

Parks & Recreation Advisory Board



October 23, 2013 at 5:00 pm

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

1 Consent Agenda

- a. **Approval of Minutes – August 28th meeting**
- b. **Cows'n Cabs – Four Rivers BBQ Fundraiser**
- c. **Junior League of Greater Orlando – Central Park**
- d. **Chabad of Greater Orlando – Central Park**

2 Action Items

- e. **Stephanie James Foundation – Fleet Peebles Park**
- f. **Sebastian Haul Fund – The Doggie Door**

3 New Business

4 Staff Report

- e. **Holiday Schedule for Parks Board Meetings**

5 adjourn

Next Meeting – January 22, 2014 @5:00 p.m., 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."

November & December

SPECIAL EVENTS 2013

- 11/07** – Popcorn Flicks – Central Park
- 11/09** – Concours d'Elegance – Park Avenue
- 11/15- 1/5** – Winter in the Park – Holiday Ice Skating Rink
- 11/16** – Mayor's Sole Challenge – Central Park
- 11/23** – Winter Park Harvest Festival – West Meadow
- 11/30** – Chabad of Greater Orlando – Central Park

- 12/1** – Orlando Philharmonic Orchestra – Central Park
- 12/5** – 35th Annual Christmas in the Park
- 12/6** – Winter Park Harvest Festival – West Meadow
- 12/6** – Popcorn Flicks – Central Park
- 12/7** – 15th Annual Leadership Winter Park Pancake Breakfast
- 12/7** – 61st Annual Winter Park Christmas Parade
- 12/21** – 18th Annual Merry Tuba Christmas
- 12/28** – 7th Annual Russell Athletic Bowl Parade of Bands

**PARKS AND RECREATION
ADVISORY BOARD MEETING
August 28, 2013**

The meeting was called to order by Chairman Blair Culpepper at 5:00 p.m. at the Winter Park Community Center in conference room C.

Advisory Board Members present:

Chairman Blair Culpepper
Vice Chairman Woody Woodall
Janet Atkins
Michael Palumbo
Julio de Arcos

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

Advisory Board Members absent:

Marni Spence
Joel Roberts
Fred Jones

Guests:

John Rife, Fall Harvest Festival, Brian Wettstein, The Doggie Door, Cindy Hasenau, Executive Director Mead Botanical Garden Inc, Keith Gardner, 2230 Cady Way, a member of the Boy Scouts of America

Consent Agenda:

- a) Approval of Minutes – June 26th, 2013
- b) 40th Annual Winter Park Autumn Art Festival

Motion made by Woody Woodall to approve Consent Agenda Item ‘a’ and ‘b’; seconded by Michael Palumbo. The motion carried unanimously with a 5-0 vote. Marni Spence, Joel Roberts and Fred Jones were absent.

Action Items:

- c) Howell Winter Park Harvest Festival – West Meadow

Applicant John Rife requested to host the fourth annual Fall Harvest Festival on November 23, 2013 in Central Park’s West Meadow. He explained that the goal is for the City to continue celebrating the Fall Harvest of local farmers and gardeners. He added that they are once again seeking to have a beer garden at their event.

Mr. Rife also asked for a reduced rate to rent the park because it is a community event and it benefits the merchants. Mr. Culpepper commented that it has been the practice of the board not to consider waivers on the weekends.

Assistant Director Ronald Moore expressed to the applicant to be cognizant about selling produce that compete with the vendors at the Farmers Market. Mr. Rife stated that he is aware of that issue.

Motion made by Janet Atkins to recommend that this item go before the City Commission to consider reducing the rental fee for the park; seconded by Woody Woodall. The motion carried with a 5-1 vote. Blair Culpepper voted no. Marni Spence, Joel Roberts and Fred Jones were absent.

Mr. Holland asked Mr. Rife to provide a letter to address to the City Commission regarding his request and he will put it on the Commission agenda.

d) Chalk Art Festival

Director John Holland explained that this will be a one day event with approximately 125 squares throughout the park being chalked with adult, high school students and middle school students participating. There will be 1-2 artists participating on each 5'x5' square, four categories that artists can choose to enter and a total of \$2500 will be awarded.

