/2024 4:00PM	\$150.00
4	MR	CONCRETE WEIGHTS - LG 660	\$0.00	Out	Mon 7/ 1/2024 4:00PM	\$0.00

**Delivery Fri 6/28/2024 9:00AM****Pickup Mon 7/ 1/2024 8:00AM**

1614 CYPRESS ST

LOUISVILLE, KY

1614 CYPRESS ST

LOUISVILLE, KY

1 TENT ON CITY STAGE, 1 ON GROUND. CAN NOT DRIVE STAKES. 2ND DELIVERY CHARGE FOR WEIGHTS, 3RD DELIVERY CHARGE FOR TENT OX TO LIFT WEIGHTS (660 LBS EACH).

**Thank you for your business-Celebrating 29 years!**  
**2% Credit Card Processing fee added when card is used.**

**Rental Contract**

This contract contains important terms and conditions including lessor's disclaimer from all liability for injury or damage and details of customer's obligations. These terms and conditions are a part of this contract - READ THEM PLEASE!

A 50% deposit is required to reserve your order. DEPOSITS ARE NON-REFUNDABLE! Your balance is due 2 weeks prior to the event. An additional cancellation fee up to the total amount may be charged if reservation is cancelled less than this 2 weeks prior period!

The customer is responsible for all rented items from the time of drop-off to the time of pick-up. If equipment does not function properly notify lessor immediately or no refund or allowance will be made. All china, silverware, etc. should be food free and repacked in same containers. All linens should be dry and bagged. All tables and chairs should be broken down and restacked. The price of the tables and chairs does not include setup and breakdown. There is an additional charge for this and needs to be contracted in advance. Insurance regulations do not allow our drivers to move customer property in order to setup tents, tables, chairs, etc. Please make sure all items are removed from site before we arrive. Our delivery charge is for tailgate delivery. Delivery beyond tailgate (such as stairs or long walking distances) will be an additional charge.

WE WILL BE HAPPY TO ASSIST WITH LOADING & UNLOADING ALL CUSTOMER PICK UP AND RETURNS. WE ARE NOT RESPONSIBLE FOR ANY DAMAGES THAT MAY OCCUR TO VEHICLES.

I certify that I have read and agree to all terms of this contract.

**Signature:****METRO PARKS RESERVATIONS**

<b>Rental:</b>	<b>\$950.00</b>
<b>Damage Waiver:</b>	<b>\$95.00</b>
<b>Delivery Charge:</b>	<b>\$495.00</b>
<b>Subtotal:</b>	<b>\$1,540.00</b>
<b>Kentucky Tax:</b>	<b>\$92.40</b>
<b>Total:</b>	<b>\$1,632.40</b>
<b>Paid:</b>	<b>\$0.00</b>
<b>Amount Due:</b>	<b>\$1,632.40</b>

Mon - Fri 9am-4pm

Printed On Mon 7/ 1/2024 9:10:52AM

Software by Point-of-Rental Software www.point-of-rental.com

Modification #6

Contract-Params.rpt (1)

**From:** [Canuel, Jason](#)  
**To:** [Tate, Regina](#); [Bennett, Olivia](#)  
**Cc:** [Hawkins, Tammy](#)  
**Subject:** RE: Invoice #49662  
**Date:** Tuesday, July 9, 2024 1:44:39 PM

---

Yes, Parks will accept the funding.

Jason T. Canuel  
**Director**  
**Louisville Parks and Recreation**  
PO Box 37280  
Louisville, Kentucky 40233  
  
502/574.6086 (office)  
502/439.7694 (cell)  
[jason.canuel@louisvilleky.gov](mailto:jason.canuel@louisvilleky.gov)



**LOUISVILLE  
PARKS  
AND RECREATION**



**From:** Tate, Regina <[Regina.Tate@louisvilleky.gov](mailto:Regina.Tate@louisvilleky.gov)>  
**Sent:** Tuesday, July 9, 2024 10:53 AM  
**To:** Bennett, Olivia <[olivia.bennett@louisvilleky.gov](mailto:olivia.bennett@louisvilleky.gov)>  
**Cc:** Canuel, Jason <[Jason.Canuel@louisvilleky.gov](mailto:Jason.Canuel@louisvilleky.gov)>; Hawkins, Tammy <[Tammy.Hawkins@louisvilleky.gov](mailto:Tammy.Hawkins@louisvilleky.gov)>  
**Subject:** Re: Invoice #49662  
**Importance:** High

Jason,

Do you accept the funds below?

