



# Central Park West Meadow

## RULES & REGULATIONS

Parks & Recreation Advisory Board > **APPROVED 05.28.2008**  
Parks & Recreation Advisory Board > **AMENDED 06.25.2008**  
City Commission > **APPROVED 07.14.2008**  
Parks & Recreation Advisory Board > **APPROVED 07.30.2014**

### GENERAL

- A. It is the intent of the City Commission that Central Park West Meadow be used primarily as a passive park for the enjoyment by all Winter Park citizens and visitors.
- B. Hours are from 6 a.m. to 12 a.m. unless otherwise approved by the Parks and Recreation Commission and / or City Commission.

### EVENT REGISTRATION

- A. A completed Central Park West Meadow Use Application and cover letter must be submitted to the Parks and Recreation Special Events office a minimum of 90 days prior to the event.
- B. A non-refundable application fee, amount in accordance with current fee schedule, must be paid and submitted with the application. The date the application and fee is received by the Parks & Recreation Department shall determine priority for all scheduling.
- C. All requests for events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Commission. Final approval, if required, shall be by the Winter Park City Commission..

### RESTRICTIONS ON EVENTS

- A. Events such as concerts, movies, performing arts, small festivals, road race staging, exhibits, weddings and other similar events are considered compatible and consistent with the general guidelines for use.
- B. Central Park West Meadow may be rented for controlled access events at which admission fees are charged. Access control devices such as fencing is the responsibility of the renter.
- C. No plant materials, turf or trees may be removed, relocated or disturbed in any way for the sole benefit of an event.
- D. Sponsors of special events are responsible for providing adequate and required traffic control, crowd control, and security, as is appropriate for the event. It is

the sponsor's responsibility to coordinate all life / safety issues with the City's Police and Fire Departments as well as the Special Events Division. Additional fees may apply.

- E. The City requires event sponsors to provide port-o-lets, dumpsters or other sanitary measures based upon the type of event, length of event, and/or the estimated projected attendance of an event. Requirements may include two port-o-lets for each 300 people in attendance, except for events at which food and drink may be served at which two port-o-lets must be provided for each 125 people. One handicap unit must be provided for each four regular units.

## **NUMBER AND LOCATION OF EVENTS**

- A. The scheduling of new events shall be limited based upon the condition and the projected impact on the park turf and landscaping.
- B. The number of events may be limited to provide protection to trees, plantings and turf and to allow the public sufficient access to a passive use park in an urban setting.
- C. Large events attracting 400 or more people per day are not to occur more frequently than once every 30 days. This is to assure adequate recovery time for the park grounds and turf. Considerations may be made for other events in specific areas of the park.
- D. No additional events will be scheduled in the same area of the park within two weeks prior to a scheduled large event.

**Items C. and D. above are provided as standards intended as a guideline for consideration of events by the City of Winter Park. Variables to be considered include: the necessity of an event to the purpose and good of the Park's role in the community; the time of the year during which an event occurs; the weather of the season; and the nature and size of the event being considered.**

## **ACTIVITIES**

- A. Merchandise to be sold shall be approved by the Parks & Recreation Department. This merchandise shall be limited to items that directly promote the event and/or non-profit or exempt organization holding the event.
- B. A merchandise location sites shall be reviewed and approved by the Parks & Recreation Department.
- C. Donation container(s) shall be placed only at a merchandise location. Containers shall not be passed or circulated, compete with the event or disturb the participants or persons using the park.
- D. Verbal requests for donations shall be limited and confined to periods of general announcements within the entertainment.

## **FOOD AND BEVERAGE SALES**

- A. Food and/or beverage locations must gain approval of the Parks and Recreation Commission and will be reviewed based on size, location and types items sold.

- B. The preparation and/or sale of food and beverage must comply with all state and local regulations and licensing requirements with no exception. Applicable licenses and/or proof of compliance is required.
- C. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited.
- D. All waste from cooking materials, supplies and by-products (such as grease) must be disposed of in proper trash containers in an approved environmentally safe manner.
- E. All items recyclable by the City's agent shall be placed in appropriate containers for recycling.

## **AMPLIFIED SOUND**

- A. Amplified sound is allowed only between 8am and 9pm Sunday through Thursday and 8am to 10pm on Friday and Saturday. Amplified sound may begin at 7am for weekend road race starts only.
- B. During hours of operation, amplified sound levels may be monitored with adjustment required, based upon the hour and the day of the event, other uses of the park and surrounding areas and the requirement that the park be predominately passive in nature.
- C. Amplified sound is not allowed from merchandise, food or beverage locations.
- D. Any wires, cables or hoses laid across paved walking surfaces must be taped down on the paved surface with duct tape or equal material or covered with stage / electric cord mats and taped to prevent buckling. These measures are to assure the safety of the spectators and participants from tripping hazards.

## **GROUP EVENT USER FEE AND DEPOSIT**

- A. User fees are based upon the size of the event, the activity and the requirements placed upon City service. User fees and the deposit are payable in advance.
- B. Fee/Deposit policy is as follows:
  - a. Inclement weather, no refund. Event may be rescheduled with a new application and re-payment of appropriate fees.
  - b. If Applicant cancels event with less than 30 days notice, deposit is forfeited.
  - c. Damage to park may result in deposit retention and/or additional fees.
  - d. Misrepresentation of event type or size of crowd will result in deposit retention and/or additional fees.
  - e. Violation of zoning laws and City ordinances will result in deposit retention or additional fees.
- C. Base user fees shall be charged according to the current fee schedule.
- D. Groups charging admission, collecting fees, having significant sales or controlling access to the park shall be charged double the base user fee.
- E. The base user fees cover electricity, basic trash collection. Additional fees if required shall be based upon the nature of the event, impact upon Central Park West Meadow and extra services required.
- F. The event deposit shall equal the fee and is refundable to the extent that the City does not incur costs not covered by the user fee. Extra fees may be required beyond the deposit.

- G. Events which attract a larger number of people than anticipated in fee schedule will be assessed the appropriate fee.
- H. City sponsored events are exempt from these fees
- I. The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.
- J. Fee waivers will not be considered.

**OTHER**

- A. Alcohol use may be approved by the City manager with fully paid rentals. Fencing or an approved barrier is required when alcohol is served or sold. Fencing type must have approval of the Parks and Recreation Commission. Fencing is at the expense of the renter.
- B. All pets except seeing-eye dogs or medically necessary service animals are banned.
- C. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- D. Parking on West Meadow may be allowed for special events but paid parking is prohibited.
- E. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- F. There are no Public restrooms within Central Park or Central Park West Meadow.
- G. The use of motorized vehicles within the confines of Central Park West Meadow must be approved by the Parks and Recreation Commission.
- H. The City reserves the right to mandate placement and type fencing along railroad tracks placed at the expense of the renter.

I have read and understand all of the Rules and Regulations. I agree to abide by all of the above and those on preceeding pages.

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Signed

\_\_\_\_\_  
Date