

Fee Waiver Application



In order to be eligible for a FULL OR PARTIAL fee waiver, the applicant must meet all of the following criteria:

- | | | |
|---|---|--------------------------|
| 1. Non Profit Organization with current exemption. | ✓ | <input type="checkbox"/> |
| 2. Organization based within corporate limits of Winter Park. | ✓ | <input type="checkbox"/> |
| 3. The event is not in support of a candidate for public office. | ✓ | <input type="checkbox"/> |
| 4. The event benefits the city and its residents. | ✓ | <input type="checkbox"/> |
| 5. The event type is consistent with the city's recreation plan. | ✓ | <input type="checkbox"/> |
| 6. The applicant has a demonstrated need for the reduction or waiver. | ✓ | <input type="checkbox"/> |

Section One - Applicant Information

Applicant Name:	<input type="text"/>	Email Address:	<input type="text"/>
Organization Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Address:	<input type="text"/>	Fax Number:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/>
		Zip:	<input type="text"/>
Tax Exempt Number: Attach Letter of Exemption from the Internal Revenue Service:			
Organization Mission:	<input type="text"/>		
Reason for request:	<input type="text"/>		

Section Two - Event Information

Event Type:	<input type="text"/>	Event Date:	<input type="text"/>
Event Name:	<input type="text"/>	Event Hours:	<input type="text"/>
Venue:	<input type="text"/>	Expected Attendance:	<input type="text"/>
If charging admission, proceeds benefit:	<input type="text"/>	Event Admission Fee:	<input type="text"/>
Will sponsorships be sold? If yes, describe levels and pricing:			
<input type="text"/>			
Will vendors such as caterers, decorators, entertainment be hired? If yes, describe below and list costs. **			
<input type="text"/>			
** If there is onsite cooking, an additional permit is required			
Has this event been held previously? If yes, describe when/where:			
<input type="text"/>			

Section Three - Instruction

- Prior to submission of fee waiver/reduction application, venue must be reserved and deposit on file. Additional rules apply.
- This application is for waiver/reduction of fees only and does not apply to deposit which is required for all sites.
- Submit application for fee waiver/reduction to the Administrative Office of the Parks and Recreation Department.
- To allow appropriate time for consideration, applications must be submitted no less than ninety (90) days in advance.
- Applications will be reviewed by the Department Director with final decision by the Parks and Recreation Board.

By signature below, applicant acknowledges receipt of rules and regulations appropriate to the request venue. This application for fee waiver does not secure the date or the venue. All normal reservation procedures must be met prior to submitting this application for waiver including but not limited to submission of deposits, signing of reservation contract. Denial of the waiver request does not impact the policies of the venue for deposit retention or payment of rental fees. Misrepresentation of the group or type of event may result in revocation of the fee waiver after the event at which time payment if full will be required.

Signature:	<input type="text"/>	Date:	<input type="text"/>
Print Name	<input type="text"/>	Title:	<input type="text"/>

FOR OFFICE USE ONLY			
Directors Signature:	<input type="text"/>	Approved: _____ %	Disapproved: _____
Date of Approval/Disapproval	<input type="text"/>		
Parks Board Review if Necessary:	Date <input type="text"/>	Approved: _____ %	Disapproved: _____