Thanks!

Regina Tate, CPRP  
Special Events Manager  
Louisville Parks and Recreation  
P.O. Box 37280  
Louisville, KY 40233  
  
502-574-7275

---

**From:** Bennett, Olivia <[olivia.bennett@louisvilleky.gov](mailto:olivia.bennett@louisvilleky.gov)>  
**Sent:** Tuesday, July 9, 2024 9:38 AM  
**To:** Tate, Regina <[Regina.Tate@louisvilleky.gov](mailto:Regina.Tate@louisvilleky.gov)>  
**Cc:** Canuel, Jason <[jason.Canuel@louisvilleky.gov](mailto:jason.Canuel@louisvilleky.gov)>; Hawkins, Tammy  
<[Tammy.Hawkins@louisvilleky.gov](mailto:Tammy.Hawkins@louisvilleky.gov)>  
**Subject:** RE: Invoice #49662

Good morning,

Please advise if you accept the funds as asked in my original email below so I may go ahead and complete the paperwork for the invoice to be paid.

Thank you,



*Olivia Bennett "She/Her"*

*Legislative Assistant*

*Councilwoman Tammy Hawkins, District 1*

*Louisville Metro Council*

*601 W. Jefferson Street*

*Louisville, KY 40202*

*(502) 574-1101 (ofc)*

*(502) 574-3906 (direct)*

**From:** Bennett, Olivia  
**Sent:** Tuesday, July 2, 2024 9:11 AM  
**To:** Tate, Regina <[Regina.Tate@louisvilleky.gov](mailto:Regina.Tate@louisvilleky.gov)>; [terry.m@rentnrave.com](mailto:terry.m@rentnrave.com)  
**Cc:** Canuel, Jason <[jason.Canuel@louisvilleky.gov](mailto:jason.Canuel@louisvilleky.gov)>; Hawkins, Tammy  
<[Tammy.Hawkins@louisvilleky.gov](mailto:Tammy.Hawkins@louisvilleky.gov)>  
**Subject:** RE: Invoice #49662

Good morning, Jason, and Regina,

Please advise if you accept the funds of \$1,632.40 from District 1 NDF to be transferred to Metro Parks and Recreation for the payment of the above attached invoice.

Thank you and I look forward to hearing from you.



*Olivia Bennett "She/Her"*

*Legislative Assistant*

*Councilwoman Tammy Hawkins, District 1*

*Louisville Metro Council*

*601 W. Jefferson Street*

*Louisville, KY 40202*

*(502) 574-1101 (ofc)*

*(502) 574-3906 (direct)*

**From:** Tate, Regina <[Regina.Tate@louisvilleky.gov](mailto:Regina.Tate@louisvilleky.gov)>

**Sent:** Monday, July 1, 2024 9:35 AM

**To:** [terry.m@rentnrave.com](mailto:terry.m@rentnrave.com)

**Cc:** Bennett, Olivia <[olivia.bennett@louisvilleky.gov](mailto:olivia.bennett@louisvilleky.gov)>

**Subject:** Re: Invoice #49662

Thanks!

Regina Tate, CPRP

Special Events Manager

Louisville Parks and Recreation

P.O. Box 37280

Louisville, KY 40233

502-574-7275

---

**From:** Rent & Rave, Inc. (Murphy, Terrence J) <[terry.m@rentnrave.com](mailto:terry.m@rentnrave.com)>

**Sent:** Monday, July 1, 2024 9:11 AM

**To:** Tate, Regina <[Regina.Tate@louisvilleky.gov](mailto:Regina.Tate@louisvilleky.gov)>

**Cc:** Bennett, Olivia <[olivia.bennett@louisvilleky.gov](mailto:olivia.bennett@louisvilleky.gov)>

**Subject:** Invoice #49662

**CAUTION: This email came from outside of Louisville Metro. Do not click links, open attachments, or give away private information unless you recognize the sender's email address and know the content is safe.**

---

Invoice #49662 attached.

Murphy , Terrence J



Virus-free [www.avg.com](http://www.avg.com)



## Golden, Amy

---

**From:** Bennett, Olivia  
**Sent:** Friday, July 19, 2024 10:56 AM  
**To:** Bell, LaTonya J.; Hawkins, Tammy  
**Cc:** Harward, Sonya; Golden, Amy  
**Subject:** RE: D01 - 7/30/24 Appropriation Comments - NDF073024MP01  
**Attachments:** Invoice for Rent and Rave Tents 7-1-24.pdf; Acceptance of funds email thread - Invoice #49662 - D'Angelo Russell Day 2024.pdf

Good morning LaTonya and all,

In written correspondence, as a follow up to our phone conversation this morning. I communicated to you that the request for tent equipment was not communicated to our office until late afternoon on Thursday, June 27, 2024 (after our office had already filed the permit with Metro Parks and NDF City Agency Request for the D'Angelo Russell Day event in Algonquin park, on June 10, 2024 which was passed at the LED & Appropriations Committee Meeting on July 16, 2024).

