



City of Winter Park Recreation Division Request Form

Contract Information is handled Monday-Friday 8am-5pm

Contact Person _____ Contact #: _____
(Person responsible for function/charges)

Company Name _____ Bus #: _____

Mailing Address: _____

Email Address: _____

Check those applicable _____ Resident _____ Non-Resident _____ Non-Profit

Day & Date of Reservation: _____

Rental Time: _____ Function Start Time: _____

Type of Activity: _____ # of Guest Expected: _____

CHECK THE BOXES YOU ARE REQUESTING

COMMUNITY CENTER 721 West New England Ave

Cypress Room Capacity 66
(wood floor)

Cedar Room Capacity 74

Oak Room Capacity 95

Elm Room Capacity 108

Ballroom Capacity 400

Kitchen (Commercial)

Seniors Room Capacity 50

Ruby Ball Amphitheater

Entire Gymnasium

Half of Gymnasium

Pool

Shady Park Picnic Area

AZALEA LANE CENTER 1045 Azalea Lane

East Room Capacity 30

West Room Capacity 70

Azalea Picnic Area

Other

Outdoor/Mobile Food
Preparation or Sales

Special Request

Will ALCOHOL be served?
YES OR NO

IF SO PLEASE READ SPECIAL
INSTRUCTIONS ON RULES

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

For Office Use: Contract Received: _____ Received by: _____ Contact # _____

(revised 5/14)