

Parks & Recreation Advisory Board



July 30, 2014 at 5:00 pm

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

1 Consent Agenda

- a. **Approval of Minutes – June 25th meeting and work session**
- b. **41st Winter Park Autumn Art Festival**

2 Action Items

- c. **Pink Out – Central Park**
- d. **Policy Review: Country Club, Central Park, West Meadow
Dinky Dock, Lake Island Hall, Lake Baldwin and Athletic Field Banner**
- e. **Fee Waiver Policy**

3 New Business

4 Staff Report

5 adjourn

Next Meeting – August 27, 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."

**PARKS AND RECREATION
ADVISORY BOARD
June 25, 2014**

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 Julio de Arcos
Janet Atkins
Michael Palumbo
Marni Spence
Taylor Sacha

Staff present:

Director John Holland
Assistant Director Brenda Moody
Assistant Director Ron Moore
Assistant Director Chuck Trice
Lieutenant Jeffrey Biles
Recording Secretary Nancy McLean

Advisory Board Members absent:

Joel Roberts
Carl Creasman

Guests:

Bennett Harmon Director, Bahia Dance Band, Joyce Swain, Habitat for Humanity, Carla Lubet, Friends of Fleet Peoples Park and Janna Baumann, Cemeteries Manager.

Non Agenda item:

Mr. Holland introduced Lieutenant Jeff Biles as the new police representative to the Parks Advisory Board.

Consent Agenda:

- a) Approvals of Minutes – April 23, 2014 work session and regular meeting

Mr. Culpepper stated that there was a discrepancy with Julio de Arco's attendance in the April 23rd minutes and asked that his name be added as being present. **Motion made by Marni Spence to approve the consent item; seconded by Julio de Arcos. The motion carried unanimously with a 6-0 vote. Joel Roberts and Carl Creasman were absent.**

Action Items:

- b) Nominations and Appointments Chair & Vice Chair

The board had a brief discussion on nominations for Chairman and Vice Chairman to the Parks Advisory Board. **Julio de Arcos nominated Blair Culpepper to be reappointed as Chairman; seconded by Janet Atkins. The board unanimously affirmed.**

Marni Spence nominated Julio de Arcos as Vice Chairman; seconded by Janet Atkins. The board unanimously affirmed.

c) Swingtime in the Park – Central Park

Bennett Harmon Director Bahia Dance Band requested the use of Central Park for a Big Band concert featuring the Bahia Dance Band and vocalists. They will present classical arrangements from the 30s and 40s and are expecting to draw 100-150 people in attendance.

Motion made by Janet Atkins to approve Swingtime in the Central Park dependent upon the approval date from Chief of Special Events Johnny Miller; seconded by Julio de Arcos. The motion carried unanimously with a 6-0 vote. Joel Roberts and Carl Creasman were absent.

d) Golf Course Special Event Rules

Mr. Holland explained that Parks and Recreation created the special event rules for the golf course because they did not have a policy regarding renting the golf course. He commented that this year the Concours d'Elegance will be having their event at the golf course and it is important to have a policy in place.

Motion made by Michael Palumbo to approve the Golf Course Special Event Rules; seconded by Janet Atkins. The motion carried unanimously with a 6-0 vote. Joel Roberts and Carl Creasman were absent.

e) Pet Memorial Presentation

Assistant Director Brenda Moody explained that there have been inquiries regarding pet memorials and City Management is in favor of discussing the matter for Fleet Peeples Park so dog owners could honor their pets. She stated that staff established a 40' x 40' area that would be fenced off with the potential of having columbariums and bricks, but no ground burials. She offered three possible plans to choose from and addressed that they will do marketing and possibly set up a booth at the Pet Floating Memorial Lantern Event next July at the park to promote presale of spaces. The board asked Ms. Moody questions.

Carla Lubet, Friends of Fleet Peeples Park stated that the patrons of Fleet Peeples Park are excited about the possibility of having a pet cemetery. She explained that FFPP were in favor of Plan C.

Motion made by Janet Atkins to approve Plan C for the pet memorial at Fleet Peoples Park and the logistics will be determined by staff; seconded by Julio de Arcos. The motion carried unanimously with a 6-0 vote. Joel Roberts and Carl Creasman were absent.

New Business:

Mr. Holland commented that at the April 23rd meeting the board approved the Saturday Farmers Market policy promoting locally grown produce. He stated that there was a 30 mile limit, but staff would like to increase that to a 100 mile limit to qualify as local grown.

Motion made by Marni Spence to increase the 30 mile limit to 100 miles in the Saturday Farmers Market policy; seconded by Michael Palumbo. The motion carried unanimously with a 6-0 vote. Joel Roberts and Carl Creasman were absent.

Staff Report:

1. Mr. Holland stated that a proclamation was presented at the City Commission meeting on June 24th for Parks and Recreation Month (in July). The board was provided with the July calendar and Mr. Holland commented that every day there is something to do in the parks.
2. Mr. Holland stated that the July 4th celebration will be held in Central Park this Friday.
3. Mr. Holland presented fun facts that Ms. Moody researched regarding the banyan tree and egrets at Kraft Azalea Garden.

Next Meeting – July 30, 2014 @ 5:00 p.m., Parks & Recreation, Community Center conference room.

The meeting adjourned at 6:10 p.m.

Nancy McLean
Recording Secretary

**PARKS AND RECREATION
ADVISORY BOARD WORK SESSION
June 25, 2014**

The meeting was called to order by Assistant Director Brenda Moody at 4:00 p.m. at the Winter Park Community Center in conference room C.

Advisory Board Members present:

Chairman Blair Culpepper
Julio de Arcos
Janet Atkins
Michael Palumbo
Marni Spence
Taylor Sacha

Staff present:

Director John Holland
Assistant Director Brenda Moody
Assistant Director Ronald Moore
Assistant Director Michelle del Valle

Advisory Board Members absent:

Joel Roberts
Carl Ceasman

Staff absent:

Assistant Director Chuck Trice
Lieutenant Jeffrey Biles

Guests:

Joyce Swain, Habitat for Humanity

Discussion:

a) Rules and Standards for Rate Adjustments

Assistant Director Brenda Moody commented 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 should be added or removed from the list. She stated that they had a work session on April 23, 2014 and the parks boards requested a member of city management attend the work session to give more guidance of what is expected of them. She explained that based on the previous discussion she drafted two categories of fee waivers that included the list of city approved annual events and single event waivers and she created a fee waiver application.