Motion made by Julio de Arcos to approve the concept of the Chalk Art Festival; seconded by Janet Atkins. The motion carried unanimously with a 5-0 vote. Marni Spence, Joel Roberts and Fred Jones were absent.

e) 14th Annual Park Avenue Pet Costume Contest – Request for use of Central Park/Ordinance Change

Applicant Brian Wettstein, co-owner The Doggie Door, stated that he Sebastian Haul Fund and The Doggie Door would like to request the use of the Central Park Stage for the 14th Annual Park Avenue Pet Costume Contest on Sunday, October 27th from 10:00 a.m. - 3:00 p.m. He also requested that Garfield Avenue be closed and the use of the Central Park stage for the event and the immediate area surrounding the stage. He added that they intend to use temporary construction fencing to contain the event to within 40 feet south of the stage to Garfield. All attendees will be given pet clean up bags and there will be volunteers and a professional company to ensure the entire area is cleaned up throughout the day as well as at the end of the event.

Mr. Holland stated that parks staff is requesting an amendment to the ordinance that would allow for the City Manager to approve of dogs in Central Park and other park areas where they would ordinarily be prohibited. This would be for special events only. He added that this item will be on the September 9th, City Commission agenda.

Motion made by Woody Woodall to approve the 14th Annual Park Avenue Pet Costume Contest; seconded by Janet Atkins. The motion carried unanimously with a 5-0 vote. Marni Spence, Joel Roberts and Fred Jones were absent.

f) Ordinance – Re Abandoned Cemetery Plots

Assistant Director Brenda Moody stated that the Cemeteries Division has identified spaces that are potentially abandoned. This designation was applied to cemetery spaces that have been sold but have had no burial activity or contact with the owner for more than 50 years. She explained that although the City is under no obligation to follow Florida State Statutes in this matter, staff is proposing an ordinance that follows the State Statutes relating to abandoned cemetery spaces.

Motion made Janet Atkins to approve the re abandoned cemetery plots ordinance; seconded by Michael Palumbo. The motion carried unanimously with a 5-0 vote. Marni Spence, Joel Roberts and Fred Jones were absent.

New Business:

1. Cynthia Hasenau, Executive Director Mead Botanical Garden, Inc. commented that Mead Botanical Garden is celebrating their 10 year Anniversary and she also gave an update of past and future events at Mead Garden
2. Mr. Culpepper recognized a Boy Scout in the audience for attending the parks board meeting to achieve his merit badge required for the Eagle Scout.

Staff Report:

1. Mr. Holland commented that the Rollins College design plan for Martin Luther King Park has been pulled from future City Commission agendas.
2. Mr. Holland stated that the excavation and the renovation of the lake is almost complete at Martin Luther King Park.
3. Mr. Holland answered questions from the board regarding city trees and the Cady Way pool project.

Next Meeting – September 25, 2013 @ 5:00 p.m., Parks & Recreation, Community Center conference room.

The meeting adjourned at 6:00 p.m.

Nancy McLean
Recording Secretary



October 26, 2013

6:00 – 10:00 pm

West Meadow Park, Winter Park

Special Event Permit Requirements

Applicant's Full Name: David Larue

Address: 1111 Temple Drive, Winter Park, FL 32789

Telephone number: 407-557-4094 (cell)

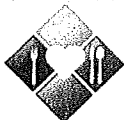
Proof of identity: Please see following sheet

Person to contact during event: David Larue 407-557-4094

A full and complete description of the event:

Cows 'n Cabs is in its third year in 2013. This year's event will feature over 16 distinguished chefs with wine pairings, craft beer tastings, live music, a silent auction, with the mission to raise much needed funds for two non-profits that are working to break the cycle of poverty. Tickets will be sold at a general price of \$110 and a VIP price of \$140. There will be a VIP hour from 6:00 p.m. to 7:00 p.m. that allows guests who want to pay a premium ticket price to come in early and have a more intimate experience with chefs, brew masters, and wine experts. Valet parking will be made available for attendees.

