1. Consent Agenda
   a. Approval of Minutes – February 26, 2014 Meeting
   b. 15th Annual Pet Costume Contest – Central Park

2. Action Items
   c. St. Margaret Mary Easter Sunrise Service – Central Park
   d. Summer Safety Fair – West Meadow
   e. Request for Fee Reduction for Facility – Winter Park Day Nursery
   f. Business Permit Operating before Park Hours
   g. Concours d'Elegance – Golf Course
   h. Rules and Standards for Rate Adjustments
   i. Policy Review: Civic Center, Community Center (rentals), Farmers Market Building and Saturday Market

3. New Business

4. Staff Report
   j) Assistant Director Brenda Moody

5. adjourn

Next Meeting – April 24, 2013 p.m., Winter Park Community Center @5:00 pm

appeals & assistance

“If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.” (F. S. 286.0105).

“Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk’s Office (407-599-3277) at least 48 hours in advance of the meeting.”
March, April & May

SPECIAL EVENTS 2014

3/21 – 3/23 - 55th Winter Park Sidewalk Art Festival
3/28 – 6th annual “Bike from Park to Park” – Central Park West Meadow
3/29 – Fit n Fun Fest – Central Park

4/5 – 30th Annual Winter Park All British Car Show
4/6 – Orlando Philharmonic - Central Park
4/12 – 13th Annual Dinner on the Avenue
4/19 – 60th annual Easter Egg Hunt – Central Park West Meadow
4/26 – Run for the Trees – Cady Way
4/29 – Food Truck Fiesta

5/3 – Earth Day in the Park & Arbor Day Tree Giveaway
5/8 – Popcorn Flicks – Central Park
The meeting was called to order by Chairman Blair Culpepper at 12:00 p.m. at the Winter Park Community Center in conference room D.

Advisory Board Members present: Chairman Blair Culpepper  Vice Chairman Woody Woodall  Michael Palumbo  Julio d’Arcos  Fred Jones  Joel Roberts  Janet Atkins  Marni Spence

Staff present: Director John Holland  Assistant Director Brenda Moody  Assistant Director Ronald Moore  Assistant Director Chuck Trice  Lieutenant Randy Durkee – WPPD  Recording Secretary Nancy McLean

Guests: Cynthia Hasenau, Mead Botanical Garden Inc.

Consent Agenda:

a) Approval of Minutes – January 22, 2014 meeting

Motion made by Frederick Jones to approve consent agenda item ‘a’; seconded by Marni Spence. The motion carried unanimously with a 8-0 vote.

Action Items:

b) Vision Statement

Director John Holland explained that the department wishes to formally accept the City’s vision statement and asked the board for their approval. “We aspire to continue to be the best place to live, work and play in Central Florida by preserving a superior quality of life for today’s residents and for future generations”. Motion made by Joel Roberts to approve the vision statement; seconded by Julio d’Arcos. The motion carried unanimously with a 8-0 vote.

c) Rules and standards for Rate Adjustments

Mr. Holland explained that the City Commission requested that the Parks Board review items on the Rules and Standards for Rate Adjustments Policy along with other events and provide recommendations as to which events will be added or removed from the list.

Ms. Spence suggested having a policy change. She commented that organizations should not receive the annual opportunity for a waiver if they do not routinely use City facilities; therefore
they will have to reapply. Mr. Holland commented that this item could be on future agendas until the Parks Board completes the policy review if that is the will of the board.

**Motion made by Marni Spence that if organizations do not use facilities/parks within a year, they will be removed from the list; seconded by Frederick Jones. The motion carried unanimously with a 8-0 vote.**

d) **Proposed Soliciting Ordinance for Farmers Market**

Mr. Holland explained that the Farmers Market has been inundated with groups of petitioners and they have blocked the entrance for customers and vending booths. Due to this issue the proposed ordinance will establish a Market Business Purpose Area at the Farmers Market and provide for a designated open public forum area within the Market.

Mr. Jones addressed that there needs to be a correction regarding the boundary line description to the Farmers Market. Mr. Holland stated that it would be corrected.

**Motion made by Fredrick Jones to approve the proposed soliciting ordinance for the Farmers Market; seconded by Julio d’Arcos. The motion carried unanimously with a 8-0 vote.**

**New Business:**
1. Cynthia Hasenau, Executive Director of Mead Botanical Garden, Inc. thanked City staff for their assistance with the Duck Derby at Mead Garden on February 22, 2014.

**Staff Report:**
1. Mr. Holland stated that board appointments will be in May and he notified board members to reapply if they want to continue for a second term. He also asked board members to submit their board evaluations.
2. Mr. Holland provided the Parks and Recreation Department 2014 Annual Report to the board and he thanked Assistant Director Brenda Moody for putting it together.
3. Another parks tour will be scheduled for the Parks Board sometime in June.

**Next Meeting – March 26, 2014 @ 5:00 p.m., Parks & Recreation, Community Center conference room.**

The meeting adjourned at 12:53 p.m.

________________________
Nancy McLean
Recording Secretary
February 21, 2014

Dear Johnny Miller and the WP Parks and Recreation Dept,

The Sebastian Haul Fund and The Doggie Door respectfully request the use of North Central Park for our 15th Annual Pet Costume Contest on Sunday October 26th 2014.

We understand there are rental fees, restrictions, clean up responsibilities and port-o-let requirements we must follow.