Mr. Holland introduced Assistant City Manager Michelle del Valle to the board. Ms. del Valle clarified what the City Commission expects from the Advisory board and gave them direction regarding recommendations.

The board asked staff questions and vetted out certain criteria for the fee waiver and the fee waiver application. They concluded that new organizations will approach Director John Holland for approval/disapproval. If Mr. Holland disapproves their request they can approach the parks board to override his decision. Ms. del Valle commented that it is important that they structure their policy correctly then the Commission will review it before anything can be implemented by the parks board. Marni Spence suggested that the policy state that final appeal will have to

come to the Parks and Recreation board. There was consensus from the board on the changes discussed and to place it on the July agenda.

Next Meeting – July 30th, 2014 @ 5:00 p.m., Parks & Recreation, Community Center conference room.

The meeting adjourned at 4:52 p.m.

Nancy McLean
Recording Secretary

July 3, 2014

Dear City of Winter Park - Parks and Recreation Board,

I am writing on behalf of the Pink Out Winter Park 2014 initiative. To galvanize the community and build on the energy created with our 2012 Guinness World Record attempt (WRA), this year, we would like to again host a WRA. In an effort to evolve the event and continue to motivate and inspire, we propose to also illuminate the night with dazzling pink lights all in honor of Breast Cancer awareness.

The Pink Out Winter Park 2014 launch event is designed as a family friendly event, encouraging more than 3,000 citizens to gather in one location for a WRA. In honor of Breast Cancer awareness, we will ask participants to stand on one leg (similar to the Pink Out Flamingo icon) for two minutes. If we are able to get 3,000 people to participate successfully we will do something that has never been done before. This approach is meant to garner attention for the Pink Out Winter Park message and encourage more women to do their regular breast self exam and get their mammogram. In addition to the WRA we will illuminate the Winter Park night with pink lights in honor of Breast Cancer awareness and survivors present. Illumination will occur at end of the WRA, through the use of inflatables around the stage area of Central Park creating a truly unique and inspirational effect.

In the three years of Pink Out Winter Park, 123 women have accessed the mammography fund. These are women who would have otherwise not had the funds to receive this life saving screening. From those 123 women, six women were diagnosed with Breast Cancer and have undergone treatment. This launch event will continue the momentum of previous years and will hopefully save more lives.

Outlined below are the specific event details.

- Proposed Date: Saturday, September 20, 2014
- Time: 7:15-9:15 pm
- Location: Central Park, Winter Park, FL (Main Stage area)
- Parking: Parking needed to accommodate 1000 cars
- Food and Beverage: Water will be provided free of charge. We are asking Park Avenue restaurants to participate in the event, but at their restaurant location.
- Tents: 5-10 pop-up tents will be needed and brought in.
- Event is open to the public free of charge. The public will be responsible for any Flamingo, glow-in-the-dark accessory or t-shirt purchase. Proceeds will go to the Winter Park Memorial Hospital Mammography Scholarship Fund.
- Power will be needed for the stage and A/V needs.
- Music will be played before and during the event. It will be light and motivational. Nothing heavy or offensive will be allowed.

I appreciate your consideration of this Pink Out Winter Park 2014 launch event. If further details are needed, please do not hesitate to let me know.

Best regards,

Teresa Mairn, Winter Park Memorial Hospital



Winter Park Country Club

RULES & REGULATIONS

Parks & Recreation Advisory Board

> **APPROVED 00.00.0000**

1. GENERAL

- A. It is the intent of the City Commission that the Country Club be used primarily as a rental facility for the enjoyment by all Winter Park citizens and visitors.
- B. The business office is located at the Rachel D. Murrah Civic Center and the office hours are from Monday - Friday 8am to noon & 1pm - 5pm. Closed 12pm to 1pm. Ph. 407-599-3341.
- C. The physical address of the Country Club is 761 Old England Avenue, Winter Park, FL 32789 and the mailing address is care of the Rachel D. Murrah Civic Center at 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 within the courtesy hold period of 7 days.
- E. Events must be concluded, cleaned up and everyone off the premises by Midnight.
- F. Available hours for rental on Fridays and Saturdays are 4pm to Midnight.
- G. Hourly rentals are available Sunday through Thursday: A minimum time period of two hours is required.
- H. All changes to contract for rental dates, times, rooms rented or cancellations must be made in writing.
- I. Rental fees are due 60 days prior to the event.

- J. Checks may be accepted up to 30 days prior to event made payable to the City of Winter Park. Inside of 30 days, a money order or credit card payment is required
- K. 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/furniture is prohibited.
 - Use of confetti or glitter inside or outside is prohibited.
 - Use of sparklers 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 with less than 90 days' notice, prior to scheduled event, will result in loss of deposit.
- B. Cancellations must be made in writing.
- C. Rental fees are non-refundable without 30 days' notice. (Patron will remain responsible for payment of rental even if the event does not take place.)
- D. Cancellations less than 30 days in advance of contracted event will result in loss of room rental fees, if fees have been paid, but refund of entire deposit. If room rental fees have not been paid, deposit will be retained and any difference between rental fees and deposit will be billed.

5. EVENT POLICIES

- A. The sale of alcohol, directly or indirectly such as cover charge, is prohibited by law unless an appropriate temporary license is submitted to the booking office at least two weeks prior to the event.
- 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 Country Club.
- D. Business meetings, particularly those charging admission or serving alcohol may be required to provide a certificate of insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate and naming the City of Winter Park as coinsured.
- 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 are not permitted. Any draping or linens that are on tables with candles or sterno must be flame resistant.
- I. Any cooking on property requires specific permission and a separate form is required. This includes food trucks and barbeque grills.
- J. LP gas or propane in pressured containers are 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 Golf Course amenities and/or landscaping may change without notice.
- N. The parking lot is shared with the golf course.

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

Signed

Date



Central Park

RULES & REGULATIONS

Parks & Recreation Advisory Board > **APPROVED 07.11.2007**
City Commission > **APPROVED 07.23.2008**
Parks and Recreation Advisory Board >

GENERAL

- A. It is the intent of the City Commission that Central Park be used primarily as a passive park for the enjoyment by all Winter Park citizens and visitors.
- B. Hours are from 6 a.m. to 2 a.m. unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- C. Central Park shall be open to the general public during all operational hours and during all special events.
- D. All Central Park events are subject to approval by the Parks and Recreation Advisory Board.