**Presenting
Sponsors**



**Community Food
& Outreach Center**
Providing Food & Hope in Central Florida



www.CowsNCabs.com

CowsNCabs@gmail.com

407-637-5526

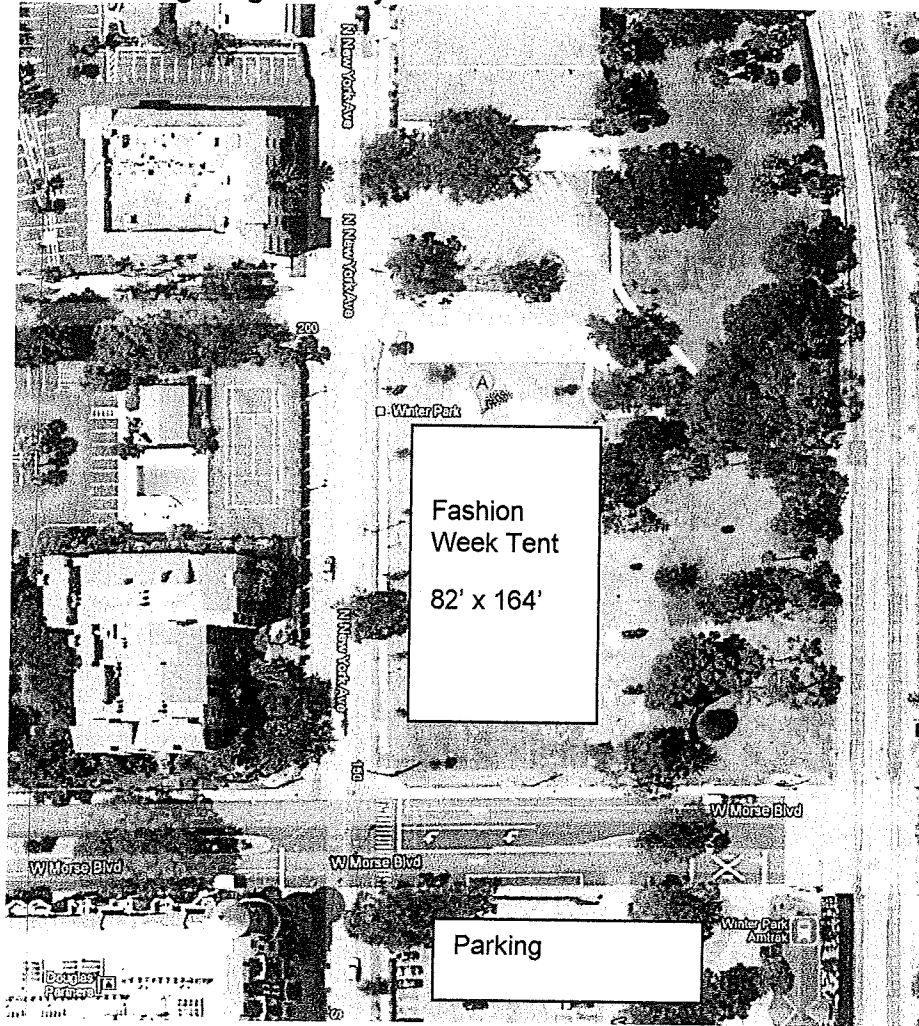
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION



Park Requested: Central Park West meadow
Organization Name: Crows 'n Cabs Email: Tina Slarve@gmail.com
Contact Name: David & Tina Larve
Address: 111 Temple Drive
Work Phone: 407-637-5526 Home Phone: _____ Cell Phone: 813-326-9835
Organization Status: Profit: _____ If so, what type? 501 (3) C
Tax Number: _____ Other (specify) _____
Proposed Event Date: October 26th, 2013 Second Choice: _____
Event Time: 6:00pm Set up time: 10am Break Down Time: 10:00pm
Are dates/times flexible? _____
Type of Event: Food & wine charity event Alternate Dates: _____
Describe Event in Detail: _____ Is this a Fundraiser? Yes
(Attach detailed outline) _____
Area of Park Requested: West Meadow
Stage? Yes List Electricity Requirements? 110V
Expected size of Crowd: 399 Estimated Parking Requirements? valet parking
Will there be amplified music? Yes If Yes, type: 5 piece band Hours: 6-10pm
Amplified Voices: Yes If Yes, type: 5 piece band Hours: 6-10pm
Are you proposing tents? Yes If Yes, type: Park Ave fashion week tent
***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.
Is the consumption of alcoholic beverages requested? Yes If yes, will it be sold? No
Are you proposing to sell anything? No T-shirts? No Posters? No
Other (describe): _____
Are you proposing food sales? No If Yes, type: Food is included in ticket price
Describe in detail? _____
Will there be displays? Yes If Yes, type: 2x4' sponsorship signs
Are banners/signs requested? Yes If Yes, type: 6 2x4' signs & 1 sign 24 sq ft
Describe banners/signs in detail. What will they say and how many: Crows 'n Cabs
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: All booths are inside tent for chefs to cook & serve at
Describe booth contents and numbers in detail: 16 restaurants to prep food
What Sanitation Facilities are planned? 6 portalets with 3 being ADA compliant
Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.
What Clean up Arrangements will be made? City to take trash & recycling - Volunteers to clean & remove
Have you held this event in the past? Yes Where? West Meadow
Size of Crowd at previous event? 350 Date of Last Event? 10/27/12 & 10/22/11
Name and Phone Number of location official at Last Event: Tina Larve 813-326-9835
How will event be advertised/marketed? Website, fliers, emails, magazine ads, word of mouth
How many event staff members will you provide, describe duties: 50 volunteers, 4 off duty police & 2 off duty fire fighters
The City of Winter Park charges a fee for Park use, 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.
Tina Slarve 9/25/13
TYPED NAME INDICATES SIGNATURE DATE

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 # _____
Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid: _____
Refunded: _____ Comments: _____
Retained: _____ STAFF SIGNATURE: _____ DATE: _____
Date Ref/Ret: _____

Plan detailing the general layout:



Saturday, October 26th, 2013

- 10am Set up of tables and chairs
- Noon Chefs load in
- 4:00-4:30pm Fire Chief walk through
- 6:00-7:00pm VIP Entrance (VIP ticketed guests entrance)
- 7:00-10:00pm Cows 'n Cabs (General Ticked guests entrance)

Specific address and location at which the event will be conducted:

Central Park – West Meadow
150 North New York Ave
Winter Park, FL 32789

Estimate of the anticipated attendance of the event:

Saturday – 300 ticketed guests, 99 workers, 399 total



**Community Food
& Outreach Center**
Providing Food & Hope in Central Florida



www.CowsNCabs.com

CowsNCabs@gmail.com

407-637-5526

Proposed arrangements to provide for all off-street parking

Guest will be available to Self Park in the public parking lot on the south side of Morse, or valet parking will be available

Description of proposed use of temporary structures, arrangements & duration of the structure

Winter Park Food & Wine Classic will be utilizing the tent structure that is put up for fashion week. There will be a white picket fence enclosing the structure but no walls will be put on the tent. WP Food & Wine Classic will start utilizing the tent on Friday morning and will be cleaned up and everything removed by Sunday, October 28th, 2012.

Proposed plan for sanitation

WP Food & Wine Classic will have six restrooms available for guests and three of those will be handicap accessible. The portable restrooms will be removed on Sunday, October 28th, 2012. All restrooms will have hand washing facilities.

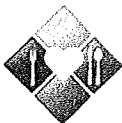
Proposed plan for street or sidewalk closures



Street closure from West of the railroad tracks on Morse Ave to East of New York Ave.

Proposed utilization of City employees, equipment, and facilities

Cows 'n Cabs will utilize the Winter Park Fire Department as well as the Winter Park police. We will also utilize the waste removal and recycling services through the city.



**Community Food
& Outreach Center**
Providing Food & Hope in Central Florida



www.CowsNCabs.com

CowsNCabs@gmail.com

407-637-5526

The Junior League of Greater Orlando

Request for Fit 'N Fun Fest

The Junior League of Greater Orlando's Kids in the Kitchen committee is requesting to use the south side of Central Park on Saturday, March 29, 2014 from 10am-2pm. This will be JLGO's Kids in the Kitchen's seventh year putting on this event and sixth year in Central Park. The purpose of the event, called Fit 'N Fun Fest, is to increase the community's awareness of healthy lifestyle choices for children. We use a hands-on educational approach to help encourage healthy lifestyles and eating habits. The event is free and open to the public.

