



FACILITY RULES & REGULATIONS

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GENERAL

- A. The Winter Park Events Center is located at 1050 W. Morse Blvd., Winter Park, FL, 32789.
- B. Our office hours are Monday through Friday, from 8 a.m. to 5 p.m., after hours and weekends by appointment. We can be reached at 407-599-3571 or eventscenter@cityofwinterpark.org.
- C. The person signing the event rental contract must be at least 21 years of age and is responsible for the orderly conduct of guests and payment of all deposits and fees.
- D. The client must designate an on-site representative to be in touch with the venue as needed and all updates, changes, and revisions to the originally signed contract must be made and approved in writing.

INQUIRIES & PROVISIONAL HOLD

- A. To inquire about an available date:
 - i. Visit the Availability Calendar on our website.
 - ii. Complete and submit a Rental Inquiry Form.
- B. Once the rental inquiry form is submitted, a provisional hold will be placed on your date for seven (7) calendar days to allow you time to review and sign the contract and pay applicable fees. Only one date may be held per special event, and holds may not be extended.
 - i. Holds will expire without notice to customer on the 7th day.
- C. Reservations are not considered firm until contract is signed and deposit accepted by noted deadline.

CATERING

- A. We have partnered with some of central Florida's finest caterers to provide food and beverage services in our venue. Please contact our preferred caterers directly to secure their services.
- B. Catering fees are not included in the venue rental price and no other catering services are permitted. *
 - *Gatherings hosting less than 25 guests are permitted to bring in pre-made platters or other food and beverages that do not require use of the kitchen. Kitchens are to be used by approved caterers only.
- C. The sale of alcohol, directly or indirectly, such as charging an entry fee or cover charge, is permitted only through a licensed caterer.

Arthur's Creative Events & Catering

860 Sunshine Lane
Altamonte Springs, FL 32714
407-331-1993
info@arthurscatering.com
arthurscatering.com

Puff 'n Stuff Catering

250 Rio Drive
Orlando, FL 32810
407-629-7833
events@puffnstuff.com
puffnstuff.com

Dubsdread Catering

549 W. Par Street
Orlando, FL 32804
407-650-9558
events@historicdubs.com
dubsdreadcatering.com

John Michael Exquisite Weddings & Catering

1836 Crandon Ave.
Winter Park, FL 32789
407-894-6671 Giselle Grande
info@johnmichaelevents.com
johnmichaelevents.com

Cuisiniers Catered Cuisine & Events

Chef Jamie McFadden
5470 Lake Howell Road
Winter Park, FL 32792
407-975-8763
info@cuisinierscater.com
cuisinierscater.com

RENTAL SPACE FEES

- **Grand Ballroom**
Sunday through Thursday
\$450/hour (2-hour minimum)

- **Rooftop Meeting Room**
Sunday through Thursday
Rooftop Meeting Room Only
\$250/hour (2-hour minimum)

- **Rooftop Terrace**
Sunday through Thursday
Terrace Only
\$1500 for 3 hours (3-hour minimum)
+ \$200 per additional hour

- **Rooftop Terrace & Rooftop Meeting Room**
Sunday through Thursday
Terrace & Rooftop Meeting Room
\$1700 for 3 hours (3-hour minimum)
\$250 per additional hour

- **Tiedtke Amphitheater**
\$1200 for 3 hours (3-hour minimum)
+\$200 per additional hour

- **Belvedere** (select areas)
\$1000 for 3 hours (3-hour minimum)
+\$150 per additional hour

- **ENTIRE BUILDING RESERVATIONS**
FRIDAY | SATURDAY | SUNDAY
Friday: 2 p.m.-1 a.m. | \$4800
Saturday: Noon-1am | \$5200
Sunday: 2pm-Midnight | \$4200
INCLUDES
 - *Grand Ballroom
 - *Rooftop Terrace
 - *Rooftop Meeting Room
 - *Dressing Rooms (2)
 - *Kitchen Areas (2)
 - *Pre-Function Lobby-1,300 square feet, 15' ceiling height

**Outdoor areas can be included as an add-on for an additional fee.

INCIDENTALS DEPOSIT

- A. There is a \$500 incidentals deposit required for ALL rentals.
- B. Deposits are processed and held separate from rental fees, not applied toward account balances.
- C. Deposits are generally refunded 4-6 weeks after the event by check in the mail to the primary listed contact, unless the deposit or a portion of the deposit is retained due to violation of any rules or regulations found in this document.