EVENT REGISTRATION

- A. A completed Special Event Use Application and cover letter must be submitted to the Parks and Recreation Special Events office a minimum of 90 days prior to the event.
- B. A non-refundable application fee, amount in accordance with current fee schedule, must be paid and submitted with the application. The date the application and fee is received by the Parks & Recreation Department shall determine priority for all scheduling.
- C. All requests for events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Director. Final approval, if required, shall be by the Parks and Recreation Advisory Board.

RESTRICTIONS ON EVENTS

- A. Events such as concerts, movies, performing arts, small festivals, road race staging, exhibits and other similar events are considered compatible and consistent with the guidelines for use and beneficial to and acceptable by the general public.
- B. Central Park may be rented for controlled access events at which admission fees are charged. Access control devices, such as fencing, are prohibited and entry fees may not be charged.
- C. No plant materials, turf or trees may be removed, relocated or disturbed in any way for the sole benefit of an event.

- D. Sponsors of special events are responsible for providing adequate and required traffic control, crowd control, and security, as is appropriate for the event. It is the sponsor's responsibility to coordinate all life / safety issues with the City's Police and Fire Departments as well as the Special Events Division. Additional fees may apply.
- E. The City requires event sponsors to provide port-o-lets, dumpsters or other sanitary measures based upon the type of event, length of event, and/or the estimated projected attendance of an event. Requirements include two port-o-lets for each 300 people in attendance, except for events at which food and drink may be served at which two port-o-lets must be provided for each 125 people. One handicap unit must be provided for each four regular units.

NUMBER AND LOCATION OF EVENTS

- A. The scheduling of new events shall be limited based upon the condition and the projected impact on the park turf and landscaping.
- B. The number of events may be limited to provide protection to trees, plantings and turf and to allow the public sufficient access to a passive use park in an urban setting.
- C. Large events attracting 400 or more people per day are not to occur more frequently than once every 30 days. This is to assure adequate recovery time for the park grounds and turf. Considerations may be made for other events in specific areas of the park.
- D. No additional events will be scheduled in the same area of the park within two weeks prior to a scheduled large event.

Items C. and D. above are provided as standards intended as a guideline for consideration of events by the City of Winter Park. Variables to be considered include: the necessity of an event to the purpose and good of the Park's role in the community; the time of the year during which an event occurs; the weather of the season; and the nature and size of the event being considered.

ACTIVITIES

- A. Merchandise to be sold shall be approved by the Parks & Recreation Department. This merchandise shall be limited to items that directly promote the event and/or non-profit or exempt organization holding the event.
- B. A merchandise location sites shall be reviewed and approved by the Parks & Recreation Department.
- C. Donation container(s) shall be placed only at a merchandise location. Containers shall not be passed or circulated, compete with the event or disturb the participants or persons using the park.
- D. Verbal requests for donations shall be limited and confined to periods of general announcements within the entertainment.

FOOD AND BEVERAGE SALES

- A. Food and/or beverage locations must gain approval of the Parks and Recreation Commission and will be reviewed based on size, location and types items sold.
- B. The preparation and/or sale of food and beverage must comply with all state and local regulations and licensing requirements with no exception. Applicable licenses and/or proof of compliance is required.
- C. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited.
- D. All waste from cooking materials, supplies and by-products (such as grease) must be disposed of in proper trash containers in an approved environmentally safe manner.
- E. All items recyclable by the City's agent shall be placed in appropriate containers for recycling.

AMPLIFIED SOUND

- A. Amplified sound is allowed only between 8am and 9pm Sunday through Thursday and 8am to 10pm on Friday and Saturday. Amplified sound may begin at 7am for weekend road race starts only.
- B. During hours of operation, amplified sound levels may be monitored with adjustment required, based upon the hour and the day of the event, other uses of the park and surrounding areas and the requirement that the park be predominately passive in nature.
- C. Amplified sound is not allowed from merchandise, food or beverage locations.
- D. Any wires, cables or hoses laid across paved walking surfaces must be taped down on the paved surface with duct tape or equal material or covered with stage / electric cord mats and taped to prevent buckling. These measures are to assure the safety of the spectators and participants from tripping hazards.

GROUP EVENT USER FEE AND DEPOSIT

- A. User fees are based upon the size of the event, the activity and the requirements placed upon City service. User fees and the deposit are payable in advance.
- B. Fee/Deposit policy is as follows:
 - a. Inclement weather, no refund. Event may be rescheduled with a new application and re-payment of appropriate fees.
 - b. If Applicant cancels event with less than 30 days notice, deposit is forfeited.
 - c. Damage to park may result in deposit retention and/or additional fees.
 - d. Misrepresentation of event type or size of crowd will result in deposit retention and/or additional fees.
 - e. Violation of zoning laws and City ordinances will result in deposit retention or additional fees.
- C. Base user fees shall be charged according to the current fee schedule.
- D. Groups charging admission, collecting fees, having significant sales or controlling access to the park shall be charged double the base user fee.

- E. The base user fees cover electricity, basic trash collection. Additional fees if required shall be based upon the nature of the event, impact upon Central Park West Meadow and extra services required.
- F. The event deposit shall equal the fee and is refundable to the extent that the City does not incur costs not covered by the user fee. Extra fees may be required beyond the deposit.
- G. Events which attract a larger number of people than anticipated in fee schedule will be assessed the appropriate fee.
- H. City sponsored events are exempt from these fees
- I. The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.
- J. Fee waivers will not be considered.

OTHER

- A. Alcohol use may be approved by the City manager with fully paid rentals. Fencing or an approved barrier is required when alcohol is served or sold. Fencing type must have approval of the Parks and Recreation Commission. Fencing is at the expense of the renter.
- B. All pets except seeing-eye dogs or medically necessary service animals are banned.
- C. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- D. Parking on West Meadow may be allowed for special events but paid parking is prohibited.
- E. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- F. There are no Public restrooms within Central Park or Central Park West Meadow.
- G. The use of motorized vehicles within the confines of Central Park West Meadow must be approved by the Parks and Recreation Commission.
- H. The City reserves the right to mandate placement and type fencing along railroad tracks placed at the expense of the renter.