This event typically includes 40-50 exhibitors from the metro-Orlando community that set up booths and provide attendees with free, healthy giveaways and information. We will provide a table and two chairs for each exhibitor, and the option for each exhibitor to rent a 10'x10' tent for their booth. As in past years, we are requesting one tent larger than a 10x10 for the Hospital's booth. In addition to the exhibitor booths, we typically have a bounce house, dj, face painter, caricature artist, food demonstrations, interactive programming, and other activities that appeal to families.

Event set up would be expected to begin around 7am that morning and clean-up would end by around 3pm that afternoon. We expect 400-1,000 attendees at any given time. We will provide enough port-o-lets to accommodate the expected number of attendees (per Winter Park's requirements).

We look forward to bringing this event to the Winter Park community. If any additional information is needed, please contact me at kellymmoody@gmail.com or (813) 817-6104.

Thank you,
Kelly Moody

Paid \$50.00
App Fee

CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION



Park Requested:	Central Park	Email:	kellymmoody@gmail.com
Organization Name:	Junior League of Greater Orlando		
Contact Name:	Kelly Moody		
Address:	741 Friar Rd, Winter Park, FL 32792		
Work Phone:	407-246-3009	Home Phone:	321-972-6848
Organization Status:	Profit: <input type="checkbox"/>	Registered Non-Profit:	<input checked="" type="checkbox"/>
Tax Number		Cell Phone:	813-817-6104
Proposed Event Date:	March 29, 2014	Second Choice:	
Event Time	10:00 am	Set up time	7:00 am
Are dates/times flexible?	Somewhat	Break Down Time:	2:00 pm - 3:00 pm
Type of Event	Free outdoor festival for families	Alternate Dates:	March 1, 2014
Describe Event in Detail:	Free outdoor event to promote healthy eating and lifestyles to kids and families.		
(Attach detailed outline)	Will have vendors, a DJ, bouncy houses, giveaways, and activities.		
Area of Park Requested:	South side of Central Park		
Stage?		List Electricity Requirements?	DJ, inflatable bouncy houses
Expected size of Crowd:	500-1000	Estimated Parking Requirements?	N/A
Will there be amplified music?	Yes	If Yes, type:	DJ, Speakers
Amplified Voices:	Yes	Hours:	10am-2pm
Are you proposing tents:	Yes	If Yes, type:	DJ, Announcements
***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.		Hours:	
Is the consumption of alcoholic beverages requested?	No	20+/- 10x10 tents, 1 20x20 tent	
Are you proposing to sell anything?	No	If yes, will it be sold?	
Other (describe):	T-shirts? No Posters? No		
Are you proposing food sales?	No	Other (describe):	
Describe in detail?	If Yes, type:		
Will there be displays?	Yes	Yard Signs	
Are banners/signs requested?	Yes	Banner and easels with signs	
Describe banners/signs in detail. What will they say and how many:	Junior League banner "Women Building Better Communities"		
	Easels with signage for Fit N Fun Fest logo and information near park entrances		
Please note that the display banners and signs severely limited and subject to zoning and park regulations.			
Will there be booths:	Yes	Tables beneath the 10x10 tents	
Describe booth contents and numbers in detail:	30+/- booths promoting health & fitness; giveaways, handouts		
What Sanitation Facilities are planned?	4 portalets, including 1 wheelchair accessible		
Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.			
What Clean up Arrangements will be made?	Junior League volunteers will clean up trash, pack up tables, etc.		
Have you held this event in the past?	Yes	Where?	South Side of Central Park
Size of Crowd at previous event?	500-1000	Date of Last Event?	March 2, 2013
Name and Phone Number of location official at Last Event:	Jennifer Calabrese, 407-489-3366		
How will event be advertised/marketed?	Flyers, posters, public announcements on radio and tv		
How many event staff members will you provide, describe duties:	15-20 volunteers; picking up trash, keeping traffic flow moving		
	throughout the event, organizing volunteers, managing vendors and donors, etc.		
The City of Winter Park charges a fee for Park use, 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.			
	August 1, 2013		
TYPED NAME INDICATES SIGNATURE	DATE		
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 #			
Dep Date:	Rental Fee Receipt #:	Check Number:	Date Paid
Refunded	Comments:		
Retained:			
Date Ref/Ret:	STAFF SIGNATURE:	DATE:	