PAYMENT

- A. Accepted forms of payment: Cash, Check, Visa, MasterCard, Discover (all fees are subject to tax).
- B. Holiday rates may apply.
- C. Failure to pay fees as outlined will result in collection procedures.
- D. Payment Timeline:

At the time of contract signature:

\$500 incidentals deposit

25% of total rental fee (non-refundable)

12 months prior to event date:

Additional 25% of total rental fee (non-refundable)

6 months prior to event date:

Rental fee balance (non-refundable)

If the event is booked in the next 45 days, the \$500 incidentals deposit and 100% of the rental fee will be due upon reserving the space. All rental fee deposits are non-refundable and non-transferable.

INCLUDED EQUIPMENT

- A. The Winter Park Events Center rental includes certain tables, chairs, and audiovisual equipment such as digitally controlled sound, lighting, and projection screens for your event. If you prefer to provide your own furniture or audiovisual equipment, you may do so with the approval and assistance of Events Center staff.
- B. Client is responsible for all cords and accessories. The Winter Park Events Center does not provide laptops, laptop cords, HDMI cords, extension cords, or the like.

FLOORPLAN

- A. A desired setup layout is due no less than ten (10) days prior to your event and is the renter's responsibility. Our select caterers will frequently assist you in developing the floor plan and will, at times, submit it on your behalf. Depending on each individual event, equipment is available for use and will be set up prior to your rental block beginning so long as a floor plan is submitted.
- B. If a floor plan is not submitted, our staff will be unable to setup any equipment and will be unable to do so until the day of your event when you arrive, which will cut into your rental time. All equipment that is not property of the venue is the renter's responsibility to setup, cleanup and remove.

REHEARSALS

Rehearsals are primarily scheduled Monday-Thursday (excluding Holidays), though at times Fridays may be available. We cannot guarantee a rehearsal time will be available on the day/night before a wedding. Rehearsals are booked one month prior to the event date, providing the final balance has been paid and based upon availability.

PARKING

Self-parking is available on-site as well as in surrounding lots, depending on the date and time of your event. If you prefer, valet parking services can be arranged and works well with our beautiful Porte Cochère that provides protection from inclement weather.

SUSTAINABILITY

It is the policy of the City of Winter Park that neither single-use products nor plastic bags may be sold or disbursed on City property by staff or contracted vendors. The use of reusable, recyclable, biodegradable, or compostable materials is encouraged. Reusable materials are manufactured products that are durable and washable, can be used multiple times, and are not typically discarded. "Single-use products" are defined here as polystyrene foam products (containers, plates, bowls, cups and trays), plastic straws, and plastic stirrers.

An exception may apply for events or facility rentals attended by 75 people or less.

FACILITY GUIDELINES & NATURE OF USE

- A. The Winter Park Events Center does not provide coordination or event planning services.
- B. If you plan to erect a tent larger than 10' x 10' on property, a permit (from the City of Winter Park Building Department 407-599-3237) is required and additional fees may apply.
- C. Based on the nature of the event, additional security or the hiring of Winter Park Police Officer(s) may be required.
- D. The rental of the Events Center rooms or outdoor space does not include the rental or use of the park, lake, or property on which the venue is located. Other events may take place in the park without notice and which are not controlled by the Events Center. The park is open to the public during regular park hours.
- E. Animals, with the exception of service animals, are not permitted within the building. Animals may participate in outside ceremonies provided they are properly housed and cared for before, during, and after the event. Any and all plans to have animals on site must be approved by the Events Center Manager at least ten (10) days before the event.
- F. The park amenities and/or landscaping may change without notice.
- G. Any noise that disturbs the peace, quiet and comfort of neighboring inhabitants constitutes a noise violation (Section 62-97 (2) 1).
- H. All or some of your incidentals deposit may be retained for the following
 - i. Misrepresentation of the organization or type of event
 - ii. Damage to building, equipment, property
 - iii. Failure to remove all items from building; no storage is allowed before or after the event
 - iv. Exceeding posted maximum room capacities
 - v. Use of rooms that are not specified on your contract

- vi. Failure to provide proper alcohol sales permit when selling alcohol
- vii. Smoking or use of vapes of any kind on any area of the venue property, inside and outside
- viii. Use of fireworks, weapons, or explosives of any kind

