



**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PHELPS PARK RULES AND STANDARDS FOR USE**

HOURS:

Phelps Park is open from 8am until dusk.

GENERAL:

- A. Pavilions are available for rental rates posted on the City of Winter Park current fee schedule.
- 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. Applications for bounce house permits will only be issued in conjunction with pavilion rentals.
- 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 for groups of no more than 15 people.

TENNIS COURTS:

- A. On a first come-first serve basis.
- B. Instructors must register at Azalea Lane Tennis Center.
- C. Instructors may not monopolize courts. At least one court must be left available at all time for resident play.

RULES FOR PET OWNERS (City Ordinance Number 2665-06)

- A. Leash laws strictly enforced at Phelps Park.
- B. No Pets in Playground Area.
- C. No Pets in Picnic Areas.
- D. No Pets on Tennis or Basketball Courts.
- E. No Pets in Restrooms.
- F. Patrons must clean up after pets.

LARGE SPECIAL EVENT STANDARDS

1. GENERAL

- A. It is the intent of the City Commission that Phelps Park be used primarily as a passive park.
- B. Hours are from 8 a.m. to sunset. unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- C. Available facilities include benches, pavilions, tennis courts, open field, basketball courts and playgrounds which will remain open to the Public during normal operating hours.
- D. Large organized special events require rental of the park.
- E. The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site.
- F. The scheduling of new events shall be limited based upon the condition and the projected impact on the park turf and landscaping, the impact on the neighborhood and adjacent community center..
- G. 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.
- H. Considerations may be made for other events in specific areas of the park.
- I. No additional large or significant special events will be scheduled in the same area of the park within two weeks of a scheduled large event.
- J. Additional criteria as follows:
 - 1. How the organization serves or provides benefit to the community.
 - 2. The time of the year during which an event occurs.
 - 3. The weather of the season.
 - 4. The nature and size of the event being considered.

2. EVENT REGISTRATION

- A. A completed Phelps 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.
- B. A non-refundable fee, amount in accordance with current fee schedule, must be paid and submitted with the application.
- C. The date the application and fee is received by the Parks & Recreation Department shall determine priority for all scheduling.
- D. All applications for special 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.

3. 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. Events such as movies, performing arts, small festivals, exhibits, and other similar events are considered compatible and consistent with the general guidelines for use.
- D. All events are to be open and visible to all people during operating hours. Access may be controlled and admission can not be charged.
- E. No plant materials, turf or trees may be removed, relocated or disturbed in any way for the sole benefit of an event.
- F. 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.
- G. 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 projected attendance of an event. Requirements include one port-o-let for each 150 people in attendance. Events at which food and drink may be served require one port-o-let be provided for each 60 people. At least one handicap unit must be provided as well. Large events of more than 600 people in attendance require one handicap unit for each four regular units.

4. ACTIVITIES

- A. Cultural enrichment, or entertainment must be the primary activity or purpose of all events.
- B. 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.
- C. A merchandise sales site plan shall be reviewed and approved by the Parks and Recreation Department.
- D. 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.
- E. No one shall be required to purchase an item or donate money or goods in order to observe the event.

- F. Verbal requests for donations shall be limited and confined to periods of general announcements within the entertainment.

5. 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. Food and beverages to be sold shall be approved by the Parks & Recreation Department.
- C. A food and beverage site plan shall be reviewed and approved by the Parks & Recreation Department.
- D. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited for large events.
- E. 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.

6. AMPLIFIED SOUND

- A. Amplified sound is allowed only between 9am and dusk. 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.

7. 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. Events attracting 399 people or fewer and shall require a base use fee in accordance with current fee schedule.
- C. Events attracting 400 or more people are prohibited.**
- D. 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 Phelps Park and extra services required.

- E. 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.
- F. The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.
- G. **Fee waivers will not be considered.**

8. OTHER

- A. Alcohol use is prohibited unless approved by the City Manager.
- B. All pets must be leashed and are prohibited from sprayground and picnic areas with the exception of seeing eye dogs or medically necessary service animals
- C. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- D. A parking site plan must be submitted.
- E. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- 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.