2014 Fit 'n Fun Fest Map



W. P.
Farmer's
Market

NEW
ENGLAND
AVE

Porta Potty-2

8 foot tables- 55 total

Porta Potty-3

AMTRAK
STATION

RAILROAD

DJ AREA
Bringing his own tables

See Diagram, 8 tables

MORSE
BLVD

PARK AVE

PARK AVE

Obstacle Course

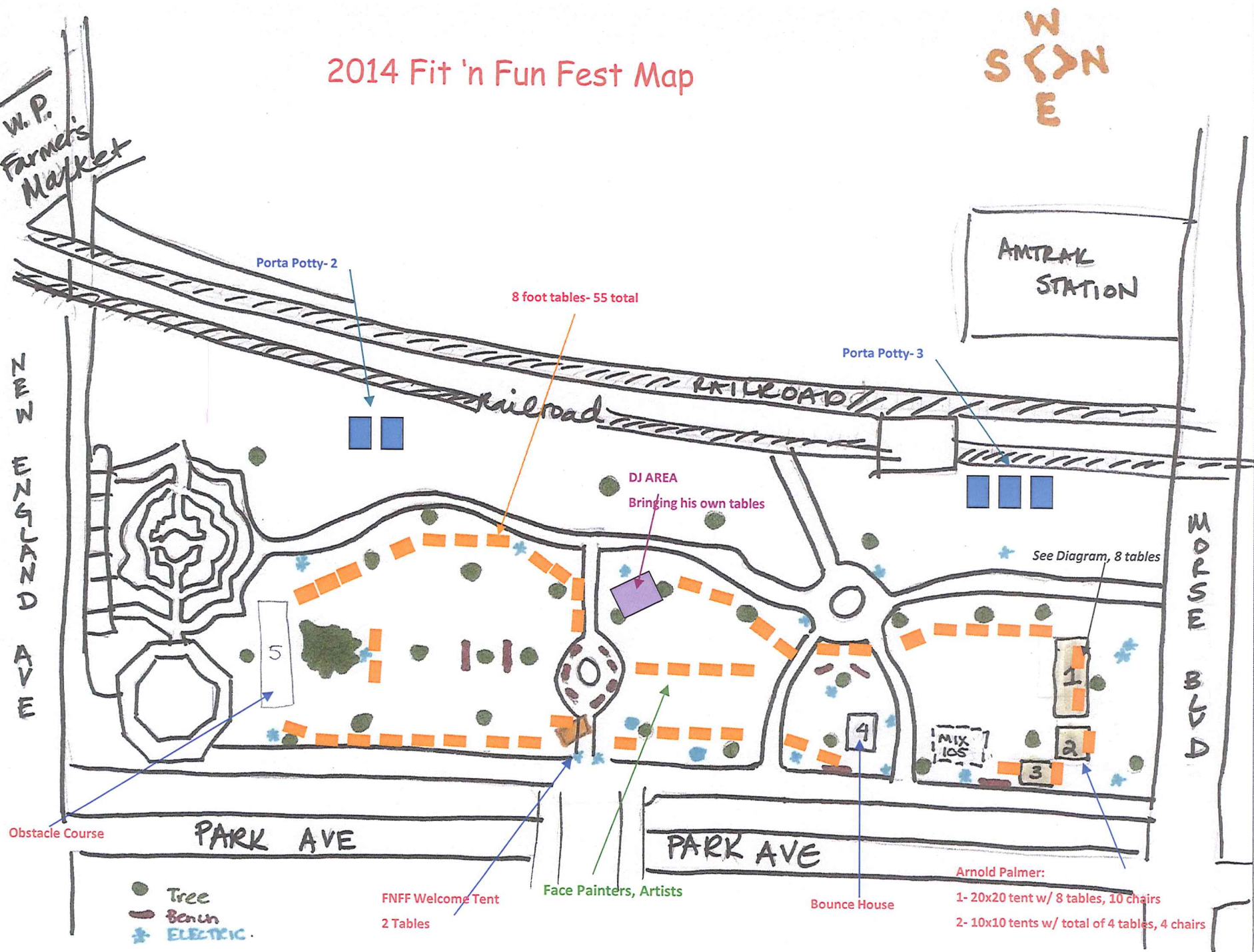


FNFF Welcome Tent
2 Tables

Face Painters, Artists

Bounce House

Arnold Palmer:
1- 20x20 tent w/ 8 tables, 10 chairs
2- 10x10 tents w/ total of 4 tables, 4 chairs



**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
CENTRAL PARK USE APPLICATION**



Organization Name: CHABAD of GREATER ORLANDO

Contact Name: JEFF BERGER

Address: 708 LAKE HOWARD WAY

Work Phone: 407 644 2500 Home Phone: _____ Cell Phone: _____

Organization Status: Profit: _____ Registered Non-Profit: YES If so, what type? _____

Tax Number: 59 2824551 Other (specify) _____

Proposed Event Date: 11/30/13 Second Choice: _____

Event Time: 7:10 Set up time: 2 HR Break Down Time: 1 HR

Are dates/times flexible? NO Alternate Dates: _____

Type of Event: MEMORIAL LIGHTING Is this a Fundraiser? NO

Describe Event in Detail: GRAND MEMORIAL LIGHT, CHILDREN SINGING, DANCING

(Attach detailed outline)

Area of Park Requested: BOLD SHILL + SURROUNDING AREA

Stage? YES List Electricity Requirements? EXISTING

Expected size of Crowd: 300 Estimated Parking Requirements? _____

Will there be amplified music? YES If Yes, type: JEWISH MUSIC Hours: 7-9

Amplified Voices: YES If Yes, type: M.C. Hours: 7-9

Are you proposing tents? NO If Yes, type: _____

***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? NO T-shirts? _____ Posters? _____

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? YES If Yes, type: CHUKULA BANNER ON STAGE

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? YES 2 PORTALETTS

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

What Clean up Arrangements will be made? VOLUNTEERS & STAFF

Have you held this event in the past? YES Where? SAME PLACE

