RULES & REGULATIONS

- Rental arrangements for **Kraft Azalea Garden Exedra Area and the Central Park Rose Garden** may be made by emailing recreation@cityofwinterpark.org or calling 407-599-3397. Office hours are Monday-Friday 8am-5pm.

- **Event size is limited to no more than 20 guests.**

- Park hours are 8 am to Sunset. Renters may choose a two hour time frame between those hours.

- Deposits are required for all rentals in addition to the rental fee which is charged according to the current City of Winter Park fee schedule.

- All personal equipment and decorations are to be provided, set-up, and removed by the applicant within the rented time frame. Tables and chairs are not permitted unless chairs are specifically necessary for disabled guests. Decorations may not be adhered to any park property including trees or permanent structures.

- The park remains open to the public at all times.

- **Cancellation Policy:** Cancellations made less than 30 days will result in loss of entire rental. Cancellations made with 31-90 day notice will result in loss of deposit. Cancellations made with over 91 days notice will result in loss of $50 check processing fee. All cancellations or changes must be made in writing.

- All events cancelled due to inclement weather should be reported within 24 hours or one business day and will be refunded the rental fee ONLY if the wedding did not take place on the property. $50 will be retained from the deposit for check processing.

- Central Park Rose Garden has no electrical outlets. The Exedra at Kraft Azalea Garden has one electrical outlet.

- The use of confetti, artificial flowers (for throwing), rice, or sparklers is prohibited. Please use bird seed, it is appreciated by the park "residents."

- Alcoholic beverages are prohibited. Dogs (pets) are not allowed in Central Park. Dogs (pets) are permitted in Kraft Azalea Garden but must be on leash.

- Parks are rented as-is. Parking is very limited and is not guaranteed.