



Winter Park Community Center Recreation Division Request Form



Phone: 407.599.3275

Address: 721 West New England Ave Winter Park, FL 32789

Website: cityofwinterpark.org/wpcc

PLEASE TELL US ABOUT YOURSELF

Organization: _____

Contact Name: _____

Contact Telephone: _____

Mailing Address: _____

City/State: _____ Zip Code: _____

Email Address: _____

PLEASE TELL US ABOUT YOUR DESIRED EVENT

Type of Event: _____ Estimated # of Attendance: _____

Day of Week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date of Event: _____

Rental Start Time: _____ *Room rentals receive 1 hour courtesy prior for setup*

Rental End Time: _____ *Must be cleaned up and completely out by this time*

CHECK THE BOXES YOU ARE REQUESTING

Cypress Room Capacity 66 (Wood Floor)

Cedar Room Capacity 74

Oak Room Capacity 95

Elm Room Capacity 108

Ballroom Capacity 350

Kitchen (Commercial)

Ruby Ball Amphitheater (40 chairs provided)

Entire Gymnasium

Half of Gymnasium

Additional Fees/Paperwork may be Required

Microphone

Podium

Projector & Screen

Portable Speaker

Alcohol (Sold YES or NO or Cash Bar YES or NO)

Vendor Tables? How Many _____ (Please note only two tables allowed outside in hallway area.)

Outdoor/Mobile Food Preparation Preparation or Sales

Azalea Lane Recreation Center (1045 Azalea Lane)

West Room Capacity 70 East Room Capacity 30

After the Parks Department receives this form and based upon room availability, a rental agreement will be sent to the contact listed above. Until a signed agreement is in possession by both parties, NO RENTALS ARE CONFIRMED.

Signed By _____

Date _____