Thank you for your consideration,

[Signature]

Brian Wettstein
Board Member – Sebastian Haul Fund
Co-owner
The Doggie Door
329 Park Avenue North
Winter Park, FL 32789
407 644 2969
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
CENTRAL PARK USE APPLICATION

Organization Name: Sebastian Hall Fund
Contact Name: Brian Whitton
Address: 529 Palm Ave
Work Phone: 407-649-2959
Cell Phone: 321-278-9437
Organization Status: Profit
Tax Number: 561-c-3

Proposed Event Date: Sunday, Oct 27, 2014
Event Time: 10-3 pm Set up time: 6 am Break Down Time: 5 pm

Are dates/times flexible? no
Type of Event: Pet Costume Contest
Describe Event in Detail: Pet Costume Contest by Pet Related Vendors

Area of Park Requested: Ninth Central Park

Stage? yes
List Electricity Requirements? electric at stage will suffice
Expected size of Crowd: 1000

Will there be amplified music? yes If yes, type: pre-rehearsed
Amplified Voices: yes If yes, type: Host/MC Hours: 10-3 pm
Are you proposing tents: yes If yes, type: 10x10 Vendor Pop-Up Tents

***The use of tent stakes in Central Park is strictly prohibited. Tents must be secured with weights
Is the consumption of alcoholic beverages requested? no If yes, will it be sold?
Are you proposing to sell anything? yes T-shirts? yes Posters? no Other (describe): raffle tickets for fund raising

Are you proposing food sales? no If Yes, type:
Describe in detail:

Will there be displays? no If yes, type:
Are banners/signs requested? yes If yes, type: For stage - Event Banner
Describe banners/signs in detail. What will they say and how many: 1-2 banners Pet Costume Contest Was Sunday

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths: yes If yes, type: 10x10 tents
Describe booth contents and numbers in detail:

What Sanitation Facilities are planned?
Central Park has no restrooms. The City of Winter Park requires two portales per 500 people if no food or drink is on site. If there is food and/or drink on site, two portales per 125 people are required. The City does provide portales.

What Clean up Arrangements will be made?
Volunteers with participant vendors

Have you held this event in the past? yes Where? in Central Park
Size of Crowd at previous event: 900 Date of Last Event: Oct 27, 2013
Name and Phone Number of location official at Last Event: Brian Whitton 407-649-2959
How will event be advertised/marked? Posters, films, local publications, social media
How many event staff members will you provide, describe duties: 12 Staff members to run your event

The City of Winter Park charges a fee for use of Central Park, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

SIGNATURE: 27/11/2019

For Office Use Only: Parks and Recreation Board Agenda Date (if needed)
Dep Ck #: Parks and Recreation Board Approval: If Yes, list conditions of approval if any:
Deposit Rec #: Check Number: Date Paid
Dep Date: Refunded: Comments:
Retained:
Date Ref/Ret: STAFF SIGNATURE: DATE: 
St. Margaret Mary Easter Sunrise Service

Date – Sunday, April 20, 2014
Time- 6:30 am to 7:30 am
Location – Central Park

Our plan is to utilize the stage as the sanctuary and to set-up an altar on the stage. Participants would be instructed to bring their own seating. We have put together the following team to help facilitate so that all runs smoothly:

SMM Staff Responsibility -
Gail Robinson: Coordination
Bill Timmes: Set-up – Bill has completed a sight visit and is working on a plan (with your permission) to create isles for communion and organized seating and flow of traffic.
Kevin Hagan: Sound – Kevin will be in contact with you as well
Andrea Cavalere: Music
Sandy Hagan: Liturgy

We have enlisted the help of the Knights of Columbus to help with ushering parishioners and to help with any clean-up afterwards.

If possible – minimal set-up (creating isles) the night before would be helpful.
Should you need any further information, please do not hesitate to call me.

With Appreciation,

Gail Robinson/Coordinator
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
CENTRAL PARK USE APPLICATION

Organization Name: St. Margaret Mary Church
Contact Name: Gail Robinson
Address: 526 N. Park Ave., WP, FL 32789
Work Phone: 407-647-2574, Home Phone: __, Cell Phone: 407-763-7735
Organization Status: Registered Non-Profit
Tax Number: 69-0855407

Proposed Event Date: April 20, 2014
Event Time: 6:30am - 1:30pm Set up time: 90 min. Break Down Time: 30 min

Are dates/times flexible? No
Alternate Dates: None
Type of Event: Mass, Easter Sunrise Service
Is this a Fundraiser? No

Describe Event in Detail: The Stage + Grass Area in Front of Stage speakers at St. Margaret Mary

Area of Park Requested: The Stage + Grass Area in Front of Stage

Stage? Yes
Expected size of Crowd: 300
Estimated Parking Requirements?
Will there be amplified music? Yes
If Yes, type: Quartet
Amplified Voices: Yes
If Yes, type: Pianist
Are you proposing tents? No
If Yes, type: Are you proposing to sell anything? No
T-shirts? No
Posters? No

Other (describe):

Are you proposing food sales? No
If Yes, type:
Describe in detail:
Will there be displays? No
If Yes, type:
Are banners/signs requested? No
If Yes, type:

Describe banners/signs in detail. What will they say and how many:

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths: No
If Yes, type:
Describe booth contents and numbers in detail:

What Sanitation Facilities are planned? Swing will be open
Central Park has no restrooms. The City of Winter Park requires two portaloos per 300 people if no food or drink is on site. If there is food and/or drink on site, two portaloos per 225 people are required. The City does not provide portaloos.

What Clean up Arrangements will be made? Staff will stay to ensure park is debris free

Have you held this event in the past? No
Where?
Size of Crowd at previous event?
Date of Last Event?

Name and Phone Number of location official at Last Event:

How will event be advertised/marketed? Through our Church bulitin + Mass announcements

How many event staff members will you provide, describe duties: Bill Timmes- Set up, Kevin Haagen - Sound, Jaid Robinson - Coordinator, Andrea Cavallaro - Music, Sandy Dadey - Tri-.smart

The City of Winter Park charges a fee for use of Central Park, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City. By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

SIGNATURE: Gail Robinson DATE: Feb. 26, 2014

Fees Office Use Only: Parks and Recreation Board Agenda Date (if needed)

Dep Ck #: Parks and Recreation Board Approval: If Yes, list conditions of approval if any:
Deposit Rec #: Rental Fee Receipt #: Check Number: Date Paid
Dep Date: Comments:
Refunded: Retained: Date Ref/Ref:

STAFF SIGNATURE: DATE:
Feb 26, 2014

ATTN: Parks and Recreation Department
Winter Park FL

The Parke House Academy in Winter Park would like to host a free and fun Summer Safety Fair for the residents of Winter Park this May. Our Summer Safety Fair will enable The Parke House Academy the opportunity to give back to the community that has been so good to us for the past 17 years.

