

Parks & Recreation Advisory Board



March 26, 2014 at 5:00 pm (Amended)

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

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

3/14 – 3/16 – Dog-On-It - Cady Way Park

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

**PARKS AND RECREATION
ADVISORY BOARD WORK SESSION
February 26, 2014**

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,

A handwritten signature in black ink, appearing to read 'BWettstein', is positioned below the thank you message. The signature is fluid and cursive.

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 Haul Fund
 Contact Name: Brian Wettstein / The Doggie Door
 Address: 329 Park Aven. W.P. FL 32789
 Work Phone: 407 644 2969 Home Phone: 407 228 9778 Cell Phone: 301 278 9937
 Organization Status: Profit: Registered Non-Profit If so, what type? 501-c-3
 Tax Number: 26-4268152 Other (specify) _____
 Proposed Event Date: Sun Oct 26 2014 Second Choice: _____
 Event Time: 10-3pm Set up time: 6a.m Break Down Time: 5pm.
 Are dates/times flexible? no Alternate Dates: _____
 Type of Event: Pet Costume Contest Is this a Fundraiser? yes
 Describe Event in Detail: Pet theme Costume Contest w/ Pet Related Vendors
 (Attach detailed outline) _____
 Area of Park Requested: North Central Park
 Stage? yes List Electricity Requirements? electric at stage will suffice
 Expected size of Crowd: 1000 Estimated Parking Requirements? _____
 Will there be amplified music? yes If Yes, type: pre-recorded contest themes Hours: 10-3pm
 Amplified Voices: yes If Yes, type: host / MC Hours: 10-3pm.
 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? _____ 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: 1-0 banners
Pet Costume Contest this 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: Pet-Related Vendors Providing their services.
 What Sanitation Facilities are planned? portalets
 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 participating 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
 Name and Phone Number of location official at Last Event: Brian Wettstein 407 644-2969
 How will event be advertised/marketed? Posters / Flyers, local publications Social Media
 How many event staff members will you provide, describe duties: 12 staff minimum to Run the 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: Brian Wettstein DATE: 2/13/2014

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: _____

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 Cavallere: 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. 50th Park Ave., W. PK. FL. 32789
 Work Phone: 407-647-2579 Home Phone: - Cell Phone: 407-963-7735
 Organization Status: Profit: Registered Non-Profit If so, what type? Religious Entity
 Tax Number: 59-0855407 Other (specify) _____
 Proposed Event Date: April 20, 2014 Second Choice: _____
 Event Time: 6:30am-7:30am 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: Catholic Religious Service -

(Attach detailed outline) _____
 Area of Park Requested: The Stage + Grass Area in front of Stage
 Stage? yes List Electricity Requirements? speakers
 Expected size of Crowd: 300 Estimated Parking Requirements? at St. Margaret Mary
 Will there be amplified music? yes If Yes, type: guitar Hours: 6:30-7:30am
 Amplified Voices: yes If Yes, type: hymns Hours: 6:30-7:30am
 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? No 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? 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? SMM will be open
 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? 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 bulletin + Mass announcements
 How many event staff members will you provide, describe duties: Bill Timmes - Set Up Kevin Hagen - Sound, Gail Robinson - Coordinate, Andrea Cavallere - Music Sandy Dooley - liturgical
 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.
Gail Robinson Feb. 26, 2014
 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 # _____	Rental Fee Receipt #: _____	Check Number: _____ Date Paid _____
Dep Date: _____	Comments: _____	_____
Refunded: _____	_____	_____
Retained: _____	_____	_____
Date Ref/Ret: _____	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 Altomare
 Address: 1776 Minnesota Avenue
 Work Phone: 407647-3624 Home Phone: _____ Cell Phone: 407 325-6385
 Organization Status: Profit: Registered Non-Profit: _____ If so, what type? _____
 Tax Number: *Any profits from this event will be donated to charity Other (specify) _____
 Proposed Event Date: Saturday May 10th Second Choice: to charity Saturday May 17th 10-2
 Event Time: 10-2 Set up time: 1 hour prior Break Down Time: immed. after event
 Are dates/times flexible? yes Alternate Dates: Sunday May 18th (2-5 Sun)
 Type of Event: Summer Safety Fair Is this a Fundraiser? _____
 Describe Event in Detail: A free, family fun event promoting safe + healthy practices for children
 (Attach detailed outline) _____

