



City of Winter Park

Facilities Division

Request Form

Contract sent: _____

Received by: _____

Received: _____

Date: _____

Date: _____

*Please Print Clearly if not typed.

Complete all fields.

All applications need to be submitted via email or fax.

Contact Person: _____

Company Name: _____

Fax to: 407-599-3454

Email: facilities@cityofwinterpark.org

Contact # _____

Bus # _____

Mailing Address _____

For questions or additional information please contact us at:

407-599-3341

City _____

State _____

Zip Code _____

Email: _____

Check applicable:

Resident

Non-Resident

Nonprofit

Day & Date of Reservation: _____

Rental Time: _____

Function Start Time: _____

Type of Activity: _____

of Guests Expected: _____

Check the boxes you are requesting

Farmers Market

200 W. New England Ave.

Full Building

Capacity: Standing: 400
Seated: 180

Parking Lot

Outdoor Food Preparation or Sales

Mobile Food Trucks

Must comply with temporary food establishment guidelines

Lake Island Hall

450 Harper Street

Full Building

Capacity: 80

Will alcohol be served?

Yes

No

Cash Bar?

Yes

No

***Must comply with special requirements ***

Special Requests: _____

After the Parks Department receives this form and based upon availability, a rental agreement will be sent to the contact listed above. Until a signed agreement is in possession by both parties, NO RENTALS ARE CONFIRMED. Please see the current fee schedule for all fees. All contracts are void after 7 days without paid deposit.

Signed By _____

Date _____