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



Central Park West Meadow

RULES & REGULATIONS

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

> **APPROVED 05..28.2008**
> **AMENDED 06.25.2008**
> **APPROVED 07.14.2008**

GENERAL

- A. It is the intent of the City Commission that Central Park West Meadow be used primarily as a passive park for the enjoyment by all Winter Park citizens and visitors.
- B. Hours are from 6 a.m. to 12 a.m. unless otherwise approved by the Parks and Recreation Commission and / or City Commission.

EVENT REGISTRATION

- A. A completed Central Park West Meadow Use Application and cover letter must be submitted to the Parks and Recreation Special Events office a minimum of 90 days prior to the event.
- B. A non-refundable application fee, amount in accordance with current fee schedule, must be paid and submitted with the application. The date the application and fee is received by the Parks & Recreation Department shall determine priority for all scheduling.
- C. All requests for events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Commission. Final approval, if required, shall be by the Winter Park City Commission..

RESTRICTIONS ON EVENTS

- A. Events such as concerts, movies, performing arts, small festivals, road race staging, exhibits, weddings and other similar events are considered compatible and consistent with the general guidelines for use.
- B. Central Park West Meadow may be rented for controlled access events at which admission fees are charged. Access control devices such as fencing is the responsibility of the renter.
- C. No plant materials, turf or trees may be removed, relocated or disturbed in any way for the sole benefit of an event.
- D. Sponsors of special events are responsible for providing adequate and required traffic control, crowd control, and security, as is appropriate for the event. It is

the sponsor's responsibility to coordinate all life / safety issues with the City's Police and Fire Departments as well as the Special Events Division. Additional fees may apply.

- E. The City requires event sponsors to provide port-o-lets, dumpsters or other sanitary measures based upon the type of event, length of event, and/or the estimated projected attendance of an event. Requirements may include two port-o-lets for each 300 people in attendance, except for events at which food and drink may be served at which two port-o-lets must be provided for each 125 people. One handicap unit must be provided for each four regular units.

NUMBER AND LOCATION OF EVENTS

- A. The scheduling of new events shall be limited based upon the condition and the projected impact on the park turf and landscaping.
- B. The number of events may be limited to provide protection to trees, plantings and turf and to allow the public sufficient access to a passive use park in an urban setting.
- C. Large events attracting 400 or more people per day are not to occur more frequently than once every 30 days. This is to assure adequate recovery time for the park grounds and turf. Considerations may be made for other events in specific areas of the park.
- D. No additional events will be scheduled in the same area of the park within two weeks prior to a scheduled large event.

Items C. and D. above are provided as standards intended as a guideline for consideration of events by the City of Winter Park. Variables to be considered include: the necessity of an event to the purpose and good of the Park's role in the community; the time of the year during which an event occurs; the weather of the season; and the nature and size of the event being considered.

ACTIVITIES

- A. Merchandise to be sold shall be approved by the Parks & Recreation Department. This merchandise shall be limited to items that directly promote the event and/or non-profit or exempt organization holding the event.
- B. A merchandise location sites shall be reviewed and approved by the Parks & Recreation Department.
- C. Donation container(s) shall be placed only at a merchandise location. Containers shall not be passed or circulated, compete with the event or disturb the participants or persons using the park.
- D. Verbal requests for donations shall be limited and confined to periods of general announcements within the entertainment.

FOOD AND BEVERAGE SALES

- A. Food and/or beverage locations must gain approval of the Parks and Recreation Commission and will be reviewed based on size, location and types items sold.

- B. The preparation and/or sale of food and beverage must comply with all state and local regulations and licensing requirements with no exception. Applicable licenses and/or proof of compliance is required.
- C. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited.
- D. All waste from cooking materials, supplies and by-products (such as grease) must be disposed of in proper trash containers in an approved environmentally safe manner.
- E. All items recyclable by the City's agent shall be placed in appropriate containers for recycling.

AMPLIFIED SOUND

- A. Amplified sound is allowed only between 8am and 9pm Sunday through Thursday and 8am to 10pm on Friday and Saturday. Amplified sound may begin at 7am for weekend road race starts only.
- B. During hours of operation, amplified sound levels may be monitored with adjustment required, based upon the hour and the day of the event, other uses of the park and surrounding areas and the requirement that the park be predominately passive in nature.
- C. Amplified sound is not allowed from merchandise, food or beverage locations.
- D. Any wires, cables or hoses laid across paved walking surfaces must be taped down on the paved surface with duct tape or equal material or covered with stage / electric cord mats and taped to prevent buckling. These measures are to assure the safety of the spectators and participants from tripping hazards.

GROUP EVENT USER FEE AND DEPOSIT

- A. User fees are based upon the size of the event, the activity and the requirements placed upon City service. User fees and the deposit are payable in advance.
- B. Fee/Deposit policy is as follows:
 - a. Inclement weather, no refund. Event may be rescheduled with a new application and re-payment of appropriate fees.
 - b. If Applicant cancels event with less than 30 days notice, deposit is forfeited.
 - c. Damage to park may result in deposit retention and/or additional fees.
 - d. Misrepresentation of event type or size of crowd will result in deposit retention and/or additional fees.
 - e. Violation of zoning laws and City ordinances will result in deposit retention or additional fees.
- C. Base user fees shall be charged according to the current fee schedule.
- D. Groups charging admission, collecting fees, having significant sales or controlling access to the park shall be charged double the base user fee.
- E. The base user fees cover electricity, basic trash collection. Additional fees if required shall be based upon the nature of the event, impact upon Central Park West Meadow and extra services required.
- F. The event deposit shall equal the fee and is refundable to the extent that the City does not incur costs not covered by the user fee. Extra fees may be required beyond the deposit.

- G. Events which attract a larger number of people than anticipated in fee schedule will be assessed the appropriate fee.
- H. City sponsored events are exempt from these fees
- I. The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.
- J. Fee waivers will not be considered.

OTHER

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- D. Parking on West Meadow may be allowed for special events but paid parking is prohibited.
- E. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- F. There are no Public restrooms within Central Park or Central Park West Meadow.
- G. The use of motorized vehicles within the confines of Central Park West Meadow must be approved by the Parks and Recreation Commission.
- H. The City reserves the right to mandate placement and type fencing along railroad tracks placed at the expense of the renter.