List Electricity Requirements? yes
 Expected size of Crowd: 200 Estimated Parking Requirements? Street parking + local garage
 Will there be amplified music? NO If Yes, type: _____ Hours: _____
 Amplified Voices: NO If Yes, type: _____ Hours: _____
 Are you proposing tents: YES If Yes, type: 10x10
 ***The use of tent stakes in Central Park West Meadow 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? NO Posters? _____
 Other (describe): _____

Are you proposing food sales? NO If Yes, type: Food samples from local businesses
 Describe in detail: maybe a part of this event
 Will there be displays? YES If Yes, type: _____
 Are banners/signs requested? _____ If Yes, type: _____
 Describe banners/signs in detail. What will they say and how many: Parke House will provide banners + signage

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 booth, booths providing summer safety information
 Describe booth contents and numbers in detail: _____
 What Sanitation Facilities are planned? 2 portalets
 West Meadow 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? Parke House Academy will clean area
 Have you held this event in the past? NO Where? _____
 Size of Crowd at previous event? N/A Date of Last Event? _____
 Name and Phone Number of location official at Last Event: _____

How will event be advertised/marketed? local magazines, flyers in local businesses, school communication
 How many event staff members will you provide, describe duties: 20-25
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, 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.
Jill Altomare 2/28/2014
 SIGNATURE DATE

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____
 Dep Ck # 2327 Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____
 Deposit Rec # _____
 Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid: 50.00
 Refunded _____ Comments: _____
 Retained: _____
 Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

2327 Dan 50.00 2/27/14



WINTER PARK
day nursery

EXCELLENCE IN EARLY EDUCATION

741 S. Pennsylvania Ave.
Winter Park, FL 32789
407-647-0505

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.

From: nikki [<mailto:nikki@nikkiathletics.com>]
Sent: Tuesday, March 11, 2014 6:44 PM
To: Ronnie Moore
Subject: Fitness Classes---Nikki Athletics

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.