The City of Winter Park is a Cosmopolitan Mayberry... a perfect blend of art, culture and family values and our fair will reflect this. The Summer Safety Fair will include an art tent, an instrumental soloist and of course several tents highlighting Winter Park businesses encouraging safe summer practices for our children. Approximately ten 10x10 tents possibly including infant swimming research, emergency care physicians, police and fire etc, will be present. We plan to advertise this event in local publications to encourage families from other neighborhoods to enjoy our beautiful city.

Possible dates for this event could be Saturday May 10th, 10-2, Saturday May 17th, 10-2, or Sunday May 18th, 2-5. The ideal location for this event would be in the grassy area on Park Avenue. However, the West Meadow Park would also be suitable. If the West Meadow location is selected for this event and parking is available, we would like to include the Big Red Bus Bloodmobile.

We are excited to provide this event to the community and hope to make it an annual free event for Winter Park residents and visitors!

Thank you,
Jill Altomare
The Parke House Academy
Winter Park, Florida
407-325-6385
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
CENTRAL PARK WEST MEADOW USE APPLICATION

Organization Name: The Park House Academy
Contact Name: Jill Altemare
Address: 1776 Minnesota Avenue

Work Phone: 407-647-3624 Home Phone: 407-325-6385
Cell Phone: 407-325-6385

Organization Status: Registered Non-Profit
Tax Number: If so, what type?
Other (specify):

Proposed Event Date: Saturday May 17th, 10-2
Second Choice: To donate Saturday May 17th & May 18th (2-5 Sun)

Event Time: Day
Set up time: 10-2
Alternate Date: Sunday May 18th
Break Down Time: Immediate

Are dates/times flexible? YES

Type of Event: Summer Safety Fair
Is this a Fundraiser? YES

Describe Event in Detail: A free, family fun event promoting safe and healthy practices for children

List Electricity Requirements? YES
Expected size of Crowd: 500
Estimated Parking Requirements: Street parking + local garage

Will there be amplified music? NO
Amplified Voices: NO
Are you proposing tents? YES
If Yes, type: 10 x 10

Other (describe):

Are you proposing food sales? NO
If Yes, type: Food samples from local businesses
Describes how food sales be managed:

Are there displays? YES
If Yes, type:

Describe displays in detail: Art booth, booths providing summer safety information

Are banners/signs requested? YES
If Yes, type: Park House will provide banners + signage

Describe banners/signs in detail: What will they say and how many

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths? YES
If Yes, type: Art booths providing summer safety information

Describe booth contents and numbers in detail:

What Sanitation Facilities are planned? 2 portables
West Meadow has no restrooms. The City of Winter Park requires two portables per 300 people if no food or drink is on site. If there is food and/or drink on site, two portables per 125 people are required. The City does not provide portables.

What Clean up Arrangements will be made? Park House Academy will clean area

Have you held this event in the past? NO
Where?

Size of Crowd at previous event: N/A
Name and Phone Number of location official at Last Event:

How will event be advertised/marketed: Local magazines, flyers in local businesses, school newsletter

How many event staff members will you provide, describe duties:
Staff will set up, maintain area and clean-up

The City of Winter Park charges a fee for use of Central Park West Meadow, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, actions, or other of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City.

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

JILL COTTON
DATE 2/28/2014

For Office Use Only:
Parks and Recreation Board Agenda Date (if needed):
Parks and Recreation Board Approval: If Yes, list conditions of approval if any:

Staff Signature:
Date:

Rental Fee Receipt #: Check Number: Date Paid:
Comments:

STAFF SIGNATURE:
DATE:

# 2327 Don $50.00 12/27/114
March 5, 2014

Dear City of Winter Park,

Please review and accept this request for a reduction in fees for your facility for our 75th Birthday Party we are trying to schedule for September 2014 or October 2014 at the Winter Park Civic Center. We currently have 9/14/14 and 10/5/14 being held for us. We would like use of the Civic Center from noon till 7pm (times approximate at this time).

Winter Park Day Nursery is celebrating its 75th year of service our amazing community. We are hoping to have a grand Birthday Party with our community to share and thank everyone for their support over the years.

For 75 years, Winter Park Day Nursery has been a foundation of the Winter Park community, providing quality, affordable preschool education for children. The history of the day nursery is interwoven with the history of the city. It began in response to a community need for childcare. Winter Park area mothers worked at local fruit packing plants, leaving their older children at home to care for the younger ones. Out of need for childcare for working mothers, WPDN was born. Since its formation, the day nursery has educated thousands of children, giving them the head start to enter Kindergarten ready to learn.

Then as now, most of our parents work at jobs at the lower end of the pay scale, usually with limited benefits and job security. By providing subsidized tuition on a sliding fee scale, Winter Park Day Nursery helps them access high-quality preschool education for their children, setting them up for success in school and life.

The day nursery is a good corporate citizen, benefiting Winter Park residents and businesses in many ways. We maintain a strong partnership with the city as evidenced by the following:

- Orange Blossom Jubilee, our major fund-raising event of the year, promotes Winter Park businesses through silent and live auctions.
- The leadership of WPDN is heavily invested in Winter Park. It includes vice presidents for the Edyth Bush Charitable Foundation, a senior vice president for Morgan Stanley Smith Barney’s Winter Park office, the current president of the University Club of Winter Park, and the CEO of COPC, Inc. (Customer Operations Performance Center), with offices located in the downtown area.

Mission:
The Winter Park Day Nursery provides secure, nurturing and educational environment that is affordable and supports family diversity.
- WPDN brings recognition to the city in its role as a model preschool center. Through this involvement, WPDN will have positive impact far beyond our own walls. Winter Park Day Nursery is a resource for Winter Park as well as the entire Central Florida community.

Winter Park Day Nursery greatly appreciates you considering the day nursery for a fee reduction for use of city facilities. The day nursery received city funding for many years until the city reduced its support to community organizations such as ours due to reductions in tax revenues. By reducing our fees for use of city facilities, the city can impact our financial bottom line in another critical way and we would greatly appreciate it.

