



# 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](mailto: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: \_\_\_\_\_

### Farmers Market

**Check the boxes you are requesting**

**200 W. New England Ave.**

Full Building

Capacity: Standing: 400  
Seated: 180

Parking Lot- For parking ONLY

Parking Lot- For event space, NOT for parking

Outdoor Food Preparation or Sales

Mobile Food Trucks

**\*Must comply with temporary food establishment guidelines\***

**Will alcohol be served?**

Yes

No

**Cash Bar?**

Yes

No

**\*Must comply with special requirements \***

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 \_\_\_\_\_