TIME, SET UP & CLEAN UP

- A. Any time used outside of the contracted time will result in an overage in time which will be charged the hourly rate (varies depending upon the day of the week). This includes entering rental rooms prior to time specified on contract and failure to vacate facility at time specified on contract.
- B. The rental party and vendors will not have access to the building prior to the contracted time. If additional time is needed you may add an hour, add an additional time block (weekday events), or your time block must be adjusted to appropriately include the time you wish to enter ultimately ending your time block that much earlier (weekend events).
- C. The rental facility must be returned in the condition it was provided to the renter and all tables and chairs cleared of all debris. Waste and all paper products must be placed in the appropriate dumpster or recycle container provided.
- D. We do not have storage available for items before or after your event and we are not responsible for any items left at the venue.
- E. Cleaning must include: placing all papers in trash or recycling bins, cleaning spills from floors, counters, tables, picking up litter indoors and outdoors, and removing all customer belongings from building.
- F. Kitchen clean-up must include: clearing refrigerators, cleaning counters and center tables, cleaning sink and floors, cleaning stove and ovens. As a reminder, kitchens may only be used by the venue's approved caterers.

DECORATIONS

- A. In order to preserve the beauty of our venue, please refrain from the use of the following items
 - Tape, tacks, staples, nails and similar items on walls, windows, chairs, painted surfaces, or affixed to the ceiling or furniture
 - Use of confetti, glitter or sparklers inside or outside
 - Fog machines or dry ice
 - Cold spark machines
 - Throwing of rice or faux petals (real petals can only be white)
 - Releasing of balloons or sky lanterns
 - Anything that would cause need for excessive cleaning following the event
- B. Other décor regulations
 - i. Candles are permitted as long as the flame is enclosed in glass (such as a votive or hurricane lamp) or floating in liquid and the wick is at least one (1) inch below the top of the glass. No open flame or hand-held candles are permitted inside the building. Candles or alcohol burning equipment must be placed in non-combustible, well supported bases with flame protection.
 - ii. Decorations are permitted within reason, and only in the space you have rented. It is the responsibility of the renter, or vendors, to remove ALL decorations immediately after your event and during your contracted time.
 - iii. LP gas or propane in pressured containers are not permitted inside building or within 10 feet of building.

INSURANCE

The Winter Park Events Center has insurance requirements for all rentals. The levels of coverage needed vary and may be increased at the discretion of Events Center Management.

Individual, organization, or host group shall provide a Certificate of Insurance “COI” naming the City of Winter Park as an additional insured in the sum of \$1,000,000 per occurrence to include general liability and automobile liability, when applicable. This option serves as an “umbrella policy” to cover the entire event and all vendors and guests in attendance.

OR

All vendors on site at any one event must have an individual COI on file with the venue (at least six weeks prior to the event date) naming the City of Winter Park as an additional insured in the sum of \$1,000,000 per occurrence to include general liability, and the following if applicable: worker’s compensation, employer’s liability and automobile liability. Any unapproved vendor who arrives onsite the day of the event must sign a liability waiver before proceeding to provide any goods or services to the event.

Note:

- For all insurance certificates, should coverage expire or renew prior to the occurrence of the event, a current certificate must be provided at least four weeks prior to the event.
- If we have worked with a vendor recently, we may already have a valid COI on file for them. Please send your vendor list to the Events Center Manager as soon as possible in order to check our database of vendors with current COI documents.

INCLEMENT WEATHER POLICY

It is possible that our outdoor spaces including the Tiedtke Amphitheater and Belvedere may be affected by inclement weather from time to time. If the outdoor space(s) are not utilized in the manner originally planned and paid for, a full or partial refund may be granted in the amount determined by the Events Center Manager.

CANCELLATIONS

Cancellations must be made in writing by the primary event contact and acknowledged in writing by the Events Center Manager:

12+ months in advance of event date:

Loss of 25% of the rental fee and 100% of the incidentals deposit

3-12 months in advance of event date:

Loss of 50% of the rental fee and 100% of the incidentals deposit

0-3 months in advance of event date:

Loss of 100% of the rental fee and 100% of the incidentals deposit

The City of Winter Park reserves the right to cancel any events/rentals in any city-owned facility or park.