Sincerely,

Ali DeMaria
Executive Director

**Mission:**
The Winter Park Day Nursery provides secure, nurturing and educational environment that is affordable and supports family diversity.
Hello,

My name is Nikki Wilander. Jason Seeley gave me your email and phone number. I am interested about business permits to teach at a city park. I would like to know the rules/regulations, costs, how to proceed, etc. I am looking for Mon/Wed/Fri mornings for my "morning moms." They need an early 5 am class. Would we be able to use the park that early in the morning? Or if you have any suggestions, that would be great too. We are looking for a place to begin on April 1.

Thank you,
Nikki Wilander
It’s not just the number of pounds you shed, or how much muscle you can put on. It is beyond the physical. It is a way of life that shapes character, cultivates discipline, builds confidence, and instills conscious living in a fun and friendly environment.

NIKKI ATHLETICS

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COME JOIN US TODAY!!!

Just Present this Card to Nikki for Your Free Week of Total Body Conditioning Sessions!
TOTAL BODY CONDITIONING

Customized Exercises to Each Individual

Training Phases
- Strength
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- Explosive Power

Alternating Class Formats

Technique Days:
- Stretching/Foam Roller

Nutrition Guidelines

NIKKI ATHLETICS

Featuring Professional Trainer Nikki Wilander

Now serving multiple locations across the Orlando area!

Offering Group Personal Training & Small Class Sizes!

For more information, including days, times, and locations, contact Nikki.

Nikki@NikkiAthletics.com
540-848-0537
The Parks and Recreation Department is responsible for the collection of established and approved fees for City of Winter Park owned parks or facilities with the following exceptions:

1. **City Annual Events** **PROPOSED CHANGES**
   Following are specific events which are accommodated with no associated Parks and Recreation facility or park rental fees: (This category established by City Commission.)

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sidewalk Art Festival</td>
<td>Central Park</td>
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<tr>
<td>AKA Sorority</td>
<td>Community Center</td>
</tr>
<tr>
<td>Winter Park High School</td>
<td>Community Center</td>
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<tr>
<td>Hannibal Square Community Land Trust</td>
<td>Community Center</td>
</tr>
<tr>
<td>Winter Park Chamber of Commerce</td>
<td>Civic Center</td>
</tr>
<tr>
<td>Art Festival – Park Rental Central Park</td>
<td>Civic Center</td>
</tr>
<tr>
<td>Monthly Meetings – Lake Island</td>
<td>Community Center</td>
</tr>
<tr>
<td>Monthly Meetings – Community Center</td>
<td>Community Center</td>
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<tr>
<td>Ivey Academy Meetings – Community Center</td>
<td>Central Park</td>
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<tr>
<td>ROTC Banquet – Civic Center</td>
<td>Central Park</td>
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<tr>
<td>Homecoming ROAR and Parade – Central Park</td>
<td>Central Park</td>
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<tr>
<td>Picnic in the Park – Central Park</td>
<td>Central Park</td>
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<tr>
<td>Monthly Meetings – Community Center</td>
<td>Central Park</td>
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<tr>
<td>Tree Lighting – Central Park</td>
<td>Central Park</td>
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<tr>
<td>QAR Economic Update Breakfast- Civic Center</td>
<td>Central Park</td>
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<tr>
<td>Legislative Political Update Breakfast – Civic Center</td>
<td>Civic Center</td>
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<tr>
<td>Leadership Graduation – Civic Center</td>
<td>Civic Center</td>
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<tr>
<td>Youth Leadership Meetings – Civic Center/ Farmer’s Market</td>
<td>Community Center</td>
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<tr>
<td>Mayor/City Commission Luncheon</td>
<td>Civic Center</td>
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<tr>
<td>Orange County Commission Luncheon</td>
<td>Civic Center</td>
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<tr>
<td>Autumn Art Festival – Central Park</td>
<td>Central Park</td>
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<tr>
<td>Graduation Ceremony – Civic Center/Community Center</td>
<td>Civic Center</td>
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<tr>
<td>Christmas Camp – Community Center</td>
<td>Community Center</td>
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<tr>
<td>Hoop School</td>
<td>Community Center</td>
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<td>Welborne Avenue Day Nursery</td>
<td>Community Center</td>
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<tr>
<td>Morse Foundation</td>
<td>Central Park</td>
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<tr>
<td>Winter Park Sports Hall of Fame</td>
<td>Community Center</td>
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<td>CRA</td>
<td>Central Park</td>
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<tr>
<td>Annual Peacock Ball</td>
<td>Central Park</td>
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<tr>
<td>Annual Tiffany Window Display – Central Park</td>
<td>Central Park</td>
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<tr>
<td>Sports Hall of Fame – Community Center</td>
<td>Community Center</td>
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<tr>
<td>Annual Heritage Festival – Community Center, Shady Park</td>
<td>Central Park</td>
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<tr>
<td>Valentine Concert (1/2 Waiver) – Central Park</td>
<td>Central Park</td>
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<tr>
<td>St. Pattys Day Activities – Central Park</td>
<td>Central Park</td>
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<tr>
<td>Popcorn Flicks – Monthly Central Park</td>
<td>Central Park</td>
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<tr>
<td>Ice Rink – Central Park</td>
<td>Central Park</td>
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</tbody>
</table>

   Should any of the approved events NOT take place in a period of one year, the event will automatically be removed from the list and the group will need to reapply for future events. This rule was added by Parks Board on 1/22/14

2. **Community Based Organization Status**
   Groups may apply for designation in this category on an annual basis. Following are the criteria for application:
   - Groups must be 501(c)(3)
   - Objective of the organization must be to provide community services to the citizens of Winter Park.
   - All meetings, socials, rentals, and events must be free and open to the public.
   - Facility fees will not be waived for events, programs, or activities where admission is charged.
   - Only the first hour is waived with the second hour and so on discounted.
     - Discount is determined by size of event and venue.
   - Designated meeting spaces will be available on weekdays only.
   - The status expires 12 months from date of approval by the City and must be renewed thereafter if applicant wishes to re-apply for reduced or waived fees.
1. GENERAL

A. It is the intent of the City that the Rachel D. Murrah Civic Center be used primarily as a rental facility for the enjoyment by all Winter Park citizens and visitors.

