

CITY OF WINTER PARK PARKS AND RECREATION DEPARTMENT PARK USE APPLICATION



Park Requested: _____ Email: _____

Organization Name: _____

Contact Name: _____

Address: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Organization Status: Profit: _____ Registered Non-Profit: _____ If so, what type? _____

Tax Number _____ Other (specify) _____

Proposed Event Date: _____ Second Choice: _____

Event Time _____ Set up time _____ Break Down Time: _____

Are dates/times flexible? _____ Alternate Dates: _____

Type of Event _____ Is this a Fundraiser? _____

Describe Event in Detail: _____
(Attach detailed outline) _____

Area of Park Requested: _____

Stage? _____ List Electricity Requirements? _____

Expected size of Crowd: _____ Estimated Parking Requirements? _____

Will there be amplified music? _____ If Yes, type: _____ Hours: _____

Amplified Voices: _____ If Yes, type: _____ Hours: _____

Are you proposing tents: _____ If Yes, type: _____

***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.

Is the consumption of alcoholic beverages requested? _____ If yes, will it be sold? _____

Are you proposing to sell anything? _____ T-shirts? _____ Posters? _____

Other (describe): _____

Are you proposing food sales? _____ If Yes, type: _____

Describe in detail? _____

Will there be displays? _____ If Yes, type: _____

Are banners/signs requested? _____ If Yes, type: _____

Describe banners/signs in detail. What will they say and how many: _____

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths: _____ If Yes, type: _____

Describe booth contents and numbers in detail: _____

What Sanitation Facilities are planned? _____

Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? _____

Have you held this event in the past? _____ Where? _____

Size of Crowd at previous event? _____ Date of Last Event? _____

Name and Phone Number of location official at Last Event: _____

How will event be advertised/marketed? _____

How many event staff members will you provide, describe duties: _____

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.

"By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

_____ TYPED NAME INDICATES SIGNATURE _____ DATE

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____

Dep Ck # _____ Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____

Deposit Rec # _____

Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____

Refunded _____ Comments: _____

Retained: _____

Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____