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

Signed

Date



Dinky Dock Park

RULES & REGULATIONS

Parks & Recreation Advisory Board
Parks & Recreation Advisory Board

> **APPROVED 02.23.2011**

>
>

GENERAL

- A. It is the intent of the City Commission that Dinky Dock Park be used primarily as a passive park.
- B. Hours are from 8 a.m. to dusk unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- C. The park is a permitted bathing area, however no lifeguards on duty.
- D. College event or student parking is not permitted.
- E. Overnight camping is not permitted.
- F. Available facilities include benches, picnic tables, restroom facility, double boat launch dock, dock, and a beach which will remain open to the Public during normal operating hours.
- G. Organized events require rental of the park.
- H. The business office for park inquiries is located at the Winter Park Community Center, Recreation Division, 721 West New England Avenue, Winter Park, FL 32789
 - a. Office hours are from Monday - Friday 8am to 5pm. Ph. 407-599-3397.
- I. The park is located at 410 Ollie Street, Winter Park, FL 32789
- J. Pets must remain on leash at all times and are not permitted in the following locations: Beach, restrooms, picnic areas. Animals are permitted on the dock only during transfer from vehicle to boat.
- K. Alcohol is prohibited in Dinky Dock Park.

RULES FOR BOATERS

- A. The launching of boats and other watercraft is permitted at Dinky Dock Park.
- B. Motorized boats must display a Winter Park Chain of Lakes boat permit.
 - a. Permits are available both on site and in various city locations. See city website, lakes division for details.
- C. The maximum boat size is 21' long and 8' wide.
- D. All Florida boating laws apply – refer to the City of Winter Park Police Department Lakes Patrol for more information.

BIRTHDAY PARTIES

- A. Bounce houses are not permitted without full park rental.
- B. Ponies or other animals such as petting zoos are not permitted.
- C. One pop up tent no larger than 10x10' is permitted without stakes for groups of 15 people or less..

EVENT REGISTRATION

- A. Organized events require rental of the park.
- B. The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site.
- C. The scheduling of new events shall be limited based upon the condition and the projected impact on the park turf and landscaping, the impact on the neighborhood and adjacent community center.
- D. To provide protection to trees, plantings and turf, limit impact on surrounding homes and businesses, and to allow the public sufficient access for use of the park, the number of special events may be limited.
- E. Considerations may be made for other events in specific areas of the park.
- F. No additional special events will be scheduled in the same area of the park within two weeks of a scheduled large event.
- G. A completed Dinky Dock Park use application and cover letter must be submitted to the Parks and Recreation Event Management office a minimum of 45 days prior to the event.
- H. A non-refundable fee, amount in accordance with current fee schedule, must be paid and submitted with the application.
- I. The date the application and fee is received by the Parks & Recreation Department shall determine priority for all scheduling.
- J. All applications for special events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Commission. Final approval, if required, shall be by the Winter Park City Commission.

RESTRICTIONS ON EVENTS

- A. All events must consist primarily of cultural, athletic, or entertainment activities beneficial to and acceptable by the general public.
- B. Maximum size of events at Dinky Dock park must not exceed 400 guests.
- C. Events should not be objectionable or offensive to accepted standards of decency that the average person, applying contemporary community standards, would find, taken as a whole, appeals to prurient interests.
- D. Events such as movies, exhibits, company gatherings and other similar events are considered compatible and consistent with the general guidelines for use.
- E. All events are to be open and visible to all people during operating hours. Access may be controlled and admission cannot be charged.
- F. No plant materials, turf or trees may be removed, relocated or disturbed in any way for the sole benefit of an event.

- G. Sponsors of special events are responsible for providing adequate and required traffic control, crowd control, and security, as is appropriate for the event. It is the sponsor's responsibility to coordinate all life / safety issues with the City's Police and Fire Departments as well as the Special Events Division. Conformance with the mandates of Police and Fire Departments is required.

ACTIVITIES

- A. Merchandise to be sold shall be approved by the Parks & Recreation Department. This merchandise shall be limited to items that directly promote the event and/or organization holding the event. Examples of items include: T-shirts, posters, music CD's and other commemoratives.
- B. A merchandise sales site plan shall be reviewed and approved by the Parks and Recreation Department.
- C. Donation container(s) shall be placed only at a merchandise location. Containers shall not be passed or circulated, compete with the event or disturb the participants or persons using the park.
- D. No one shall be required to purchase an item or donate money or goods in order to observe the event.
- E. Verbal requests for donations shall be limited and confined to periods of general announcements within the entertainment.

FOOD AND BEVERAGE SALES

- A. Food and beverage sales shall not compete with the event or disturb the participants or persons using the park.
- B. If food is prepared on site, additional guidelines apply, see Food Permit Guideline.
- C. Food and beverages to be sold shall be approved by the Parks & Recreation Department.
- D. A food and beverage site plan shall be reviewed and approved by the Parks & Recreation Department.
- E. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited.
- F. All waste from cooking materials, supplies and by-products (such as grease) must be disposed of in proper trash containers in an approved environmentally safe manner.

AMPLIFIED SOUND

- A. Amplified sound is allowed only between 8am and dusk during hours of operation, amplified sound levels may be monitored and adjustment may be required, based upon the hour and the day of the event as well as other uses of the park and surrounding areas.
- B. Amplified sound is not allowed from merchandise, food or beverage locations.
- C. The use of any stage, public address system, sound system or other amplified sound will be furnished by the user/renter and the placement of same will be at the discretion of the Parks and Recreation Department.

- D. Any wires, cables or hoses laid across paved walking surfaces must be taped down on the paved surface with duct tape or equal material or covered with stage / electric cord mats and taped to prevent buckling. These measures are to assure the safety of the spectators and participants from tripping hazards.

GROUP EVENT USER FEE AND DEPOSIT

- A. User fees are based upon the size of the event, the activity and the requirements placed upon City service. User fees and the deposit are payable in advance. If the event is canceled, fees are refundable only to the extent that the City has not incurred costs.
- B. The base user fees cover electricity, basic trash collection, water and stage use. Additional fees, if required, shall be based upon the nature of the event, impact upon Dinky Dock Park and extra services required.
- C. The event deposit shall equal the fee and is refundable if the City does not incur costs not covered by the user fee. Extra fees may be required beyond the deposit.
- D. The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.
- E. **Fee waivers will not be considered.**

OTHER

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

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

Signed

Event & Date

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

Signed _____

Date _____



LAKE ISLAND HALL

RULES & REGULATIONS

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

> **APPROVED 08.08.2007**
> **AMENDED 00.00.0000**
> **APPROVED 00.00.0000**

1. GENERAL

- A. It is the intent of the City Commission that the Lake Island Hall be used primarily as a rental facility for the enjoyment by all Winter Park citizens and visitors.
- B. The Business Office is located at the Rachel D. Murrah Civic Center, 1050 West Morse Boulevard, Winter Park, FL 32789
- C. 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.
- D. Building Rental Hours: 8am to 11p.
- E. Lake Island Hall is located within Martin Luther King, Jr. Park. The building address is 450 Harper Street, Winter Park, FL 32789.
- F. 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. A minimum time period of two hours is required.
- G. All changes to contract for rental dates, times, rooms rented or cancellations must be made in writing.
- H. Rental fees are due 60 days prior to the event.
- I. 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.)
- J. Checks may be accepted up to 30 days prior to event. Payable to the City of Winter Park.