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SESSIONS!**

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Formats

Technique Days:
Stretching/Foam Roller

Nutrition Guidelines

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Nikki Wilander

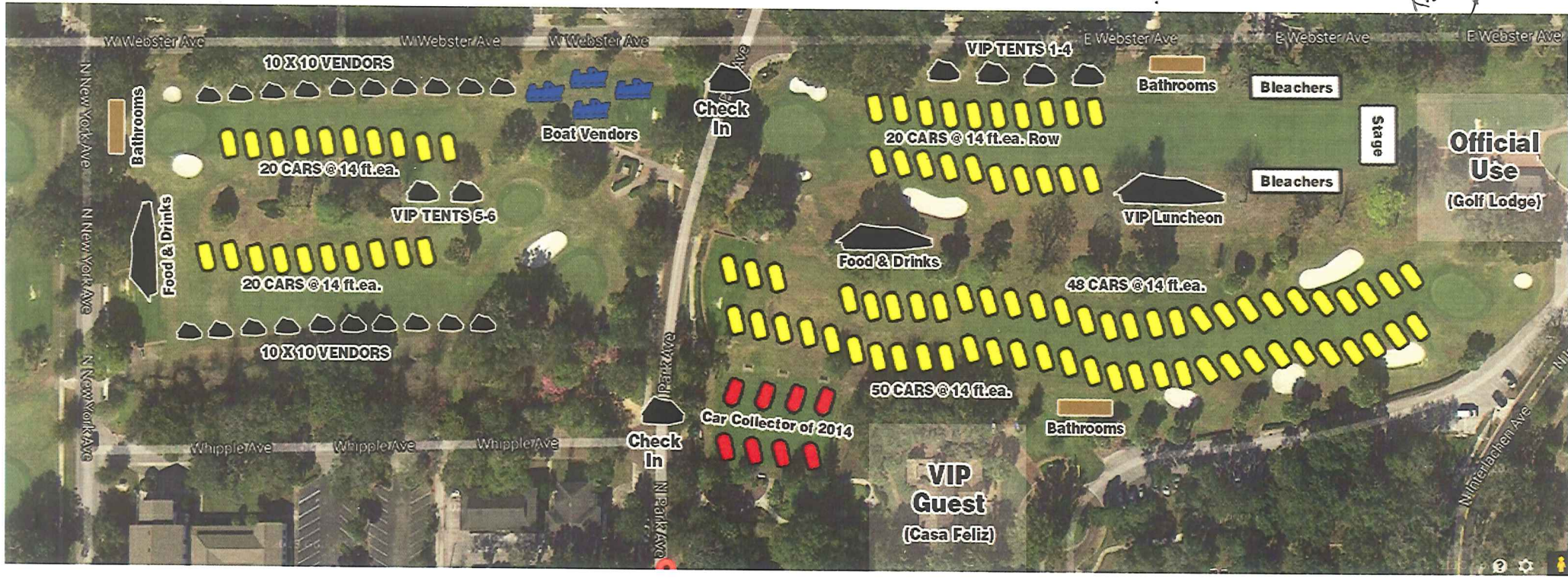
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area!

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Training & Small Class Sizes!

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

Nikki@NikkiAthletics.com

540-848-0537



Rye: 1st week Nov.

150



City of Winter Park

Rules and Standards for Rate Adjustments

Approved by City Commission January 26, 2009

Reviewed by City Commission amendments approved on November 12, 2012

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.)

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

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.



Rachel D. Murrah Civic Center

RULES & REGULATIONS

Parks & Recreation Advisory Board
Parks & Recreation Advisory Board
City Commission

> **APPROVED 04.01.1987**
> **APPROVED 00.00.0000**
> **APPROVED 00.00.0000**

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



Winter Park Community Center

RENTAL RULES & REGULATIONS

Parks & Recreation Advisory Board > **APPROVED 00.00.0000**
Parks & Recreation Advisory Board > **AMENDED 00.00.0000**
City Commission > **APPROVED 00.00.0000**

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 25years 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 bases on fee schedule.
- ✓ Cancellation must be made in writing.
- ✓ Cancellation or date changes will result in fees base 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.



Farmers' Market

RULES & REGULATIONS

Parks & Recreation Advisory Board > **APPROVED 05.09.1995**
Parks & Recreation Advisory Board > **AMENDED 00.00.0000**
City Commission > **APPROVED 00.00.0000**

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



Saturday Farmers' Market

RULES & REGULATIONS

City Commission > **APPROVED 08.08.2000**
 Parks & Recreation Advisory Board > **AMENDED 03.27.2013**
 City Commission > **APPROVED 08.07.2013**

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 be 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

Full Time Vendors Weekly Fees	Part Time Vendors Weekly Fees
(A) Outside 12'x10' space, no electricity - \$21.00	(A) Outside 12'x10' space, no electricity - \$31.00
(B) Outside additional 6', no electricity - \$12.00	(B) Outside additional 6', no electricity - \$22.00
(D) Outside space with electricity - \$25.00	(D) Outside space with electricity - \$35.00
(E) Outside additional 6', with electricity - \$15.00	(E) Outside additional 6', with electricity - \$25.00
(D) Inside 12'x10' space with electricity - \$30.00	(D) Inside 12'x10' space with electricity - \$37.00
(E) Inside 12'x10' space without electricity - 27.00	(E) Inside 12'x10' space without electricity- \$40.00
Vendor Deposit - \$50.00	Vendor Deposit - \$50.00

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 _____