



Lake Baldwin Park

RULES & REGULATIONS

Parks & Recreation Advisory Board
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> **APPROVED 07/27/2005**
> **APPROVED 7/30/2014**

GENERAL

- A. It is the intent of the City Commission that Lake Baldwin Park be a semi-passive park for the enjoyment by Winter Park citizens and visitors.
- B. The park address is 2000 South Lakemont Avenue, Winter Park, FL 32792.
- C. The business office for reservations is located at the Winter Park Community Center, 721 West New England Avenue, Winter Park, FL 32789
 - a. Office hours are from Monday - Friday 8am to 5pm. Ph. 407-599-3397.
- D. Park hours are from 8am to sunset unless otherwise approved for a special event.
- E. A fenced portion of the park is a designated dog recreation area where off-leash dogs will be encountered.
- F. Visitors of the park do so at their own risk.

PAVILION RENTAL

- A. Pavilions are available for rental rates posted on the City of Winter Park current fee schedule. Dogs may visit pavilion areas unrestricted.
- B. A permit is required for the placement of a "bounce house" for use during a birthday party. A permit will not be issued without proof of liability insurance naming the City co-insured with proper liability limits. An application fee applies. Caution, the City cannot guarantee that dogs will not be present, in or in close proximity to the bounce houses.
- C. Ponies or other animals such as petting zoos are not permitted.
- D. One pop up tent no larger than 10x10' is permitted without stakes.
- E. No alcoholic beverages permitted in park unless approved by City Manager.
- F. Children under 5 are restricted from the off leash dog area. Children under 12 must be accompanied by an adult in the off leash dog area.

RULES FOR BOATERS

- A. No motorboats shall be allowed in Lake Baldwin. Fishing boats or sailboats with NO internal combustion engines may be launched at Lake Baldwin Park boat ramp.
- B. Maximum boat size shall not exceed 21 feet in length and 8 feet in width.
- C. Boat Parking is limited.

RULES FOR PET OWNERS

- A. Lake Baldwin Park is designated as a "Dog Friendly" park. Upon entering, it is agreed that the dog owner must abide by park rules. Violation of park rules can result in fines and/or permanent loss of park privileges.
- B. The owner/guardian must not and cannot leave the park without their dogs.
- C. Professional dog walkers, trainers and groomers shall not use the park to conduct business.
- D. Dogs shall not harm humans, other dogs or wildlife.
- E. A maximum of 3 dogs per guardian/owner at one time unless accompanied by another adult.
- F. Dispose of all pet waste and trash in receptacles. Pet owners must clean up after their pets per City Ordinance Number 18-44.
- G. Dogs are allowed off leash inside fenced area only.
- H. Dogs must be within voice range and under owners control at all times.
- I. Dogs are not allowed in restrooms.
- J. Puppies under four months old are prohibited from park.
- K. Dogs must not be tethered, staked, or left unattended at any time.
- L. Dogs must wear proof of current vaccinations on collar at all times.
- M. Aggressive dogs are prohibited from this park and dogs exhibiting aggressive behavior must be removed from the park immediately. Aggressive behavior includes: fighting/biting other dogs or humans, uncontrollable actions, or lack of owners ability to control their dog.
- N. Dog owners are required to give name, phone number, and proof of vaccination to injured party before leaving park if their dog inflicts an injury.
- O. Dog owners are solely liable for injuries or damage caused by their dogs.
- P. Female dogs in heat are prohibited from the park.
- Q. Dogs must be leashed when entering and leaving the park, including parking lot.

EVENT REGISTRATION

- A. Large special events require rental of the entire park.
- B. Application and cover letter must be submitted to the Parks and Recreation Special Events office a minimum of 90 days prior to the event.
- C. 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.
- D. All requests for events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Director. Final approval, if required, shall be by the Parks and Recreation Advisory Board.

RESTRICTIONS ON EVENTS

- A. Events such as concerts, movies, small festivals, exhibits and other similar events are considered compatible and consistent with the general guidelines for use.

- B. No plant materials, turf or trees may be removed, relocated or disturbed in any way for the sole benefit of an event.
- C. 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.
- D. 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 over 500, 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.
- F. Cooking within the off leash dog area is prohibited.

AMPLIFIED SOUND

- A. Amplified sound is allowed only between 8am and 9pm Sunday through Thursday and 8am to 10pm on Friday and Saturday.
- B. During hours of operation, amplified sound levels may be monitored with adjustments 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 the park 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. The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.

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 Director. Fencing is at the expense of the renter.
- B. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- C. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- D. The use of motorized vehicles within the confines of the fenced area must be approved by the Parks and Recreation Director.
- E. Special event banners must meet city codes and must be approved by the Parks and Recreation Director. Banners may only be displayed 24 hours before the event.

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.

_____ _____
 Signed Date
