Parks & Recreation Advisory Board

February 25, 2015 at 5:00 p.m.

WP Community Center • Oak Room
721 W. New England Ave • Winter Park, Florida

1 Consent Agenda
   a) Approval of Minutes – January 28, 2015 Meeting

2 Action Items
   b) Rowing Regatta Orange County East/WP Rotary
   c) Sebastian Haul Fund (Doggie Door) Annual Doggie Art Festival/Annual Pet Costume Contest
   d) Saint Margaret Mary Easter Sunrise Service
   e) Kraft Azalea Gardens Rules and Standards Approval

3 New Business

4 Staff Report
   f) Bike to Work-Pedestrian Bicycle Advisory Board
   g) Expiring Board Term
   h) Accreditation Team Visitation Meet & Greet

5 Adjourn

Next Meeting – March 25, 2015 @5:00pm; Winter Park Community Center

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."
The meeting was called to order by Chairman Blair Culpepper at 5:02 p.m. at the Winter Park Community Center in conference room C.

Advisory Board Members present:
Chairman Blair Culpepper
Vice Chairman Julio de Arcos
Carl Creasman
Marni Spence
Gary Diehl

Advisory Board Members absent:
Joel Roberts via teleconference 4:55 call in.
Janet Atkins

Guests:
Tim Webber, Concours d’Elegance
Cynthia Hasenau

Staff present:
Director John Holland
Assistant Director Brenda Moody
Assistant Director Chuck Trice
Assistant Director Ron Moore
Recording Secretary Kesha Jones
Lieutenant Jeffrey Biles - WPPD
Business Operations Manager Leif Bouffard

Staff absent:

Consent Agenda:

a) Approval of Minutes – November 19, 2014

Motion made by Julio de Arcos to approve consent agenda item ‘a’; seconded by Marni Spence. The motion carried unanimously with a 6-0 vote.

b. Winter Park Concours d’Elegance 2015

Applicant Tim Webber addressed the board and spoke about the move of the Concours d’Elegance from Park Ave to the golf course, which bought a better quality and variety of cars. Attendance was about 4000. Mr. Webber is proposing to take all activity off Park Ave, possibly add holes 3, 5, 6 and 7 to the 2015 event; using holes 5, 6 and 7 for parking high end cars removing them from the streets and using hole 3 for event parking. Tim Webber is going to work with staff to address the concerns of the residents. Carl Creasman would have liked to have seen more detailed information on the event and an event application such as those used for Central Park.

Motion made by Julio de Arcos to approve action Items agenda item ‘b’; seconded by Blair Culpepper. The motion carried 5-1 with Carl Creasman voted no.

c) Earth Day Central Park
Annual event held in Central Park (city event)

**Motion made by Marni Spence to approve action items agenda item ‘c’; seconded by Carl Creasman. The motion carried 6-0 with Carl Creasman voted no.**

*d) Orlando Big Band Concerts (Fee Waiver Request)*

Applicant Bennett Harmon asked to table the request pending submission of proper paperwork.

**Motion made by Carl Creasman to table the request for agenda item ‘d’; seconded by Julio d Arcos. The motion carried 6-0 with**

**Staff Report:**

Staff provided a report of maintenance comparison, for the city’s athletic fields and other facilities. Staff presented the board with better options and the best possible option for maintaining fields. Winter Park athletic fields receive about 1600 hours of use per year. Staff also offered suggestions to improve drainage. Joel Roberts would like to see a capital project schedule for the athletic fields, a breakdown over the next few years of the maintenance of all the athletic fields.

Staff will adjust the Strategic Plan to reflect any future field maintenance capital projects.

Staff informed the board of the Park House Academy annual event, and Historical Museum Presents “Mr. Rogers in the Park” in Central Park.

Mr. Holland informed the Park Board of discussion about a local resident interested in raising money to put an artificial surface on Showalter Field, also discussion of the possibility of the City renegotiating the current contract of the facility with Orange County Public Schools

City commission approved a 400,000 grant for maintenance lakes, a portion of those funds will be used to beautify lake Lillian in Mead Gardens.

**Next Meeting – February 25, 2015 @ 5:00 p.m., Parks & Recreation, Community Center conference room C.**

The meeting adjourned at 6:20 p.m.