Size of Crowd at previous event? 300 Date of Last Event? 12/12

Name and Phone Number of location official at Last Event: JEFF BERGER 407 616 6410

How will event be advertised/marketed? WORD OF MOUTH, FLYERS, NEWSPAPER

How many event staff members will you provide, describe duties: 10.

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: [Signature] DATE: 9/18/13

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 # _____

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

Refunded _____ Comments: _____

Retained: _____

Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____



stephanie James Foundation

www.stephaniejamesfoundation.org

Fleet Peeples Dog Park Donation Proposal

stephaniejamesfoundation@gmail.com

Fleet Peeples Dog Park Donation Proposal

The Stephanie James Foundation would like to propose a donation to the Fleet Peeples Dog Park in the form of naturalistic agility equipment. The Foundation has been raising money with various events throughout the year and is having our big event on November 10, 2013 as our final big fundraiser of the year. Our hope is that after the Release the Hounds Doggie Dash, we will have enough funds to purchase a package of naturalistic pieces of equipment that can be placed in Fleet Peeples Dog Park in a pre-determined location. We definitely want to get pieces for the park that serve a dual purpose, both agility and as a resting or sitting location. We are very happy to work closely with Fleet Peeples board members to get some wonderful, approved items that will be a great addition to the park. The board members of the Stephanie James Foundation agree that Fleet Peeples Dog Park is the best there is in Orlando, and we would love nothing more than to help add something great to it, in memory of our friend, Stephanie. We have always loved playing with our dogs in your beautiful park, in the past with Stephanie and today, as well, and we know this goal we have will be a great success.

