



Pavilion Rental Policies Rules & Standards for Use



- Pavilion rental arrangements may be made by calling the telephone numbers listed for each playground. Office hours are Monday-Friday 8am-5pm.
- Park hours are 8 am to Sunset. Available hours for pavilion rental are 8am-12pm or 2pm-Sunset or all day rentals. (The hours of 12pm-2pm are utilized for cleaning) All personal equipment and decorations are to be provided, set-up, and removed by the applicant within the rented time frame.
- Pavilions are opened to the public and not for private event usage unless rented.
- **Cancellation Policy:** Cancellations made less than 14 days will result in loss of entire rental, cancellations made with 14-30 day notice will result in loss of 50% of rental fee, cancellations made with 30-90 day notice will result in loss of 25% of rental fee, cancellations made with over 90 days notice will result in loss of \$20 processing fee. All cancellations or changes must be made in writing.
- All events cancelled due to inclement weather should be reported within 24 hours and will be re-scheduled for the next available request or 50% of rental will be refunded.
- All pavilions are not equipped with electrical outlets.
- Some playgrounds include BBQ grills; the customer is responsible for bringing and proper removal of charcoal from these parks. **ONLY Gas or Electric Grills** are allowed in the park if that park does not have a grill. Customers are ***not*** allowed to bring a charcoal grill to any park in the City of Winter Park. You will be responsible for any damages caused to the pavilion or surrounding areas because of negligence.
- Alcoholic beverages are prohibited. Dogs (pets) are not allowed in picnic pavilion areas, or playground areas. Dogs must also be on a leash in the parks.
- All parks are multi-use parks and although the City of Winter Park will attempt to maintain privacy in the pavilion area, it is likely that events may be held simultaneously in other areas of the park. The pavilion will be solely reserved for your group. The City cannot guarantee that sound will not be audible from other events.
- Groups wishing to install bounce houses or other party amenities must gain permission through the Parks office by submitting a permit application and a \$25 permit fee. Bounce house or other party amenity providers must provide proof of liability insurance in the amount of \$1,000,000 naming the City of Winter Park as co-insured before a permit will be issued. Note that all pavilions are not equipped with electrical power and the party amenity provider may need to provide a generator to operate equipment.
- Pavilions are rented as is and additional tables or chairs are not included.
- Food Truck request must meet Parks and Recreation Department guidelines.