B. Office hours are from Monday - Friday 8am to noon & 1pm - 5pm. Closed 12pm to 1pm. Ph. 407-599-3341 unless otherwise approved by the Parks and Recreation Commission and / or City Commission.

C. Both the mailing address and physical address of the Center is 1050 West Morse Boulevard, Winter Park, FL 32789

D. The person signing the contract is responsible for the orderly conduct of attendees.

2. EVENT BOOKING AND PAYMENT

A. Courtesy holds may be made in person or by phone.

B. Courtesy holds will expire without notice to customer on the 7th day of the courtesy hold.

C. Customers with courtesy holds will not be contacted by the reservations office prior to expiration of courtesy hold.

D. Reservations will not be considered firm until a contract is signed and a deposit accepted by noted deadline

E. Events must be concluded, cleaned up and everyone off the premises by Midnight.

F. All Day Rate Hours: Fridays, Saturdays and Sunday: Facility must be rented for entire day rate according to the current fee schedule; the hours of rental are 11am to Midnight.

G. Hourly Rentals are available Monday through Thursday: A minimum time period of two hours is required.
H. When renting hourly, each room is rented and charged for separately. The kitchen, and stage are rental rooms and are charged for separately. Each room rented is listed on contract. All rooms must be rented for the same time frame, including the kitchen.
I. Full building rentals include all rental rooms and patio and kitchen.
J. All changes to contract for rental dates, times, rooms rented or cancellations must be made in writing.
K. Rental fees are due 60 days prior to the event.
L. Rental fees are non refundable without 60 days notice. (Patron will remain responsible for payment of rental even if the event does not take place.)
M. Checks may be accepted up to 30 days prior to event. Payable to the City of Winter Park.
N. Money orders and MasterCard and Visa credit cards are accepted.

3. DEPOSITS

A. Deposits are required for all rentals.
B. Deposits are held separate from the rental fees and are not applied toward account balances.
C. Deposits are refunded 4-6 weeks after the events 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:
   ▪ Damage to building, equipment, property.
   ▪ Use of tape, tacks, staples, nails on walls or furniture is prohibited.
   ▪ Use of confetti or glitter inside or outside is prohibited.
   ▪ Use of sparklers and/or firecrackers inside or outside is prohibited.
   ▪ Excessive cleaning.
   ▪ Entering rental rooms prior to time specified on contract.
   ▪ Failure to vacate facility at time specified on contract.
   ▪ Time used in excess of contracted time is charged at time and one half rate.
   ▪ Smoking inside facility is strictly prohibited.
   ▪ Misrepresentation of the organization or type of event
   ▪ Failure to remove all items from building. No storage allowed.
   ▪ Exceeding posted maximum room capacities
   ▪ Use of rooms that are not specified on contract.
   ▪ The throwing of rice is strictly prohibited.
   ▪ Failure to provide proper alcohol sales permit when selling alcohol.

4. CANCELLATION

A. Cancellation for any reason will result in loss of deposit.
B. Cancellations must be made in writing.
C. Cancellations more than 60 days in advance of contracted event will result in refund of room rental fees, if fees have been paid, but loss of entire deposit.

5. EVENT POLICIES

A. The sale of Alcohol, directly or indirectly such as cover charge, is prohibited.
B. Teen parties and college club organizations must hire Winter Park Police Officer to attend event. One chaperone per every 15 teens in attendance.
C. Not responsible for any items left at the Civic Center.
D. Clean up includes placing all papers in trash cans, cleaning spills from floors, counters, tables, etc. and picking up litter indoors and outdoors and removing all customer belongings from building.
E. Kitchen clean up must include clearing refrigerators, cleaning counters and center table, cleaning sink and floors, cleaning stove and ovens.
F. Candles or alcohol burning equipment must be placed in non-combustible, well supported bases with flame protection.
G. Flammable materials such as hay, burlap is not permitted. Any draping or linens that are on tables with candles or sterno must be flame resistant.
H. LP gas or propane in pressured containers are not permitted inside building or within 10 feet of building.
I. Cooking on property in an area other than the kitchen or using equipment for cooking other than that provided in kitchen requires specific permission and a separate form is required. This includes food trucks and barbeque.
J. Failure to pay fees as outlined above will result in collection procedures.
K. The City of Winter Park reserves the right to cancel any events/rentals in any City owned facility or park.
L. The rental of the Civic Center rooms or patio does not include the rental or use of the park, lake or property on which the Civic Center is located.
M. Other events may take place in the park without notice and which are not controlled by the Civic Center.
N. The Park amenities and/or landscaping may change without notice.

I have read and understand all of the above Rules and Regulations. I agree to abide by all of the above.

__________________________________________________________________________

Signed Date
General Information

A. Office hours are Monday- Friday 8am to 8pm 407-599-3275  
B. Offices are located at 721 West New England Ave Winter Park, FL 32789  
C. Available hours for rental are 8am to midnight or availability base on program use.  
D. Events must be concluded, cleaned up and exit premises by Midnight. 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.  
E. All rentals receive one hour courtesy for setup and decoration prior to your rental time. Rentals require a two hour minimum time period with the exception on the kitchen when used as a commissary.  
F. All rental rooms are listed on the contract and must be rented for the same time frames, including kitchen.  
G. Kitchen used for commissary purposes requires a community Center Agreement with a 1 hour minimum inspection fee.  
H. All Commissary use of the kitchen requires a Commissary Agreement with the City and Department of Business and Professional Regulation License.  
I. The Building is closed on city holiday’s Thanksgiving, ½ day on Christmas Eve, Christmas Day or City Observed Holiday.  
J. The rental of the Community Center rooms or Amphitheater does not include the rental or use of Shady Park.  
K. Other events may take place in the building or in the park without notice.  
L. The Park amenities and/or landscaping may change without notice.

