



The Reservations Office is located at 401 S. Park Ave. in Winter Park, Florida, 32789, and is open Monday through Friday, from 8 a.m. to 5 p.m. Please submit completed form to EventsCenter@cityofwinterpark.org.

After the Winter Park Events Center Reservations Office receives completed form, and based upon availability, a rental contract will be sent to the person listed as the primary contact below. Until contract is signed and all applicable fees have been paid, reservations are not confirmed.

[OFFICE USE ONLY] Date Received _____ Time Received _____ Initials _____

CONTACT INFORMATION

Primary Contact* _____ 21yrs+ YES NO
Last First

*PLEASE NOTE: The Primary Contact is responsible for all event correspondence and fees.

Secondary Contact* _____ 21yrs+ YES NO
Last First

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Main Phone _____ Alternate Phone _____

Email _____

Company Name (if applicable) _____

Military (active or veteran)? YES NO

Nonprofit? YES NO If yes, please provide 501c3 documents.

First Responder (police or fire)? YES NO

EVENT DETAILS

DATE
REQUESTED _____

ALTERNATE DATES
in order of preference _____

Event Start Time _____ Event End Time _____ Set Up Time _____

Type of Event _____

Name of Event _____

Number of Guests _____

Do you plan to have alcohol? YES NO If yes, please explain (tips, cash bar, alcohol sales, fundraiser)?

Will there be tickets sold or an entry fee/cover charge? YES NO

How many out-of-town guests are you expecting? _____

LOCATION REQUEST

Indoor Building Rental

- Grand Ballroom
- Rooftop Terrace (outdoors, partially covered)
- Rooftop Meeting Room
- Entire Building
 - includes Grand Ballroom | Rooftop Terrace | Rooftop Meeting Room
 - Kitchens [2] | Dressing Rooms [2] | Pre-function Space/Lobby

Outdoor Rental (3-hour minimum, please specify time frame)

- Tiedtke Amphitheater
- Belvedere

Location Request Notes _____

To reserve the Winter Park Events Center, a rental contract must be signed and returned to the Reservations Office within seven calendar days from the inquiry form submittal date.

A provisional hold will be placed on your date as a courtesy for seven calendar days to allow you time to review and sign the contract and pay an initial deposit of 25% of the rental fees. Only one date may be held per special event and holds may not be extended.

How did you hear about the Winter Park Events Center?

- Family/Friend Drove by Publication (newspaper, magazine) WeddingWire
 City of Winter Park website Facebook Instagram LinkedIn The Knot
 Other (please specify) _____

PAYMENTS & DEPOSITS

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]

Events scheduled within 45 days

\$500 incidentals deposit & 100% of the rental fee [non-refundable and non-transferable]

*All fees are subject to applicable taxes.

Upon signing the rental contract, reservation is confirmed.

CANCELLATION POLICY

12+ months prior to event date

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

3-12 months prior to event date

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

0-3 months prior to event date

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

Incidentals deposits will generally be refunded by check within 4-6 weeks after the event to the primary contact listed on this form. The City of Winter Park reserves the right to retain the deposit or a portion of the deposit due to violation of Events Center Rules & Regulations.

Signature _____ Date _____

Print Name _____