K. 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 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 with less than 60 days notice will result in loss of deposit.
- B. Cancellations must be made in writing.
- C. Cancellations less than 30 days in advance of contracted event will result in retention of room rental fees, if fees have been paid, but refund of entire deposit.
 - a. If rental room fees have not been paid, the deposit will be refunded and the balance either billed or refunded depending on the amount over or under the 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 Lake Island Hall.

- 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 sink and floors.
- F. Candles or alcohol burning equipment must be placed in non-combustible, well supported bases with flame protection.
- G. LP gas or propane in pressured containers are not permitted inside building or within 10 feet of building.
- H. Failure to pay fees as outlined above will result in collection procedures.
- I. The City of Winter Park reserves the right to cancel any events/rentals in any City owned facility or park.
- J. The rental of the Lake Island Hall or patio does not include the rental or use of the park, lake or property on which the Lake Island Hall is located.
- K. Other events may take place in the park without notice and which are not controlled by the Lake Island Hall.
- L. 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



Lake Baldwin Park

RULES & REGULATIONS

Parks & Recreation Advisory Board
Parks & Recreation Advisory Board

> **APPROVED 07/27/2005**
> **AMENDED 00.00.0000**

GENERAL

- A. It is the intent of the City Commission that Lake Baldwin Park be a semi-passive park for the enjoyment by Winter Park citizens and visitors.
- B. The park address is 2000 South Lakemont Avenue, Winter Park, FL 32792.
- C. The business office for reservations is located at the Winter Park Community Center, 721 West New England Avenue, Winter Park, FL 32789
 - a. Office hours are from Monday - Friday 8am to 5pm. Ph. 407-599-3397.
- D. Park hours are from 8am to sunset unless otherwise approved for a special event.
- E. A fenced portion of the park is a designated dog recreation area where off-leash dogs will be encountered.
- F. Visitors of the park do so at their own risk.

PAVILION RENTAL

- A. Pavilions are available for rental rates posted on the City of Winter Park current fee schedule. Dogs may visit pavilion areas unrestricted.
- B. A permit is required for the placement of a "bounce house" for use during a birthday party. A permit will not be issued without proof of liability insurance naming the City co-insured with proper liability limits. An application fee applies. Caution, the City cannot guarantee that dogs will not be present, in or in close proximity to the bounce houses.
- C. Ponies or other animals such as petting zoos are not permitted.
- D. One pop up tent no larger than 10x10' is permitted without stakes.
- E. No alcoholic beverages permitted in park unless approved by City Manager.
- F. Children under 5 are restricted from the off leash dog area. Children under 12 must be accompanied by an adult in the off leash dog area.

RULES FOR BOATERS

- A. No motorboats shall be allowed in Lake Baldwin. Fishing boats or sailboats with NO internal combustion engines may be launched at Lake Baldwin Park boat ramp.
- B. Maximum boat size shall not exceed 21 feet in length and 8 feet in width.
- C. Boat Parking is limited.

RULES FOR PET OWNERS

- A. Lake Baldwin Park is designated as a "Dog Friendly" park. Upon entering, it is agreed that the dog owner must abide by park rules. Violation of park rules can result in fines and/or permanent loss of park privileges.
- B. The owner/guardian must not and cannot leave the park without their dogs.
- C. Professional dog walkers, trainers and groomers shall not use the park to conduct business.
- D. Dogs shall not harm humans, other dogs or wildlife.
- E. A maximum of 3 dogs per guardian/owner at one time unless accompanied by another adult.
- F. Dispose of all pet waste and trash in receptacles. Pet owners must clean up after their pets per City Ordinance Number 18-44.
- G. Dogs are allowed off leash inside fenced area only.
- H. Dogs must be within voice range and under owners control at all times.
- I. Dogs are not allowed in restrooms.
- J. Puppies under four months old are prohibited from park.
- K. Dogs must not be tethered, staked, or left unattended at any time.
- L. Dogs must wear proof of current vaccinations on collar at all times.
- M. Aggressive dogs are prohibited from this park and dogs exhibiting aggressive behavior must be removed from the park immediately. Aggressive behavior includes: fighting/biting other dogs or humans, uncontrollable actions, or lack of owners ability to control their dog.
- N. Dog owners are required to give name, phone number, and proof of vaccination to injured party before leaving park if their dog inflicts an injury.
- O. Dog owners are solely liable for injuries or damage caused by their dogs.
- P. Female dogs in heat are prohibited from the park.
- Q. Dogs must be leashed when entering and leaving the park, including parking lot.

EVENT REGISTRATION

- A. Large special events require rental of the entire park.
- B. Application and cover letter must be submitted to the Parks and Recreation Special Events office a minimum of 90 days prior to the event.
- C. A non-refundable application fee, amount in accordance with current fee schedule, must be paid and submitted with the application. The date the application and fee is received by the Parks & Recreation Department shall determine priority for all scheduling.
- D. All requests for events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Director. Final approval, if required, shall be by the Parks and Recreation Advisory Board.

RESTRICTIONS ON EVENTS

- A. Events such as concerts, movies, small festivals, exhibits and other similar events are considered compatible and consistent with the general guidelines for use.

- B. No plant materials, turf or trees may be removed, relocated or disturbed in any way for the sole benefit of an event.
- C. Sponsors of special events are responsible for providing adequate and required traffic control, crowd control, and security, as is appropriate for the event. It is the sponsor's responsibility to coordinate all life / safety issues with the City's Police and Fire Departments as well as the Special Events Division. Additional fees may apply.
- D. The City requires event sponsors to provide port-o-lets, dumpsters or other sanitary measures based upon the type of event, length of event, and/or the estimated projected attendance of an event. Requirements may include two port-o-lets for each 300 people in attendance over 500, except for events at which food and drink may be served at which two port-o-lets must be provided for each 125 people. One handicap unit must be provided for each four regular units.