Event Booking and Payment

A. Courtesy hold will require a rental application.  
B. Courtesy hold will expire without notice on the 7th day.  
C. 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.  
D. All rental fees are in accordance with the City of Winter Park current fee schedule.  
E. Failure to pay fees as outline according to City fee schedule within 14 days of the event will result in cancellation of the function.
F. Rental fee are due 30 days prior to event. Rental fees are non-refundable without 30 day notice.
G. Checks may be accepted up to 30 day prior to event and should be made payable to the City of Winter Park
H. Money Order, Master Card & Visa credit cards are accepted.

**Deposits**

A. A refundable deposit will be required for all rentals and dictated by the current fee schedule.
B. The deposit or a portion of the deposit will be retained by the city for the reasons listed below.
C. 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 existent of damages.
D. Deposits are not applied toward your rental balance.
E. Deposits are required for all reservations.
F. City approved fee waivers must also provide a deposit.
G. 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:
   o Damage to building, equipment, property or excessive cleaning
   o Use of tape will be allowed on designated areas.
   o Use of tacks, staples, nails on walls and furniture is prohibited.
   o Use of confetti or glitter inside or outside is prohibited.
   o Entering rental rooms prior to time specified on contract.
   o Failure to vacate facility at time specified on contract
   o Smoking inside facility is strictly prohibited.
   o Misrepresentation of the organization or type of event.
   o Failure to remove all items from building.
   o Exceeding posted maximum room capacities.
   o Use of rooms that are not specified on contract. (Recreational rooms are not a part of rentals)
   o The throwing of rice is strictly prohibited. (Bird Seed/Sunflower Seeds may be substituted but not inside building)
   o Failure to provide proper alcohol sales permit when selling alcohol.

**Cancellation**

A. Cancellation for any reason will result in the loss of fees bases on fee schedule.
B. Cancellation must be made in writing.
C. Cancellation or date changes may result in fee changes based on current fee schedule.
Continuous Use Rates

A. Definition- a group which reserve the same facility at least 6 times in six months on one contract.
B. Continuous Groups will not be schedule on Friday’s after 6:00pm and Saturday’s after 2:00pm.

Event Policy

A. The person signing the contract is responsible for the orderly conduct of attendees.
B. The City is not responsible for any item left in building.
C. Candle or alcohol burning equipment must be placed in a non-combustible container, well supported base with flame protection and Non-combustible table mats.
D. Maximum occupant loads are mandated by Fire Marshal and posted in each room.
E. City property or equipment may be utilized only with permission of city personal.
F. LP gas, propane, or hay is not permitted inside building or within 10 feet of building.
G. Clean up should include placing all papers in trash cans, tables, etc. and picking up litter indoors & removing all customer belonging from building.
H. All function must be concluded and premises cleared by midnight.
I. Vandalism breakage or possible hazard condition should be reported to city personal.
J. Alcoholic beverage cannot be served outside beyond the Community Center Sidewalk/patio. The Patio area is considered part of the building.
K. Alcohol cannot be served in internal rooms that are coinciding in program activities.
L. 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.
M. College club organizations which serve alcohol must hire Winter Park Off Duty Police Officer to attend events.
N. All questions concerning alcohol beverage should be directed to the Alcohol and Tobacco Beverage Division of the State of Florida.
O. Events that are open to the public and charging admission must hire a Winter Park Police Off Duty Officer.
P. 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.
Q. Teen parties must have 1 adult chaperones in attendants for every 20 persons attending. The representative who will sign the contract must be over the age of 25 years old.
R. Overnight storage of rental equipment must be approved by City staff and comply with fee schedule.
S. The Community Center is a smoke free facility.
T. The use of the gymnasium for activities other than athletics is prohibited.
U. Use of fog machines is prohibited.
V. The City of Winter Park reserves the right to cancel any events or rentals.

Ruby Ball Amphitheater General Usage Guidelines

A. 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. The 8am-10am & 11am-1pm time frame on Sunday’s must be approved by City staff based on the type of event.

B. Music/amplified sound must comply to City noise ordinance. Failure to comply with noise ordinance (Sec. 62-92 & 62.97) will result in loss of deposit and city ordinance enforcement.

C. All rentals, with the exception of weddings, receive a courtesy hour for setup and decoration prior to your rental time.

D. 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.

E. All personal equipment and decorations are to be provided by customers.

F. The set up function and removal for all equipment must take place within the rental time frame.

G. Personal sound equipment may not be connected to City equipment.

H. All rentals will include two cord microphones and stereo.

I. Alcoholic beverage cannot be served or consumed outside beyond the stage (The stage area is considered part of the building)

J. The serving of Alcohol beyond the stage area will require the hiring of a Winter Park Off Duty Police Officer. Approval for alcohol beyond the stage area must be granted by the City and meet all state required guidelines.

K. 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.

L. Smoking is not permitted on the stage area.

M. Alcohol cannot be served in areas beyond the stage area without approval.

N. Rental Amphitheater does not include the rental or use of Shady Park.

O. Other events may take place in the building or in the park without notice.

P. The Park amenities and /or landscaping may change without notice.

Q. City property or equipment may be utilized only with permission of city personal.

R. LP gas or propane or hay is not permitted inside building or within 10 feet of building.

S. Clean up should include placing all papers in trash cans, tables, etc. and picking up litter indoors & removing all customer belongings from the building.

T. Vandalism breakage or possible hazard condition should be reported to city personal.

U. The City of Winter Park reserves the right to cancel any events or rentals.

Deposit

Parks & Recreation Department ■ 721 W. New England Ave. ■ Winter Park, FL 32829 ■ 407.599.3275
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:
- Damage to stage area, equipment, property or excessive cleaning
- Use of tape will be allowed on designated areas.
- Use of tacks, staples, nails on walls and furniture is prohibited.
- Use of confetti or glitter inside or outside is prohibited.
- Entering stage area prior to time specified on contract.
- Failure to vacate facility at time specified on contract
- Smoking on stage area is strictly prohibited.
- Failure to remove all items from the stage area.