Proposed Items of Park Equipment

There are a few items on the following page that we found to have both a naturalistic appearance and can serve a purpose in the park as agility and as resting equipment. We are very open to any ideas or recommendations for items, and we will do our best to get the best items that fit your criteria. We are very excited about this opportunity to donate to the park, and we look forward to seeing it happen! Thank you for partnering with the Stephanie James Foundation!!!

Half Log Balance Beam



Tree Stumps (weave poles)



Fallen Tree Balance Beam



Stepping Stones

August 24, **Stephanie James**
2013 **Foundation**





The items on these last two pages would have a lot more flexibility as far as our options go. We would be able to custom make them how we want, and they are much more affordable. We would have to water seal them twice a year, but they come treated already. The cost of shipping depends on weight, of course, but it would be much more affordable than some of the other options, which would allow us to provide and donate much more than some other sites. Here is the link for this option if you would like to see more:

<https://naturalplaygroundssstore.com/template.php?query=Fun+Things+with+Tree+Parts>

August 24, **Stephanie James**
2013 **Foundation**

Thank you again, and we hope to add some great additions to your park!!

October 15, 2013

This is an agreement made and entered into on October 15, 2013 between The Doggie Door Company and The City of Winter Park.

For the event on October 27, 2013, held in Central Park, known as "The Doggie Door Halloween Pet Costume Contest", the above parties agree to the following:

The Doggie Door agrees to indemnify Winter Park and hold Winter Park harmless from and against any and all losses, liabilities, including claims of any and every kind whatsoever paid, incurred or suffered by, or asserted against Winter Park by any person or entity or governmental agency, with respect to the subject event.

Winter Park shall receive any notice of any claim from any person or entity, then Winter Park shall immediately notify The Doggie Door orally and in writing of said notice.

Signed in the presence of:

Signed in the presence of:

The Doggie Door

By: B. Wettstein
Brian D. Wettstein, VP
329 Park Ave. N. Ste 103
Winter Park, FL 32789

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
CENTRAL PARK USE APPLICATION**



Organization Name: Sebastian Haul Fund
Contact Name: Brian Wettstein / The Doggie Door
Address: 329 Park Ave N. W.P. FL 32789
Work Phone: 407 644-2969 Home Phone: 407 228-9778 Cell Phone: 321-278 9937
Organization Status: Profit: _____ Registered Non-Profit If so, what type? 501-C3
Tax Number: C4 33270 Other (specify) _____

Proposed Event Date: Sunday Oct 27 Second Choice: _____
Event Time: 10-3 Set up time: 6:00 a.m. Break Down Time: 5 p.m.

Are dates/times flexible? _____ Alternate Dates: _____
Type of Event: Pet Costume Contest Is this a Fundraiser? yes

Describe Event in Detail: _____

(Attach detailed outline) _____

Area of Park Requested: Immediate Stage Area - North Park only

Stage? yes List Electricity Requirements? for speakers around stage

Expected size of Crowd: 100 Estimated Parking Requirements? direct to Lot A + Parking Garage

Will there be amplified music? yes If Yes, type: 4-6 speakers Hours: 9:30-3:30

Amplified Voices: yes If Yes, type: 2 microphones Hours: 9:30-3:30

Are you proposing tents? _____ If Yes, type: _____

***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? _____ T-shirts? _____ Posters? _____

Other (describe): no sales in the park

Are you proposing food sales? no If Yes, type: _____

Describe in detail: _____

Will there be displays? yes If Yes, type: 10x10 tents - vendors

Are banners/signs requested? yes If Yes, type: 1 for the stage

Describe banners/signs in detail. What will they say and how many: small signage/banners for vendor tents

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: Pet-Related Vendors + Event Sponsors.

What Sanitation Facilities are planned? n/a none

Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on

site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? volunteers + me personally overseeing

Have you held this event in the past? yes Where? Barfield Ave

Size of Crowd at previous event? 1 Date of Last Event? _____

Name and Phone Number of location official at Last Event: Brian Wettstein 407 644-2969

How will event be advertised/marketed? posters/fliers W.P. Observer FB, e-blasts.

How many event staff members will you provide/describe duties: 12 - Registration, clean up, MC, Event Set-up + Supervision

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

DATE

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 # _____

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

Refunded: _____ Comments: _____

Retained: _____

Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____