NUMBER AND LOCATION OF EVENTS

- A. The scheduling of new events shall be limited based upon the condition and the projected impact on the park turf and landscaping.
- B. The number of events may be limited to provide protection to trees, plantings and turf and to allow the public sufficient access to a passive use park in an urban setting.
- C. Large events attracting 400 or more people per day are not to occur more frequently than once every 30 days. This is to assure adequate recovery time for the park grounds and turf. Considerations may be made for other events in specific areas of the park.
- D. No additional events will be scheduled in the same area of the park within two weeks prior to a scheduled large event.

Items C. and D. above are provided as standards intended as a guideline for consideration of events by the City of Winter Park. Variables to be considered include: the necessity of an event to the purpose and good of the Park's role in the community; the time of the year during which an event occurs; the weather of the season; and the nature and size of the event being considered.

ACTIVITIES

- A. Merchandise to be sold shall be approved by the Parks & Recreation Department. This merchandise shall be limited to items that directly promote the event and/or non-profit or exempt organization holding the event.
- B. A merchandise location sites shall be reviewed and approved by the Parks & Recreation Department.
- C. Donation container(s) shall be placed only at a merchandise location. Containers shall not be passed or circulated, compete with the event or disturb the participants or persons using the park.
- D. Verbal requests for donations shall be limited and confined to periods of general announcements within the entertainment.

FOOD AND BEVERAGE SALES

- A. Food and/or beverage locations must gain approval of the Parks and Recreation Commission and will be reviewed based on size, location and types items sold.
- B. The preparation and/or sale of food and beverage must comply with all state and local regulations and licensing requirements with no exception. Applicable licenses and/or proof of compliance is required.
- C. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited.
- D. All waste from cooking materials, supplies and by-products (such as grease) must be disposed of in proper trash containers in an approved environmentally safe manner.
- E. All items recyclable by the City's agent shall be placed in appropriate containers for recycling.
- F. Cooking within the off leash dog area is prohibited.

AMPLIFIED SOUND

- A. Amplified sound is allowed only between 8am and 9pm Sunday through Thursday and 8am to 10pm on Friday and Saturday.
- B. During hours of operation, amplified sound levels may be monitored with adjustments required, based upon the hour and the day of the event, other uses of the park and surrounding areas and the requirement that the park be predominately passive in nature.
- C. Amplified sound is not allowed from merchandise, food or beverage locations.
- D. Any wires, cables or hoses laid across paved walking surfaces must be taped down on the paved surface with duct tape or equal material or covered with stage / electric cord mats and taped to prevent buckling. These measures are to assure the safety of the spectators and participants from tripping hazards.

GROUP EVENT USER FEE AND DEPOSIT

- A. User fees are based upon the size of the event, the activity and the requirements placed upon City service. User fees and the deposit are payable in advance.
- B. Fee/Deposit policy is as follows:
 - a. Inclement weather, no refund. Event may be rescheduled with a new application and re-payment of appropriate fees.
 - b. If Applicant cancels event with less than 30 days notice, deposit is forfeited.
 - c. Damage to park may result in deposit retention and/or additional fees.
 - d. Misrepresentation of event type or size of crowd will result in deposit retention and/or additional fees.
 - e. Violation of zoning laws and City ordinances will result in deposit retention or additional fees.
- C. Base user fees shall be charged according to the current fee schedule.
- D. Groups charging admission, collecting fees, having significant sales or controlling access to the park shall be charged double the base user fee.

- E. The base user fees cover electricity, basic trash collection. Additional fees if required shall be based upon the nature of the event, impact upon the park and extra services required.
- F. The event deposit shall equal the fee and is refundable to the extent that the City does not incur costs not covered by the user fee. Extra fees may be required beyond the deposit.
- G. Events which attract a larger number of people than anticipated in fee schedule will be assessed the appropriate fee.
- H. The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.

OTHER

- A. Alcohol use may be approved by the City manager with fully paid rentals. Fencing or an approved barrier is required when alcohol is served or sold. Fencing type must have approval of the Parks and Recreation Director. Fencing is at the expense of the renter.
- B. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- C. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- D. The use of motorized vehicles within the confines of the fenced area must be approved by the Parks and Recreation Director.
- E. Special event banners must meet city codes and must be approved by the Parks and Recreation Director. Banners may only be displayed 24 hours before the event.

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

Signed

Date



Athletic Field Banners

Rules & Standards

RULES & REGULATIONS

Parks & Recreation Advisory Board
Parks & Recreation Advisory Board

> **APPROVED 07.28.2010**

> **AMENDED 08.25.2010**

GENERAL

- A. The purpose for the banner policy is to establish uniformity in the display of advertising and sponsorship banners on park property.
- B. The business office for banner requests is located at the Winter Park Community Center, Recreation Division, 721 West New England Avenue, Winter Park, FL 32789
 - a. Office hours are from Monday - Friday 8am to 5pm. Ph. 407-599-3397.
- C. Banner displays will be considered only for groups that are renting the athletic fields and banners may only be displayed during their rental time.
- D. Athletic club organizations or special events organizations may further display a banner, "sandwich board" type of free standing sign, "real estate" type of sign, or "feather" banners during their event or game that display the name of the team or organization.
 - a. These team banners or signs must be placed within ten feet of the main entry of the field in use.
 - b. May remain in place only during the event or game.
 - c. May NOT be placed in parking lots, on sidewalks or any other publicly used traffic areas.
 - i. Must be placed in area with no pedestrian or vehicle traffic, such as adjacent to entry gates in the grass.

LOCATIONS

- A. Ward Park baseball fields main walkway fence, banners facing inward.
- B. Ward Park softball fields outfield fence, banners facing inward.
- C. Ward Park multipurpose fields, any fence abutting field, banners facing inward.
- D. Cady Way Park softball fields, outfield fence, banners facing inward.
- E. Showalter Field, fence around track, banners facing inward.
- F. Showalter East Field, any fence abutting field, banners facing inward.
- G. Martin Luther King, Jr. Park softball field, outfield fence, banners facing inward.
- H. Martin Luther King, Jr. Park multipurpose fields, any fence abutting field, banners facing inward. (if there is not a fence, no banner is permitted)
- I. Winter Park Tennis Center, all courts fencing, facing inward.

