

FACILITY RULES, REGULATIONS & USE AGREEMENT (Effective October 1, 2024)

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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. 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.
- E. Inquiries must be submitted at least 30 days in advance of the requested date.

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 on the 7th day.
- C. Reservations are not considered firm until contract is signed and deposit accepted by noted deadline. If extra time is requested after the original contract is signed, new signature and balance must be completed within 24 hours.

CATERING

- A. We have partnered with some of central Florida's finest caterers to provide food and beverage services in our venue. All food and beverage must go through one of the caterers listed below. Please contact our 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, excluding alcohol, 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 Catering & Weddings

[1836 Crandon Ave.](#)
[Winter Park, FL 32789](#)
[407-894-6671](#)
info@johnmichaelevents.com
johnmichaelevents.com

Cuisiniers Catered Cuisine & Events

[5470 Lake Howell Road](#)
[Winter Park, FL 32792](#)
[407-975-8763](#)
info@cuisinierscater.com
cuisinierscater.com

D. Outside Food, Beverage, and Alcohol

- i. If approved by the caterer in advance, **alcohol supplied by the client must be transferred into the caterer's possession PRIOR to arriving on site at the venue**, and additional catering fees may apply. No transfers may be initiated on property or in the parking lot. Alcoholic beverages shall be procured and served in accordance with the law. Alcohol supplied by the client to the caterer in advance **may not** be replenished during the event.
- ii. Alcoholic beverages are to be served directly by the Caterer using only licensed, insured, and trained personnel.
- iii. The Winter Park Events Center's expectation is responsible consumption of alcoholic beverages at all events for the safety of our mutual guests. Bar service is limited to the number of hours allowed by each individual liquor license holder/catering company. **We do not allow the service of shots, neat pours, on the rocks, double pours, or any alcoholic beverage intended for rapid consumption or inebriation.** The liquor license holder, and its employees, reserve the right to ask any guest to furnish identification in order to ensure they meet the minimum 21 year of age requirement pursuant to Florida Beverage Law (Title 34, Chapter 562.11). The liquor license holder, and its employees, may refuse service to any person who is objectionable and appears intoxicated at its sole discretion (Title 34, Ch. 562.51).
- iv. No guests will be permitted to enter the facility with outside alcohol of any kind. This includes personal coolers, beverages, flasks, and the like.
- v. Specialty cocktail requests and alcohol tastings may require special permitting and will be discussed on a case by case basis with the venue and liquor license holder. These requests must be made at least 60 days in advance of the event.
- vi. Cultural or special request food items (including late night snacks, fast food, etc.) that are not prepared by the caterer must be approved in advance by the Winter Park Events Center and the catering company, and **transferred into the caterer's possession for proper food handling PRIOR to arriving on site at the venue.** These items must be reflected on the catering invoice to the client and no transfers may be initiated on property or in the parking lot. Caterer must be able to provide the ingredient list for said food items and guarantee temperature meets ServSafe® standards. When allowing subcontracted food vendors, contracted caterer assumes liability for all food and beverage.

RENTAL SPACE FEES

ENTIRE BUILDING RESERVATIONS

*Includes: Grand Ballroom, Rooftop Terrace, Rooftop Meeting Room, Dressing Rooms (2), Kitchen Areas (2), Pre-Function Lobby

SUNDAY through THURSDAY (entire building reservation-daytime rate)
(8-hours; 9 a.m. to 5 p.m.): \$3300

FRIDAY | SATURDAY | SUNDAY (entire building reservation)

Any 8-hour block between 10 a.m. and 11 p.m. (all events must end at 10pm to allow at least 1 hour for break down)

Friday: \$5050

Saturday: \$5500

Sunday: \$4425

- Outdoor areas can be included as an add-on for an additional fee
- Additional set-up time is billed at a rate of \$315 per hour (If extra time is requested after the original contract is signed, new signature and balance must be completed within 24 hours)
- Full building rentals must include a minimum one hour for set up and one hour for break down.

HOURLY RESERVATIONS

(Sunday through Thursday, any block between 8 a.m. – 10 p.m.)

- **Grand Ballroom**
\$475 per hour (2-hour minimum)
- **Rooftop Meeting Room**
\$275/hour (2-hour minimum)
- **Rooftop Terrace**
\$1650 for 3 hours (3-hour minimum)
\$225 per additional hour
- **Rooftop Terrace & Rooftop Meeting Room**
Terrace & Rooftop Meeting Room
\$1800 for 3 hours (3-hour minimum)
\$275 per additional hour
- **Tiedtke Amphitheater**
\$1275 (Friday & Saturday as an add-on to full building rental, flat rate for duration of event)
\$550 (Sunday thru Thursday as an add-on to another indoor rental, flat rate for duration of event)
- **Belvedere & Breezeway**
\$1050 (Friday & Saturday as an add-on to full building rental, flat rate for duration of event)
\$550 (Sunday thru Thursday as an add-on to another indoor rental, flat rate for duration of event)

For hourly rentals, we allow one complimentary hour for set up. One hour for cleanup must be included in the rental time. On Friday and Saturday, we rent the Events Center entire building inside space as a package with the outdoor areas as an optional add-on. While we do not strictly prohibit stand-alone rentals of the add-on spaces, Events Center Management has the operational flexibility to schedule smaller scale rentals of our add-on spaces during peak times if it can be accommodated without interfering with an existing or potential full building rental.

