



RULES & REGULATIONS

Parks & Recreation Advisory Board
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> **Approved 1/25/2017**

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GENERAL

- A. It is the intent of the City Commission that Kraft Azalea Garden be used primarily as a passive park.
- B. Hours are from 8 a.m. to dusk unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- C. The park is not permitted bathing area, however no lifeguards on duty.
- D. Parking is extremely limited and parking within the neighborhood is discouraged.
- E. Overnight camping is not permitted.
- F. Available facilities include benches, an exedra (white columns) and a fishing/viewing dock which will remain open to the Public during normal operating hours.
- G. Organized events require rental of the park with the exception of the Exedra area which can be rented for private wedding ceremonies – see rules below.
- H. The business office for park inquiries is located at the Winter Park Community Center, Recreation Division, 721 West New England Avenue, Winter Park, FL 32789
 - a. Office hours are from Monday - Friday 8am to 5pm. Ph. 407-599-3397.
- I. The park is located at 1305 Alabama Drive, Winter Park, FL 32789
- J. Pets must remain on leash at all times City Ordinance Number 2665-06.
- K. Owners must clean up after their pets City Ordinance Number 2665-06.
- L. Alcohol is prohibited in Kraft Azalea Garden.

WEDDINGS

- A. The Exedra may be rented for wedding ceremonies with 20 guests or less including wedding party.
- B. Tables and chairs for ceremony are prohibited unless for the accommodation of the infirm.
- C. The use of confetti, rice, sparklers or artificial flowers for throwing is prohibited.
- D. Additional regulations:
 - Deposit is required when booking the park.
 - Decorations must be removed at the conclusion of the ceremony.
 - Fee is separate from the deposit.
 - Specific time frames are mandated.

FULL PARK EVENT APPLICATION

- A. Organized events require rental of the park.
- B. The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site which is located within a residential area.
- C. The scheduling of new events shall be limited based upon the impact on the park turf and landscaping and the impact on the neighborhood.
- D. To provide protection to trees, plantings and turf, limit impact on surrounding homes and businesses, and to allow the public sufficient access for use of the park, the number of special events may be limited.
- E. Considerations may be made for other events in specific areas of the park.
- F. No additional special events will be scheduled in the same area of the park within two weeks of a scheduled large event.
- G. A completed park use application and cover letter must be submitted to the Parks and Recreation Event Management office a minimum of 45 days prior to the event.
- H. A non-refundable fee, amount in accordance with current fee schedule, must be paid and submitted with the application.
- I. The date the application and fee is received by the Parks & Recreation Department shall determine priority for all scheduling.
- J. All applications for special events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Commission.

RESTRICTIONS ON EVENTS

- A. All events must consist primarily of cultural, athletic, or entertainment activities beneficial to and acceptable by the general public.
- B. Events should not be objectionable or offensive to accepted standards of decency that the average person, applying contemporary community standards, would find, taken as a whole, appeals to prurient interests.
- C. Parking is extremely limited. The maximum size of events must not exceed 400 guests.
- D. Events such as movies, exhibits, company gatherings and other similar events are considered compatible and consistent with the general guidelines for use.
- E. All events are to be open and visible to all people during operating hours. Access may be controlled and admission cannot be charged.
- F. No plant materials, turf or trees may be removed, relocated or disturbed in any way for the sole benefit of an event.
- G. 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. Conformance with the mandates of Police and Fire Departments is required.

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 organization holding the event. Examples of items include: T-shirts, posters, music CD's and other commemoratives.
- B. A merchandise sales site plan shall be reviewed and approved by the Parks and 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. No one shall be required to purchase an item or donate money or goods in order to observe the event.
- E. Verbal requests for donations shall be limited and confined to periods of general announcements within the entertainment.

FOOD AND BEVERAGE SALES

- A. Food and beverage sales shall not compete with the event or disturb the participants or persons using the park.
- B. If food is prepared on site, additional guidelines apply, see Food Permit Guideline.
- C. Food and beverages to be sold shall be approved by the Parks & Recreation Department.
- D. A food and beverage site plan shall be reviewed and approved by the Parks & Recreation Department.
- E. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited.
- F. 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.

AMPLIFIED SOUND

- A. Amplified sound is allowed only between 8am and dusk during hours of operation, amplified sound levels may be monitored and adjustment may be required, based upon the hour and the day of the event as well as other uses of the park and surrounding areas.
- B. Amplified sound is not allowed from merchandise, food or beverage locations.
- C. The use of any stage, public address system, sound system or other amplified sound will be furnished by the user/renter and the placement of same will be at the discretion of the Parks and Recreation Department.
- 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. If the event is canceled, fees are refundable only to the extent that the City has not incurred costs.
- B. The base user fees cover electricity, basic trash collection, water and stage use. Additional fees, if required, shall be based upon the nature of the event, impact upon the park and extra services required.
- C. The event deposit shall equal the fee and is refundable if the City does not incur costs not covered by the user fee. Extra fees may be required beyond the deposit.
- D. The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.
- E. **Fee waivers will not be considered.**

OTHER

- A. Alcohol use is prohibited unless approved by the City Manager.
- B. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- C. A parking site plan must be submitted. Parking on the adjacent neighborhood streets is discouraged.
- D. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- E. Ponies, horses or other animals such as petting zoos are not permitted
- F. Tents are permitted. A site plan must be submitted and applicable permits issued by the City of Winter Park Code Enforcement Division.
- G. Banners must meet City codes and must be approved by the Parks and Recreation Commission. Banners may only be displayed 24 hours before the event and during the event.

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

Signed

Date