Cancellation

- Cancellation for any reason will result in the loss of fees based on fee schedule.
- Cancellation must be made in writing.
- Cancellation or date changes will result in fees based on current fee schedule.
- All events cancelled due to inclement weather will be refunded the rental fee.
- If a wedding or event was not completed ½ of the deposit will be retained.

Commissary General Usage Guidelines

- User must have state license
- Inspection required one hour rental plus a Commissary Agreement from the City.
- Kitchen must be cleaned prior to end of rental. Cleaning will include:
  - The trash bags removed and taken to dumpster
  - Floors mopped
  - Counters wiped off
  - Refrigerator/freezer cleaned out
  - Sink, oven, microwave and warmer completely cleaned
- User is responsible for any damage to equipment.
- First time users will need to complete a Use Tutorial with staff prior to using kitchen and sign acknowledgement that they have been trained on proper use and will held responsible for any damages caused by negligence, misuse, or otherwise.

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:
- Damage to kitchen, equipment, or property.
- Use of tacks, staples, nails on walls and/or furniture.
- Entering kitchen area prior to time specified on contract.
- Failure to vacate facility at time specified on contract
- Failure to remove all items from the kitchen area.
- Deployment of Fire Suppression System
- Failure to sufficiently clean kitchen as listed under General Usage Guidelines.
GENERAL

A. It is the intent of the City Commission that the Farmers Market be used primarily as a rental facility for the enjoyment by all Winter Park citizens and visitors.
B. The facility address is 200 West New England Avenue, Winter Park, FL 32789
C. The business office for reservations is located at the Rachel D. Murrah Civic Center, 1050 West Morse Boulevard, Winter Park, FL 32789
   a. Office hours are from Monday - Friday 8am to noon & 1pm - 5pm. Closed 12pm to 1pm. Ph. 407-599-3341.
D. The person signing the contract is responsible for the orderly conduct of attendees.

EVENT BOOKING AND PAYMENT

A. Courtesy holds may be made in person or by phone and will expire without notice to customer on the 7th day of the courtesy hold.
B. Customers with courtesy holds will not be contacted by the reservations office prior to expiration of courtesy hold.
C. Reservations will not be considered firm until a contract is signed and a deposit accepted by courtesy hold deadline.
D. Available hours for rental on Fridays and Saturdays are 4pm to Midnight.
E. Hourly Rentals are available Sunday through Thursday: A minimum time period of two hours is required.
F. All changes to contract for rental dates, times, rooms rented or cancellations must be made in writing.
G. Rental fees are due 60 days prior to the event.
H. Rental fees are non-refundable without 60 days notice. (Patron will remain responsible for payment of rental even if the event does not take place.)
I. Checks may be accepted up to 30 days prior to event. Payable to the City of Winter Park.
J. Money orders and MasterCard and Visa credit cards are accepted.
DEPOSITS

A. Deposits are required for all rentals.
B. Deposits are held separate from the rental fees and are not applied toward account balances.
C. Deposits are refunded 4-6 weeks after the events 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:
   1. Damage to building, equipment, property.
   2. Use of tape, tacks, staples, nails on walls or furniture is prohibited.
   3. Use of confetti or glitter inside or outside is prohibited.
   4. Use of sparklers inside or outside is prohibited.
   5. Excessive cleaning.
   6. Entering rental rooms prior to time specified on contract.
   7. Failure to vacate facility at time specified on contract.
   8. Time used in excess of contracted time is charged at time and one half rate.
   9. Smoking inside facility is strictly prohibited.
10. Misrepresentation of the organization or type of event
11. Failure to remove all items from building. No storage allowed.
12. Exceeding posted maximum room capacities
13. Use of rooms that are not specified on contract.
14. The throwing of rice is strictly prohibited.
15. Failure to provide proper alcohol sales permit when selling alcohol.

CANCELLATION

A. Cancellations must be made in writing.
B. Cancellation for any reason will result in loss of deposit.
C. Cancellations more than 60 days in advance of contracted event will result in refund of room rental fees, if fees have been paid, but loss of entire deposit.

EVENT POLICIES

A. The sale of alcohol, directly or indirectly such as cover charge, is prohibited.
B. Teen parties and college club organizations must hire Winter Park Police Officer to attend event. One chaperone per every 15 teens in attendance.
C. Not responsible for any items left at the Farmers Market. All items must be removed from the building upon conclusion of the event.
D. Events must be concluded, cleaned up and everyone off the premises by Midnight.
E. Clean up includes placing all papers in trash cans, cleaning spills from floors, counters, tables, etc. and picking up litter indoors and outdoors and removing all customer belongings from building.
F. Kitchen clean up must include clearing refrigerators, cleaning counters, cleaning sinks and floors.
G. Candles or alcohol burning equipment must be placed in non-combustible, well supported bases with flame protection.
H. Flammable materials such as hay, burlap is not permitted. Any draping or linens that are on tables with candles or sterno must be flame resistant.
I. Cooking on property requires specific permission and a separate form is required. This includes food trucks and barbeque.
J. LP gas or propane in pressured containers is not permitted inside building or within 10 feet of building.
K. Failure to pay fees as outlined above will result in collection procedures.
L. The City of Winter Park reserves the right to cancel any events/rentals in any City owned facility or park.
M. The parking lot amenities and/or landscaping may change without notice.

I have read and understand all of the Rules and Regulations. I agree to abide by all of the above and those on preceding pages.

________________________________________  __________________________
Signed       Date
GENERAL

A. The Market will operate on Saturday from 7:00am to 1:00pm.
B. The facility address is 200 West New England Avenue, Winter Park, FL 32789
C. The business office is located at 761 Old England Avenue, Winter Park, FL 32789
   a. Office hours are from Monday - Friday 8am to noon & 1pm - 5pm. Closed 12pm to 1pm. Ph. 407-599-3297.
D. Due to safety and health reasons dogs are not allowed in the building. However dogs are allowed on leashes on the grounds.