Once the request for the tents and equipment was received from the organization and the Metro Parks Dept. and our office was made aware of the request, the District 1 office worked quickly and diligently with Thomason Holdings, Inc. d/b/a Rent and Rave through Metro Parks to get the tent equipment ordered at the last minute, late afternoon on Thursday, June 27, 2024, just in time for the event on Friday, June 28, 2024.

Our office received the invoice from Thomason Holdings, Inc. d/b/a Rent and Rave through Metro Parks on July 1, 2024 and Metro Parks accepted the funds on July 9, 2024. Which is why the **NDF073024MP01** APPROPRIATING \$1,632.40 FROM DISTRICT 1 NEIGHBORHOOD DEVELOPMENT FUNDS TO METRO PARKS FOR TENT RENTAL THROUGH RENT AND RAVE FOR D'ANGELO RUSSELL DAY 2024, is dated 7/1/24 when our office received the invoice from Thomason Holdings, Inc. d/b/a Rent and Rave through Metro Parks for the equipment requested 6/27/24.

Thank you,



*Olivia Bennett "She/Her"*

*Legislative Assistant  
Councilwoman Tammy Hawkins, District 1  
Louisville Metro Council  
601 W. Jefferson Street  
Louisville, KY 40202  
(502) 574-1101 (ofc)  
(502) 574-3906 (direct)*

**From:** Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>  
**Sent:** Friday, July 19, 2024 10:26 AM

**To:** Bennett, Olivia <olivia.bennett@louisvilleky.gov>; Hawkins, Tammy <Tammy.Hawkins@louisvilleky.gov>  
**Cc:** Harward, Sonya <Sonya.Harward@louisvilleky.gov>; Golden, Amy <Amy.Golden@louisvilleky.gov>  
**Subject:** D01 - 7/30/24 Appropriation Comments - NDF073024MP01

Good morning again,

Please address the below item by 5:00 pm on Thursday, July 25, 2024. Thank you.

1. **NDF073024MP01** APPROPRIATING \$1,632.40 FROM DISTRICT 1 NEIGHBORHOOD DEVELOPMENT FUNDS TO METRO PARKS FOR TENT RENTAL THROUGH RENT AND RAVE FOR D'ANGELO RUSSELL DAY 2024.

**Sponsors:** Tammy Hawkins (D-1)

**Draft Comments:** District 1 plans to use \$1,632.40 NDF funds to pay for the tent rental cost from Thomason Holdings, Inc. d/b/a Rent and Rave through Metro Parks for the D'Angelo Russell Day event held June 28, 2024 at the Algonquin Park. The NDF073024MP01 Agency Request and supporting documents are dated after the June 28, 2024 event due to .....

At the 7/16/24 Labor, Economic Development, and Appropriations Committee meeting, District 1 allocated \$420.00 NDF funds in File ID# NDF071624MP01 to Metro Parks for the rental of four regular port a pots and two ADA port a pots to be used at the D'Angelo Russell Day event held June 28, 2024 at the Algonquin Park. The NDF071624MP01 Agency Request and supporting documents were dated prior to the June 28, 2024 event as required.

**D01 LA to address:**

According to Metro Council Policies and Procedures, Section 3 NDF & CIF, districts should submit appropriation requests to the Appropriations Committee for consideration before commitment of the funds and before the event takes place if possible.

Olivia, per our phone discussion today, you verbally provided a justification of why the NDF packet dates are after the event date. Please provide an email explanation of why the NDF073024MP01 Agency Request and corresponding supporting documentation are dated after the **D'Angelo Russell Day** June 28, 2024 event. That email will be included in the NDF073024MP01 packet. Again, thank you.



**LaTonya J. Bell** - Council Financial Analyst  
Louisville Metro Council  
601 W. Jefferson Street, 1<sup>st</sup> floor Louisville, KY 40202  
Phone: (502) 574-1351  
Email: [LaTonya.Bell2@louisvilleky.gov](mailto:LaTonya.Bell2@louisvilleky.gov)