SPECIFICATIONS

- A. Banners must be constructed of durable vinyl or plastic with grommets that can be attached to the existing fencing with plastic zip ties.
- B. A maximum of 4' high or no taller than the height of the fence to which it is attached, whichever is lesser.
- C. A length of no more than 8' long or no longer than the individual section of fence to which it is attached, whichever is lesser.
- D. Banner may include logo, website information and two lines of text but NO phone numbers.
- E. No illicit text, sexual overtones such as massage or nudity, nothing "harmful to children" such as brutality, domestic violence messages, offensive language, double entendre, tobacco, alcohol contraceptive products, personal hygiene products or improper materials.
- F. No candidate advertising or political issue advertising.

DISPLAY DURATION

- A. Ward Park baseball fields, Showalter Field, and Martin Luther King, Jr. softball field will be permitted the display banners for the duration of the current athletic season or the duration of an approved specific event such as a tournament or other special event.
- B. Ward Park multipurpose fields, Showalter East fields, Martin Luther King, Jr. Park multipurpose fields, Cady Way Park softball fields, and Winter Park Tennis Center courts will be permitted the display of banners only during games or tournaments or approved special events and must be removed immediately following same.

INSTALLATION AND REMOVAL

- A. The requesting sports club or event coordinator will be responsible for the installation and removal of the banners.
- B. Damaged, unsightly or improper banners must be removed within two days of notification by city staff.
- C. City staff will remove banners that are not authorized or do not fit within guidelines and have not been appropriately removed by the group.

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



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

Amendments for review by Parks and Recreation Board July 30, 2014

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 Approved Annual Events ADDITIONS FOR REVIEW BY

PARKS AND RECREATION BOARD HIGHLIGHTED IN YELLOW

The following recurring events have been approved for waiver of fees. Additions to the list of recurring waivers will be considered annually in January.

Sidewalk Art Festival	Art Festival and Monthly Committee Meetings Artist Party Saturday/Festival Related Event Sunday – Farmers Market
AKA Sorority	Monthly Meetings – Community Center
Winter Park High School	ROTC Banquet – Civic Center Homecoming ROAR and Parade and Picnic in the Park – Central Park
Hannibal Square Community Land Trust	Monthly Meetings – Community Center
Habitat for Humanity	Annual Family Reunion – Azalea Lane
Winter Park Chamber of Commerce	Tree Lighting – Central Park Economic Update Breakfast and Education Luncheon Civic Center Political Update Breakfast – Community Center Leadership Graduation /Youth Leadership – Civic Center/Farmer's Market Mayor/City Commission Luncheon – Community/Civic Center Autumn Art Festival – Central Park and Artist Party – Farmer's Market Taste of Winter Park – Farmer's Market
Welborne Avenue Day Nursery	Graduation Ceremony – Community Center
Winter Park Day Nursery	Annual Event – Civic Center
Hoop School	Christmas Camp – Community Center
Winter Park Historical Society	Annual Peacock Ball
Winter Park Library	Annual Bash for Books Event – Civic Center
Crealde School of Art	Annual Event - Community Center
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, Popcorn Flicks, St. Patrick's Day Event -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. Single Event Waivers – Groups may apply for waiver of fees for individual events.

- Applicant must secure the requested date and time by completing all applicable reservation procedures prior to submitting request for fee waiver or reduction.
- A completed application for waiver/reduction must be submitted at least ninety (90) days in advance of event date to the Parks and Recreation Department Administration Division accompanied by all required documentation.
- The department director will determine eligibility and make recommendation for waiver if appropriate.
- The Parks and Recreation Advisory Board is the last level of appeal.
- Applicants will be notified of the level of support for their event within ten (10) days of review.
- Levels of support may vary between 30-100 percent.

Fee Waiver Application



In order to be eligible for a FULL OR PARTIAL fee waiver, the applicant must meet all of the following criteria:

- | | | |
|---|---|--------------------------|
| 1. Non Profit Organization with current exemption. | ✓ | <input type="checkbox"/> |
| 2. Organization based within corporate limits of Winter Park. | ✓ | <input type="checkbox"/> |
| 3. The event is not in support of a candidate for public office. | ✓ | <input type="checkbox"/> |
| 4. The event benefits the city and its residents. | ✓ | <input type="checkbox"/> |
| 5. The event type is consistent with the city's recreation plan. | ✓ | <input type="checkbox"/> |
| 6. The applicant has a demonstrated need for the reduction or waiver. | ✓ | <input type="checkbox"/> |

Section One - Applicant Information

Applicant Name:		Email Address:		
Organization Name:		Phone Number:		
Address:		Fax Number:		
City:		State:		Zip:
Tax Exempt Number: Attach Letter of Exemption from the Internal Revenue Service:				
Organization Mission:				
Reason for request:				

Section Two - Event Information

Event Type:		Event Date:	
Event Name:		Event Hours:	
Venue:		Expected Attendance:	
If charging admission, proceeds benefit:		Event Admission Fee:	
Will sponsorships be sold? If yes, describe levels and pricing:			
Will vendors such as caterers, decorators, entertainment be hired? If yes, describe below and list costs. **			
** If there is onsite cooking, an additional permit is required			
Has this event been held previously? If yes, describe when/where:			

Section Three - Instruction

1. Prior to submission of fee waiver/reduction application, venue must be reserved and deposit on file. Additional rules apply.
2. This application is for waiver/reduction of fees only and does not apply to deposit which is required for all sites.
3. Submit application for fee waiver/reduction to the Administrative Office of the Parks and Recreation Department.
4. To allow appropriate time for consideration, applications must be submitted no less than ninety (90) days in advance.
5. Applications will be reviewed by the Department Director with final decision by the Parks and Recreation Board.

By signature below, applicant acknowledges receipt of rules and regulations appropriate to the request venue. This application for fee waiver does not secure the date or the venue. All normal reservation procedures must be met prior to submitting this application for waiver including but not limited to submission of deposits, signing of reservation contract. Denial of the waiver request does not impact the policies of the venue for deposit retention or payment of rental fees. Misrepresentation of the group or type of event may result in revocation of the fee waiver after the event at which time payment if full will be required.

Signature:		Date:	
Print Name		Title:	
FOR OFFICE USE ONLY			
Directors Signature:		Approved:	% Disapproved:
Date of Approval/Disapproval			
Parks Board Review if Necessary:	Date	Approved:	% Disapproved: