



# City of Winter Park Recreation Rules and Standards for Use

## **General Information**

- Rental Information Hours Monday- Friday 8am to 5pm
- Front Desk Phone Number: 407-599-3275
- Offices are located at 721 West New England Ave Winter Park, Florida 32789
- Available hours for rental are 8am to midnight or availability base on program use.
- The Building is closed on city holiday's Thanksgiving, ½ day on Christmas Eve. Christmas Day or City Observed Holiday
- Other events may take place in the building or in the park without notice.

## **Event Booking and Payment**

- Courtesy hold will require a rental application.
- Courtesy hold will expire without notice on the 7<sup>TH</sup> day.
- All changes to your rental must be made in writing, additional fees may apply.
- Reservation will not be considered firm until a contract is signed & deposit has been received.
- All rental fees must be in accordance with the City of Winter Park current fee schedule.
- Rental fee are due 30 days prior to event.
- Checks may be accepted up to 30 day prior to event and should be made payable to the City of Winter Park
- Available forms of payment are: Money Order/Cash/Check Master Card, Visa and Discover

## **Rules**

- Representative who signs the contract must be 25 years or older.
- Events must be concluded, cleaned up and exit premises by end of contract time.
- Music must be off by 11:00pm.
- Failure to comply with noise ordinance (Sec. 62-92 & 62.97) will result in loss of deposit and city ordinance enforcement.
- All rentals receive one hour courtesy for setup and decoration prior to your rental time.
- The rental of the Community Center rooms or Amphitheater does not include the rental or use of Shady Park.

## **Event Policies**

- The person signing the contract is responsible for the orderly conduct of attendees.
- The City is not responsible for any item left in building.
- Clean up should include placing all papers in trash cans, and picking up litter indoors & removing all customer belonging from building.
- All functions must be concluded and premises cleared by midnight.
- Vandalism breakage or possible hazard condition should be reported to city personal.
- Teen parties must have 1 adult chaperones in attendants for every 20 persons attending.
- Overnight storage of rental equipment must be approved by City staff and comply with fee schedule.
- The use of the gymnasium for activities other than athletics is prohibited.
- Events that are open to the public and charging admission must hire a Winter Park Police off Duty Officer.
- The City of Winter Park reserves the right to cancel any events or rentals.

## **Deposit**

- A refundable deposit will be required for all rentals and dictated by the current fee schedule.
- Deposits are not applied toward your rental balance.
- Deposits are required for all reservations.
- City approved fee waivers must also provide a deposit
- Deposits are refundable 4-6 weeks after the event unless the deposit or a portion of the deposit is retained due to violation of contract rules and regulations such as, but not limited to:
- In the event of damage the amount deducted from the deposit will be determined by the cost of materials and hours for labor needed for the repair. Additional billing may occur depending on the existence of damages.
- Damage to building, equipment, property or excessive cleaning
- Use of tacks, staplers, nails on walls and furniture is prohibited.
- Use of confetti or glitter inside or outside is prohibited.
- Entering rental rooms prior to time specified on contract.
- Failure to vacate facility at time specified on contract
- Smoking inside facility is strictly prohibited.
- Misrepresentation of the organization or type of event.
- Exceeding posted maximum room capacities.
- Use of rooms that are not specified on contract. (Recreational rooms are not a part of rentals)
- The throwing of rice is strictly prohibited. (Bird Seed/Sunflower Seeds may be substituted but not inside building)
- Failure to provide proper alcohol sales permit when selling alcohol.
- Deployment of Fire Suppression System
- Fire Code & Alcohol Rules and Regulations

## **Kitchen**

- Rentals require two hours minimum time period
- All rental rooms are listed on the contract and must be rented for the same time frames, including kitchen.

## **Fire Code**

- LP gas, propane, or hay is not permitted inside building or within 10 feet of building
- Candle or alcohol burning equipment must be placed in a non-combustible container.
- Well supported base with flame protection and Non-combustible table mats.
- Maximum occupant loads are mandated by Fire Marshal and posted in each room.
- City property or equipment may be utilized only with permission of city personal.
- The Community Center is a smoke free facility.
- Use of fog machines is prohibited

## **Alcohol**

- Alcoholic beverage cannot be served outside beyond the Community Center Sidewalk/patio. The Patio area is considered part of the building.
- Alcohol cannot be served in internal rooms that are coinciding in program activities.
- College club organizations which serve alcohol must hire Winter Park off Duty Police Officer to attend events.
- All questions concerning alcohol beverage should be directed to the Alcohol and Tobacco Beverage Division of the State of Florida.
- Alcoholic beverage cannot be served or consumed outside beyond the stage (The stage area is considered part of the building)
- The serving of Alcohol beyond the stage area will require the hiring of a Winter Park off Duty Police Officer.
- The selling of Alcohol directly or indirectly will require the hiring of a Winter Park off Duty Police Officer.
- This must be approved by the City and meet all state required guidelines. The customer must reserve the Off Duty Police Officer through the Winter Park Police Department and provide proof of confirmation within seven days of the event.

## **Cancellation**

- Cancellation must be made in writing.
- 30 days or less to the date of rental- City retains deposit and rental fee
- 31 to 60 days to date of rental- City retains 100% of deposit
- 61 to 90 days to the date of rental- City retains 50% of deposit
- 91+ day out from rental date- \$20 admin fee retained from deposit

## **Ruby Ball Amphitheater Guidelines**

Available time slots are 8am to 10am, 11am-1pm, 2pm-4pm or 5pm-7pm. \*the \*5pm-7pm time frame is not available between Mid-October and April 1<sup>st</sup>. The 8am-10am & 11am-1pm time frame on Sunday's must be approved by City staff based on the type of event.

- Music/amplified sound must comply with City noise ordinance. Failure to comply with noise ordinance (Sec. 62-92 & 62.97) will result in loss of deposit and city ordinance enforcement.
- All rentals, with the exception of weddings, receive a courtesy hour for setup and decoration prior to your rental time.
- Wedding functions will receive one hour courtesy for rehearsal prior to wedding date.
- This rehearsal must be scheduled on a weekday only. This courtesy hour will be based on availability and cannot be reserved until two weeks prior to the rental date. This courtesy hour is not staffed and city equipment is not provided.
- All personal equipment and decorations are to be provided by customers.
- The set up function and removal for all equipment must take place within the rental time frame.
- Personal sound equipment may not be connected to City equipment.
- All rentals will include two cord microphones and stereo.
- Smoking is not permitted on the stage area.
- LP gas or propane or hay is not permitted inside building or within 10 feet of building.
- Alcohol cannot be served in areas beyond the stage area without approval.
- Rental Amphitheater does not include the rental or use of Shady Park.
- Other events may take place in the building or in the park without notice.
- The Park amenities and /or landscaping may change without notice.
- City property or equipment may be utilized only with permission of city personal.