VENDOR CATEGORIES/DISTRIBUTION

A. Produce Vendors........................................................................20% of present Market Vendors
B. Large Plant Vendors...................................................................25% of present Market Vendors
C. Small Plant Vendors...................................................................10% of present Market Vendors
D. Bakery Vendors..........................................................................10% of present Market Vendors
E. Primary Small Vendors.................................................................25% of present Market Vendors
F. Certified Organic........................................................................5% of present Market Vendors
G. Locally Grown............................................................................5% of present Market Vendors
H. 1 Space will be assigned for Winter Park Nonprofit Organizations upon approval.
I. 1 Space will be assigned for Open Public Forum upon approval.
J. 1 Space will be assigned for exhibit, entertainment, demonstration, and promotion upon approval
K. No more than two primary small vendors may utilize the Market at one given time.
L. Secondary items must cover an area no greater than 25% of the total display space assigned to the vendor.

CATEGORY DEFINITIONS

Contained herein are general guidelines for categories at the Winter Park Farmer’s Market. The Winter Park Farmer’s Market is one of the few markets in Florida that categorizes the types of vendors it has. General vendors consist of a vendor that is allowed to carry any items that fall under the category of produce, large plants, small plants and bakery. It may also consist of items that are sold by a primary small vendor, for example: the small plant vendor may sell orchids which are also sold by a primary
small vendor that only sells orchids. Below is the list of categories and a brief description.

A. **Produce Vendor** - 20% of the present market vendor space
   1. Definition - a vendor that can sell any type of products related to citrus, vegetables, cultivated or naturally grown items of relation to produce (Example: produce vendor may carry citrus in addition to us having two primary small vendors that sell citrus).

B. **Large Plant Vendor** – 25% of the present market vendor space.
   1. Definition - a vendor that sells general plant products ranging from large landscaping items to small potted plants, and flowers

C. **Small Plant Vendor** – 10% of the present market vendor space.
   1. Definition - a vendor that sells general plant items such as: foliage, potted plants, annuals and flowers. (Example: small plant vendor may sell orchids in addition to us having two small primary vendors)

D. **Bakery Vendor** -10% of the present market vendor space.
   1. Definition - a vendor who sells baked goods, dessert, pastries, and pies. (Example: a bakery vendor may sell bread in addition to us having two small primary bread vendors).

E. **Primary Small Vendor** – 25% of the present market vendor space.
   1. Definition -these vendors consist of any vendor that falls under the guidelines for the Farmers Market, these vendors can only specialize in one product. No more than two primary small vendors may utilize the Market at one given time.

F. **Seasonal Vendors** – These are vendors that can sell any product two weeks before the following holidays: Valentine’s Day, Easter, Mother’s Day, Father’s Day and our Christmas Holiday season which is November 1-December 31. These items must be themed related to the particular holiday.

G. **Certified Organic** - 5% product must be certified by an accredited certifying agent and is allowed to wear the USDA organic seal.

H. **Locally Grown** - 5% must be grown in within the state of Florida or 30 miles of where it’s sold.

**VENDOR RULES**

A. Each vendor must obtain an occupational license from the City of Winter Park.
B. Vendors must be set up no later than 6:30 a.m. so there is no interruption in service.
C. Vendors will be limited to the sale of plants, bakery, produce, consumable items, locally grown produce, certified organic products related items sold by Farmer’s Market vendors and holiday/seasonal items. The sale of other retail flea market items, crafts and antiques will not permitted. Additional products must be approved by the Parks and Recreation Commission.
D. Vendors must obtain, display and keep current applicable state, county and city licenses. All vendors are required to display business names at all times.
E. Large trucks, those over 1.5 tons must unload and exit the area no later than 6:00 a.m.
F. Vendors who must use a vehicle as an integral part of their business are limited to a vehicle with a weight of 1.5 tons or less. Using the vehicle as a holding area is not considered integral to the business.

G. Full time vendors’ must pay on the last Saturday of each month for the entire upcoming month and will be provided a reserved space. A vendor that participates (minimum) forty weeks a year is provided a reserved space.

H. Part-time Vendors are vendors that sell seasonal merchandise and participate on a weekly or part-time basis. Seasonal vendors may receive a stall on a weekly basis with no permanent location or six working days prior to Market date and must pay the Saturday, one-week prior to the requested market date.

I. The City reserves the right to relocate vendors within the market and to limit the quantity of stall space sold to any vendor.

J. Vendors are responsible for cleanup in the vicinity of their operations.

K. Three consecutive no shows will constitute an automatic termination.

L. First offense of fraction will carry a written warning. A second offense will result in terminating a vendor.

M. No one vendor may reserve more than 10% of the market space.

N. Space for charitable nonprofit groups shall be limited to one group per week and two times per year, per group. These groups will not be required to pay the published fees but submit their request in writing to the Division Chief for approval.

**FEES**

<table>
<thead>
<tr>
<th>Full Time Vendors Weekly Fees</th>
<th>Part Time Vendors Weekly Fees</th>
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<tbody>
<tr>
<td>(A) Outside 12’x10’ space, no electricity - $21.00</td>
<td>(A) Outside 12’x10’ space, no electricity - $31.00</td>
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<tr>
<td>(B) Outside additional 6’, no electricity - $12.00</td>
<td>(B) Outside additional 6’, no electricity - $22.00</td>
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<tr>
<td>(D) Outside space with electricity - $25.00</td>
<td>(D) Outside space with electricity - $35.00</td>
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<td>(E) Outside additional 6’, with electricity - $15.00</td>
<td>(E) Outside additional 6’, with electricity - $25.00</td>
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<tr>
<td>(D) Inside 12’x10’ space with electricity - $30.00</td>
<td>(D) Inside 12’x10’ space with electricity - $37.00</td>
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<tr>
<td>(E) Inside 12’x10’ space without electricity - 27.00</td>
<td>(E) Inside 12’x10’ space without electricity - $40.00</td>
</tr>
<tr>
<td>Vendor Deposit - $50.00</td>
<td>Vendor Deposit - $50.00</td>
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I have read and understand all of the Rules and Regulations. I agree to abide by all of the above and those on preceding pages.

_______________________________             ___________________________
Signed      Date