INCIDENTALS DEPOSIT

- A. There is a \$750 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, American Express (all fees are subject to tax and holiday rates may apply).
- B. Failure to pay fees as outlined below will result in collection procedures including a 5% late fee
- C. Payment Timeline:

At the time of contract signature:

\$750 incidentals deposit

50% of total rental fee (non-refundable)

6 months prior to event date:

Rental fee balance (non-refundable)

*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 prior approval of Events Center staff. Venue furniture shall be used solely for its intended purpose and should not be handled in a manner that could pose a safety concern.
- B. The following furniture items are included in the rental fee and are available for use in the indoor event spaces including the Grand Ballroom, Pre-function Lobby, Rooftop Meeting Room and Rooftop Terrace. Please note that we do not provide flatware, linens, drink ware, or any other event décor. Furniture for the Belvedere and Amphitheater outdoor spaces must be rented from an outside company.

Item	Quantity
60" Round Tables (A.)	40
96" x 30" Rectangle Tables (8ft) (B.)	30
36" x 36" Square Tables	5
72" x 24" Conference Tables (6ft)	12
32" Round x 42" High Top Tables (C.)	12
Chairs for High Top Tables (D.)	40
Outdoor Chairs for Rooftop (E.)	150
Nesting Chairs for Conference Tables	24
Ballroom Chairs (F.)	350



Podium



F.

A.



B.



C.



D.



E.



- C. In the Grand Ballroom, we have two 164" drop down projector screens, built-in sound system, and digitally controlled lighting. In the Rooftop Meeting Room, we have one 139" projector screen. We also provide podiums and wireless microphones upon request.
- D. 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.

VENDORS & ENTERTAINMENT

- A. Clients may choose their own vendors for services other than catering. Client is responsible for informing all vendors of the contracted rental time as well as sharing the rules and regulations of the facility. All vendors must park off-site in the designated areas.
- B. Vendors must have a valid certificate of insurance on file in advance of the event in order to perform services on the property.
- C. Any vendors hired for entertainment, equipment, furniture, staging, valet, and lighting must be approved by the venue in advance prior to booking.
- D. The WPEC is happy to accommodate a wide range of entertainment options as part of your rental experience. Information regarding entertainers must be provided to the Events Center management within 30 day of event date and should include details related to props, special effects, electrical needs, and any other details vital to ensuring the venue is able to accommodate the request. The WPEC is located within the same building footprint as a public library and the two facilities share exterior common areas and parking. With this in mind, we do not allow adult-themed entertainment during WPPL operating hours. For the purposes of this policy, adult themed entertainment is defined as any show, exhibition, or other presentation in front of a live audience that, in whole or in part, violates applicable obscenity laws or depicts or simulates: nudity, sexual conduct, sexual excitement or arousal, or specific sexual activities as those terms are defined in § 847.001, Florida Statutes, lewd conduct, the lewd exposure of prosthetic or imitation genitals or breasts in or any other conduct that may violate applicable obscenity laws.
- E. Any rental wishing to have adult-themed entertainment **outside of WPPL operating hours** will need to submit a request to do so 60 days prior to event for approval by City Manager or his/her designee. Additionally, any rental that includes adult themed entertainment must adhere to an 18+ entrance policy and, dependent on size and type of the event, may be required to conduct ID checks at their own expense. Furthermore, additional precautions or limitations may apply as may be imposed by state or other applicable general law.

FLOORPLAN

- F. A desired setup layout is due no less than ten (10) days prior to your event. It is the renter's responsibility to facilitate a discussion with the venue events coordinator in collaboration with hired vendors for specific layout needs and logistics details.
- G. Failure to confirm final floorplan may result in a pre-determined venue setup
- H. All equipment that is not venue property is the renter's responsibility for setup, cleanup, and removal within contractual timeframe.

REHEARSALS

With each reservation, we offer a complimentary one-hour rehearsal. Rehearsals are primarily scheduled Monday-Thursday (excluding Holidays), though at times, weekends may be available. We cannot guarantee a rehearsal time will be available on the day/night before a wedding or event. Rehearsals are

booked one month prior to the event date, providing the final balance has been paid, and based upon availability. Venue management reserves the right to reschedule rehearsals if necessary.

PARKING

Self-parking is available on-site as well as in surrounding lots, depending on the date and time of your event. Parking maps are available upon request. If you prefer, valet parking services can be arranged by the client with prior approval by the venue.