Kesha Jones
Recording Secretary
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
KRAFT AZALEA PARK USE APPLICATION

Organization Name: ORANGE COUNTY EAST/WINTER PARK ROTARY
Contact Name: JEFF RICHMOND
Address: 2626 ALOMA AVE WINTER PARK FL 32792
Work Phone: 407-357-9423
Home Phone: Cell Phone: 501 C3
Organization Status: Profit: 7
Registered Non-Profit: Other (specify): MARCH 7 2015
Proposed Event Date: Second Choice:
Event Time: 8:00 AM
Set up time: 6:00 AM
Break Down Time: 2:00 PM
Are dates/times flexible? NO Alternate Dates: ROLLINS ROWING REGATTA: UCF VS ROLLINS
Type of Event:rowing Regatta: UCF VS ROLLINS
Is this a Fundraiser? NO
WINTER PARK H.S. VS EUSE WATER H.S.
Area of Park Requested: ENTIRE PARK
Portable Stage? (user provided) NO List Electricity Requirements?
Expected size of Crowd: 400 Estimated Parking Requirements:
Will there be amplified music? X If Yes, type: EVENT ANNOUNCE Hours: 6:00-12:00
Amplified Voices? X If Yes, type: HOURS:
Are you proposing tents? If Yes, type: Other (describe):
***The use of tent stakes in Lake Island is Strictly Prohibited. Tents must be secured with weights.
Is the consumption of alcoholic beverages requested? NO if yes, will it be sold? T-shirts?
Are you proposing to sell anything? X Posters?
Other (describe):
Are you proposing food sales? X If Yes, type: COFFEE AND DONUTS BY DONATION
Describe in detail:
Will there be displays? 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? YES If Yes, type: Rotary Club Race Official HQ
Describe booth contents and numbers in detail:
What Sanitation Facilities are planned? SELF CLOTH
Lake Island Park has limited restrooms. The City of Winter Park requires two portapots per 500 people if no food or drink is on
site. If there is food and/or drink on site, two portapots per 125 people are required. The city does not provide portapots.
What Clean up Arrangements will be made?
Have you held this event in the past? ANNUALLY FOR 4 YEARS /KRAFT GARDENS
Size of Crowd at previous event? 400 Date of Last Event: MARCH 1 2014
Name and Phone Number of location official at Last Event: JEFF RICHMOND 407-357-8423
How will event be advertised/marketed? ROTARY CLUBS / THE ATTENDANCE - RACING FORMS
How many event staff members will you provide, describe duties:
MANAGEMENT - LAKE, AWARD OFFICIALS, SITE MANAGEMENT, TRANSPORTATION OFFICIALS
The city of Winter Park charges a fee for use of Lake Island 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 of 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 DATE 2-2-15

For Office Use Only: Parks and Recreation Board Agenda Date (if needed)
Dep Ck #: Parks and Recreation Board Approval:
Deposit Rec #: If Yes, list conditions of approval if any:
Dep Date: Rental Fee Receipt #: Check Number: Date Paid
Refunded: Comments:
Retained: STAFF SIGNATURE:
Date Ref/Ret: DATE:
ROTARY CLUB of ORANGE COUNTY EAST/WINTER PARK
35th ANNUAL METRO CUP ROWING REGATTA
MARCH 7, 2015

The Rotary Club of Orange Count East/ Winter Park’s 35th annual Metro Cup rowing regatta returns to the shores of Lake Maitland in Winter Park on Saturday March 7, 2015. The races begin at 8:00am followed by the awards ceremony at 11:45am. Spectators can view the races from beautiful Kraft Azalea Gardens on Alabama dr. as the course traverses the length of Lake Maitland and finishes directly in front of the park’s viewing dock.

Metro Cup is the oldest rowing regatta in Florida. Growing from what was a cross town rivalry between two colleges, the University of Central Florida and Rollins College. With the addition of powerhouse high schools, Winter Park and Edgewater. Metro Cup has become a prestigious event respected in the local rowing community and beyond.

Parking for the regatta is available at Lakemont Elementary School, located at 901 north Lakemont Ave. Winter Park Fl. 32792. EZ Bus charters will run continuous shuttles from 6:00am to 1:00 pm between the school parking lot and the race site at Kraft Azalea Gardens.

There in no admission charge for the spectators. The men and women of Orange County East/ Winter Park Rotary Club take great pride in this community service event as it promotes a healthy and often lifelong activity among the young men and women that participate.

1) Portable toilets(4) will be located on site near the Rollins boathouse to supplement the existing bathroom facilities.

2) Parking is available at Lakemont Elementary School with a continuous EZ Bus shuttle.

3) Insurance provided by Rotary International with a certificate to the city of Winter Park and Orange County Schools.

4) 3 police officers for traffic control on Alabama dr. at the race site.

5) 2 EMT’s with water craft for public safety at the race site.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: LOCKTON COMPANIES, LLC-K CHICAGO
525 W. Monroe, Suite 600
CHICAGO IL 60661
(312) 669-6000

CONTACT NAME: Lockton Companies
PHONE: 1-800-921-3172
FAX: 1-312-681-6769
E-MAIL: Rotary@lockton.com

INSURER(S) AFFORDING COVERAGE: Westchester Fire Insurance Company

INSURED: All Active US Rotary Clubs & Districts
Attn: Risk Management Department
1550 Sherman Ave.
Evanston, IL 60201-3698

COVERAGES:

COVERAGE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as Additional Insured where required by written and signed contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER
City of Winter Park
401 South Park Ave
Winter Park, FL 32789
Orange County East / Winter Park Rotary
Metro Cup Regatta March 7, 2015

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.
Dear Applicant:

Our letter dated AUGUST 29, 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,

[Signature]

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)
January 2, 2015

The Orange County East Rotary Foundation, Inc.
PO BOX 1566
WINTER PARK, FL 32790-1566

RE: THE ORANGE COUNTY EAST ROTARY FOUNDATION, INC.
REGISTRATION#: CH16815
EXPIRATION DATE: January 14, 2016

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 30 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Don Dietrich
Don Dietrich
Regulatory Consultant
850-410-3756
Fax: 850-410-3804
E-mail: don.dietrich@freshfromflorida.com
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION

Park Requested: Central Park
Organization Name: Sebastian Haul Ford
Contact Name: Brian Wetts
Address: 347 Park Ave N. W.P. FL 32799
Organization Status: Profit: Yes, Registered Non-Profit: No
Tax Number: 52-0749-909

Proposed Event Date: Sunday, April 12, 2015
Second Choice: 
Event Time: 10-12 pm
Alternate Dates: 
Are dates/times flexible: Yes

Type of Event: Paint Themed Art Festival
Is this a Fundraiser? Yes

Tell Themed ARTS, Vendor Art Studio Organization

Area of Park Requested: North Central Park
Stage: Yes

Expected size of Crowd: 1400

Will there be amplified music: Yes

Amplified Voices: DJ Yes, PA Yes

Are you proposing tents: Yes

The use of tent stakes is strictly prohibited. Tents must be secured with weights.

Are you proposing food sales: No

Other (describe): Artists selling their art, raffle items for fundraiser.

Are you proposing food sales: No

Describe in detail:

Will there be displays: Yes

Are banners/signs requested: Yes

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

Describe booth contents and numbers in detail: 10 x 10 foot Related to Vendor Art Studio

What Sanitation Facilities are planned:

Central Park has no restrooms. The City of Winter Park requires two portapotties per 300 people if no food or drink is on site. If there is food and/or drink on site, two portapotties per 125 people are required. The City does not provide portapotties.

What Clean up Arrangements will be made?

Easy Volunteers will maintain area clean

Have you held this event in the past: Yes

Size of Crowd at previous event: 1400

Date of Last Event: April 12, 2014

Name and Phone Number of location official at Last Event: Brian Wetts 386-578-9967

How will event be advertised/marketed?

Painting Classes, Facebook, Email, W.P. Magazine and W.P. Artsfest

How many event staff members will you provide, describe duties:

15-20 volunteers, staff for set up, day of event, maintenance and clean up.

The City of Winter Park charges a fee for use of Central Park. The fee schedule is attached. A certificate of insurance may also be required.

All events take place and are subject to City Regulations. Events may be moved to another date, time or location, at the discretion of the Park Department. The City of Winter Park reserves the right to cancel any event at any time. The City of Winter Park reserves the right to refuse any event application.

SIGNATURE: Brian Wetts DATE: 3/12/15

STAFF SIGNATURE: DATE: 3/12/15

APP Fee Paid Rec# 189409 3/12/15
January 21, 2015

Dear Johnny Miller,

We would like to request the use of Central Park for our 12th Annual Doggie Art Festival slated to occur on Sunday April 12th from 10-4pm with a set up time of 6 am and breakdown by 6pm.
The event will be an art festival featuring pet-related artists, vendors and adoption organizations.
It will also be a fund raiser for the Sebastian Haul Fund – helping Central Florida Greyhounds reach their new families.

Thank you for your consideration,

[Signature]
Brian Wettstein
Finding Board Member – Sebastian Haul Fund

Co-owner
The Doggie Door
329 Park Avenue North
Winter Park, FL 32789
407 644 2969
Cell 321 278 9937

www.thedoggiedoor.com
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION

Park Requested: Central Park  Email: brian@bullfish.net
Organization Name: City of Winter Park
Contact Name: Sebastian Hall Ford
Address: 309 Park Ave N. W.P. FL 32789
Work Phone: 407-291-2916 Home Phone: 407-295-9774 Cell Phone: 301-278-9393
Organization Status: Profit \ Registered Non-Profit: \ Yes
Tax Number: 

Proposed Event Date: Aug 25 2015 Second Choice: 

Event Time 10 - 3 Set up time 6 a.m. Break Down Time: 3 p.m.

Are dates/times flexible? \ Yes \ Alternate Dates: 

Type of Event Pet Costume Contest Is this a Fundraiser? \ Yes \ Pet-Themed Costume Contest + Fundraiser

Describe Event in Detail: North Central Park

(Attach detailed outline) Stage? \ Yes \ List Electricity Requirements? 

Area of Park Requested: North Central Park

Yes \ Estimated Parking Requirements? Park Plaza Lot A will supply

Stage? \ Yes \ Ground stage only

Expected size of Crowd: \ 1000 \ Will the event be amplified music? \ Yes \ If Yes, type: DJ + PA

Amplified Voices: \ Yes \ If Yes, type: Mic Event

Are you proposing tents? \ Yes \ If Yes, type: 10' x 10'

****The use of tent stakes 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? T-shirts? \ No \ Posters?

Other (describe): Art - Raffle

Are you proposing food sales? \ No \ If Yes, type:

Describe in detail:

Will there be displays? \ Vendors \ Only related to event 1x/2 objects

Are banners/signs requested? \ Yes \ If Yes, type: 

Describe banners/signs in detail. What will they say and how many: 16th Annual Pet Costume Contest

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 Pet-Related Vendors

Describe booth contents and number in detail: Promotional materials for vendors

What Sanitation Facilities are planned? Porta potties at North end of Park

Central Park 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? Event Volunteers staff will maintain cleanup

Have you held this event in the past? \ Yes \ Where? North Central Park

Size of Crowd at previous even: 1000 Date of Last Event: October 2014

Name and Phone Number of location official at Last Event: Brian Wolkstein 301-278-9393

How will event be advertised/marketed? Posters, Flyers, FB, Email Ads in WP Observer, WPForum

How many event staff members will you provide, describe duties: 15-20 volunteers staff to set up, duties: maintain, clean up.

The City of Winter Park charges a fee for use of Central Park. The fee schedule is as follows: 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 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: LK 2015

DATE: 

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

Dep Ch # 

Dep Rec # 

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

Refunded: Comments:

Retained: 

Date Ref/Ret: STAFF SIGNATURE: 

DATE: 

App Fee Paid REC # 189219 11/28/15
January 21, 2015

Dear Johnny Miller,

We would like to request the use of Central Park for our 16th Annual Pet Costume Contest slated to occur on Sunday October 25th from 10-3pm with a set up time of 6 am and breakdown by 5pm. The event will be a pet costume contest featuring pet-related vendors and adoption organizations. It will also be a fund raiser for the Sebastian Haul Fund – helping Central Florida Greyhounds reach their new families.

Thank you for your consideration,

[Signature]

Brian Wettstein

Founding Board Member – Sebastian Haul Fund

Co-owner
The Doggie Door
329 Park Avenue North
Winter Park, FL 32789
407 644 2969
Cell 321 278 9937

www.thedoggiedoor.com
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
CENTRAL PARK USE APPLICATION

Organization Name: St. Margaret Mary Church
Contact Name: Jill Robinson
Address: 526 N. Park Ave, 623 PK, 32784
Work Phone: 617-641-2579 Home Phone: Cell Phone:
Organization Status: Registered Non-Profit
Tax Number: 59-0855543
Proposed Event Date: April 5, 2015
Event Time: 6:30am - 7:30am
Are dates/times flexible? Yes
Alternate Dates:
Type of Event: Mass - Easter Sunrise Service
Is this a Fundraiser? No
Describe Event in Detail: Catholic Religious Service -

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

Stage? Yes
Expected size of Crowd: 800
Will there be amplified music? Yes if type: Qunita Hours: 6:30 - 7:30 am
Amplified Voices: Yes
Are you proposing tents? No
Are you proposing food sales? No if Yes, type: & food
Describe 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? WASTEWATER WILL BE PROVIDED

Central Park has no restrooms. The City of Winter Park requires two port a potties for every 200 people if no food or drink is on

site. If there is food and/or drink on site, two port a potties are required. The City does not provide port a potties.

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

Have you held this event in the past? Yes Where? Same
Size of Crowd at previous event: 300
Date of Last Event: April 20

Name and Phone Number of location official at Last Event:

How will event be advertised/marketed? Through our Church bulletin & Mass Announcements

How many event staff members will you provide, describe names: Bill Timmons, Set up, Henry Hegyi-

Sound: Jill Robinson, Graduate, Andrea Casavale, Music: Lisa Weis

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 sole negligence of the City.

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

Jill Robinson

DATE: January 29, 2015

For Office Use Only:
Parks and Recreation Board Agenda Date (if needed)
Dep CK #:
Deposit Rec #: Refunded:
Dep Date: Returned:
Refund Date:
Rental Fee Receipt #: Check Number:
Comments:

Attached

STAFF SIGNATURE: DATE: 2/15/15

Receipt 190827 Payment 2/15/15
St. Margaret Mary Easter Sunrise Service

**Date:** Sunday, April 5, 2015  
**Time:** 6:00 am – 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 and oversee that all runs smoothly.

**SMM Staff Responsibility:**

- Gail Robinson: Coordinator  
- Deacon Bill Timmes: Set-up and traffic flow  
- Kevin Hagan: Sound  
- Andrea Cavalere: Music  
- Lisa Weis: Liturgy

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

Should you need any further information, please do not hesitate to call me.

With Appreciation,

Gail Robinson  
SMM Coordinator  
407-963-7735
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
KRAFT AZALEA GARDEN
RULES AND STANDARDS FOR USE

Hours:

Kraft Garden is open from 8am until dusk.

General:

A. Kraft Azalea Garden is located within a residential area and use of the park is intended to be passive.
B. Parking is extremely limited.
C. One pop up tent no larger than 10x10’ is permitted without stakes for groups of no more than 15 people for picnicking.

Exedra:

A. Reservations are available through the Parks Administrative office for rental fees posted on the current City of Winter Park Fee Schedule.
B. Specific rules applicable to the rental of the exedra are listed in a separate policy.
C. Groups renting the exedra for weddings are limited to no more than 20 guests.

Rules for Pet Owners: (City Ordinance Number 2665-06):

A. Leash laws strictly enforced at Kraft Garden.
B. No pets in picnic areas or restrooms.
C. Patrons must clean up after pets.

SPECIAL EVENT STANDARDS

1. GENERAL

A. It is the intent of the City Commission that Kraft Azalea Garden be used primarily as a passive park.
B. Hours are from 8 a.m. to dusk unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
C. Organized events require rental of the park.
D. The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site.
E. The scheduling of new events shall be limited based upon the condition and the projected impact on the park turf and landscaping, and the impact on the neighborhood.
F. Considerations may be made for other events in specific areas of the park.
G. No additional large or significant special events will be scheduled in the same area of the park within two weeks of a scheduled large event.
H. Additional criteria as follows:
   1. How the organization serves or provides benefit to the community.
   2. The time of the year during which an event occurs.
   3. The weather of the season.
   4. The nature and size of the event being considered.

2. EVENT REGISTRATION

A. A completed park special event application and cover letter must be submitted to the Parks and Recreation Event Management office a minimum of 45 days prior to the event.
B. A non-refundable fee, amount in accordance with current fee schedule, must be paid and submitted with the application.
C. The date the application and fee is received by the Parks & Recreation Department shall determine priority for all scheduling.
D. All applications for special events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Commission. Final approval, if required, shall be by the Winter Park City Commission.

3. RESTRICTIONS ON EVENTS

A. Events are limited to groups of less than 400 people.
B. All events must consist primarily of cultural, athletic, or entertainment activities beneficial to and acceptable by the general public.
C. Events should not be objectionable or offensive to accepted standards of decency that the average person, applying contemporary community standards, would find, taken as a whole, appeals to prurient interests.
D. Events such as regattas and other passive events are consistent with allowable events.
E. All events are to be open and visible to all people during operating hours. Access may be controlled and admission can not be charged.
F. No plant materials, turf or trees may be removed, relocated or disturbed in any way for the sole benefit of an event.
G. Sponsors of special events are responsible for providing adequate and required traffic control, crowd control, and security, as is appropriate for the event. It is the sponsor’s responsibility to coordinate all life / safety issues with the City’s Police and Fire Departments as well as
the Special Events Division. Conformance with the mandates of Police and Fire Departments is required.

H. Parking on site is limited to 15-20 cars. Shuttles or valet must be provided for events requiring more parking.

I. The City requires event sponsors to provide port-o-lets, dumpsters or other sanitary measures based upon the type of event, length of event, and/or the projected attendance of an event. Requirements include one port-o-let for each 150 people in attendance. Events at which food and drink may be served require one port-o-let be provided for each 60 people. At least one handicap unit must be provided as well. Large events of more than 600 people in attendance require one handicap unit for each four regular units.

4. ACTIVITIES

A. Cultural enrichment, or entertainment must be the primary activity or purpose of all events.

B. Merchandise to be sold shall be approved by the Parks & Recreation Department. This merchandise shall be limited to items that directly promote the event and/or organization holding the event. Examples of items include: T-shirts, posters, music CD’s and other commemoratives.

C. A merchandise sales site plan shall be reviewed and approved by the Parks and Recreation Department.

D. Donation container(s) shall be placed only at a merchandise location. Containers shall not be passed or circulated, compete with the event or disturb the participants or persons using the park.

E. No one shall be required to purchase an item or donate money or goods in order to observe the event.

F. Verbal requests for donations shall be limited and confined to periods of general announcements within the entertainment.

5. FOOD AND BEVERAGE SALES

A. Food and beverage sales shall not compete with the event or disturb the participants or persons using the park.

B. Food and beverages to be sold shall be approved by the Parks & Recreation Department.

C. A food and beverage site plan shall be reviewed and approved by the Parks & Recreation Department.

D. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited.

E. All waste from cooking materials, supplies and by-products (such as grease) must be disposed of in proper trash containers in an approved environmentally safe manner.
6. AMPLIFIED SOUND

A. Amplified sound is allowed only between 8am and dusk during hours of operation, amplified sound levels may be monitored and adjustment may be required, based upon the hour and the day of the event as well as other uses of the park and surrounding areas.
B. Amplified sound is not allowed from merchandise, food or beverage locations.
C. The use of any stage, public address system, sound system or other amplified sound will be furnished by the user/renter and the placement of same will be at the discretion of the Parks and Recreation Department.
D. Any wires, cables or hoses laid across paved walking surfaces must be taped down on the paved surface with duct tape or equal material or covered with stage / electric cord mats and taped to prevent buckling. These measures are to assure the safety of the spectators and participants from tripping hazards.

7. GROUP EVENT USER FEE AND DEPOSIT

A. User fees are based upon the size of the event, the activity and the requirements placed upon City service. User fees and the deposit are payable in advance. If the event is canceled, fees are refundable only to the extent that the City has not incurred costs.
B. Small events are events attracting 399 people or fewer and shall require a base use fee in accordance with current fee schedule.
C. The base user fees cover electricity, basic trash collection, and water. Additional fees, if required, shall be based upon the nature of the event, impact upon Kraft Garden and extra services required.
D. The event deposit shall equal the fee and is refundable if the City does not incur costs not covered by the user fee. Extra fees may be required beyond the deposit.
E. The City may levy additional fees, deposits, and or requirements for any event based upon previous history of the event.
F. Fee waivers will not be considered.

8. OTHER

A. Alcohol use is prohibited unless approved by the City Manager.
B. Existing parking is limited. The applicant will be required to provide adequate handicap and off-site parking and / or shuttle services.
C. A parking site plan must be submitted.
D. All litter shall be removed by the organization or fees shall be deducted from the deposit.
E. Tents are permitted. A site plan must be submitted and applicable permits issued by the City of Winter Park Code Enforcement Division.
F. Banners must meet City codes and must be approved by the Parks and Recreation Commission. Banners may only be displayed 24 hours before the event and during the event.

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

Signed

Event & Date