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, plastic cutlery, 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 a day-of coordinator or event planning team. Any requested changes to your event must be made in writing at least 48 hours prior to the event beginning.
- 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. No portion of sidewalks, entry doors, stairways, elevator, or ways of public access to the premises shall be obstructed or used for any purpose other than ingress and egress to and from the premises.
- D. The artwork, plants, and permanent fixtures inside and outside the venue may change at any time, without notice to the client, and are to remain in their designated spots and are not allowed to be relocated.
- E. Based on the nature of the event, additional security or the hiring of Winter Park Police may be required.
- F. Minors under the age of 18 must be accompanied by an adult and/or be under adult supervision at all times.
- G. The indoor event space will, most times, be exclusive to only your group. Outdoor areas of the Winter Park Events Center are never completely private as our venue is within a city park next to a fully operational public library. There will likely be community spectators and passers-by during any event you host with us, especially outdoors.
- H. We have two professionally decorated dressing rooms, one on each floor, with a single washroom in each, lounge furniture, mini fridge, television, small safe, and a vanity. The venue is not responsible for any lost or stolen items.
- I. 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.
- J. Animals, with the exception of trained service animals, are not permitted inside the building. Emotional support animals, 'ESA' are not considered trained service animals for the purpose of this policy.

- K. Animals (such as dogs kept as pets) may participate in certain outdoor activities, provided it is approved by the venue in advance, and they are properly housed and cared for before, during, and after the event.
- L. Any other type of animal on site must be approved by the Events Center Manager at least thirty (30) days before the event.
- M. The park amenities and/or landscaping may change without notice.
- N. Any noise that disturbs the peace (including outdoor musical entertainment), quiet and comfort of neighboring inhabitants constitutes a noise violation between the hours of 10:00 p.m. and 7:00 a.m. (Section 62-97 (2) 1).
- O. All or some of your incidentals deposit may be retained for the following (including but not limited to):
 - 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 or bringing prohibited personal alcohol on site
 - 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
 - ix. Failure to adhere to the rules and regulations explained within this document

TIME, SET UP & CLEAN UP

- A. The rental period **begins and ends** at the time indicated on the client's signed contract which includes your setup and cleanup time. It is the client's responsibility to inform all vendors of time block to ensure they have appropriate time for setting up and breaking down. For hourly rentals, we allow one complimentary hour for set up and require a minimum of one hour for breakdown which must be allotted for in your rental time. For full building rentals, we require at least one hour for set up and at least one hour for breakdown to be allotted in your rental time.
- B. 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), and taken from your incidentals deposit. This includes entering rental rooms prior to time specified on contract and failure to vacate facility at time specified on contract.
- C. The rental party and vendors will not have access to the building prior to the contracted time and all deliveries and pick-ups are to be made during the contracted rental hours.
- D. 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 onsite. Boxes must be broken down and placed in proper bin.
- E. We do not have storage available for items before or after your event and we are not responsible for any lost, stolen, or leftover items.
- F. Cleaning must include: placing all papers in trash or recycling bins, removing all personal items from dressing rooms and leaving the space as you found it, counters, tables, picking up litter indoors and outdoors, and removing all customer belongings from building.
- G. 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, renters may not use the following items:
- Tape, tacks, staples, nails and similar items on walls, windows, chairs, painted surfaces, or affixed to the ceiling or furniture
 - Stickers or decals of any kind **inside or outside**
 - Use of confetti, glitter, sparklers, smoke bombs **inside or outside**
 - Cold spark machines **inside or outside**
 - Fog machines, dry ice, or cultural fire ceremonies **inside**
 - Throwing of rice, birdseed, or faux petals (real petals can only be white) **inside or outside**
 - Releasing of balloons or sky lanterns **inside or outside**
 - Balloons must be secured to a stand-alone structure and may not be sprayed with any kind of gloss spray or use HiFloat or similar substance
 - Anything that would cause need for excessive cleaning following the event (feathers, streamers, glitter, hay, water beads, etc.)
- 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, propane in pressured containers, (including portable stoves) are not permitted inside the building or outside within 10 feet of building. Induction burners may be used by the contracted caterer outside of the building, only with prior approval by the Events Center.

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. Hosting a ticketed event, an event open to the public, or similar, will require an umbrella insurance policy.

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) that were paid for as an add-on to a full building rental are not utilized in the manner originally planned for, a full or partial refund may be granted in the amount determined by the Events Center Manager. Should inclement weather arise, it is the responsibility of the client to communicate any changes no later than 48 hours in advance of the event. The facility does not provide labor to “flip” a space due to last minute adjustments. Any layout adjustments during an event must be handled by a licensed, insured company, with prior approval of the venue.

RESCHEDULE POLICY

We understand unforeseen circumstances may arise that make it necessary to change your event date. It will be at the Event Center Manager’s discretion to allow one (1) re-schedule date per event, per calendar year. Dates are subject to availability. If further re-scheduling is requested, fees will apply.

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.