

Parks & Recreation Advisory Board



January 28, 2015 at 5:00 p.m.

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

1. Consent Agenda

- a) **Approval of Minutes –November 19th Meeting**

2. Action Items

- b) **Winter Park Concours d’Elegance**
- c) **Field Maintenance Condition Update**
- d) **Earth Day in Central Park**
- e) **Orlando Big Band Concerts (fee waiver request)**

3. New Business

4. Staff Report

- f) **Updated Strategic Plan Summary**
- g) **The Parke House Academy**
- h) **Historical Museum presents “Mr. Roger’s” in the Park**
- i) **Showalter Stadium Project**

5. Adjourn

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

appeals & assistance

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

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

**PARKS AND RECREATION
ADVISORY BOARD
November 19, 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
Carl Creasman
Janet Atkins
Gary Diehl
Joel Roberts

Staff present:

Director John Holland
Assistant Director Brenda Moody
Assistant Director Chuck Trice
Assistant Director Ron Moore
Recording Secretary Kesha Jones

Advisory Board Members absent:

Taylor Sacha
Marni Spence

Staff absent:

Lieutenant Jeffrey Biles - WPPD

Guests:

Marti Miller, Central Florida Sailing Club
Carla Lubet, Friends of Baldwin Park
Commissioner Cooper

Consent Agenda:

a) Approval of Minutes – October 22, 2014

Motion made by Carl Creasman to approve consent agenda item ‘a’; seconded by Janet Atkins. The motion carried unanimously with a 5-0 vote.

b. Strategic Plan

John Holland explained that this is an updated version of the plan and the purpose of the Strategic Plan. The board went into a discussion about the development of the Tree Farm and how that fits into the Strategic Plan. Carl Creasman asked for a summary of the plan.

Motion made by Julio de Arcos to approve action Items agenda item ‘b’; seconded by Carl Creasman. The motion carried unanimously with a 5-0 vote.

Presentation:

c) Sailing Club Agreement

Staff presented the sailing club agreement for approval to be renewed. Marti Miller gave an update of the program. John Holland also mentioned there has been another inquiry from a Boating Club that is interested in using the park. Carla Lubet from Friends of Baldwin Park is concerned about the view of the boats, and possibly some assistance from the sailing club with the upkeep of the park. Staff will provide windscreen to cover the fence to hide the boats, the sailing club will install the windscreen.

Motion made by Julio de Arcos to renew the contract for The Sailing Club. Seconded by Joel Roberts, the motion carried unanimously with a 5-0 vote.

Action Items:

d) Athletic Field Discussion

Joel Roberts is concerned on the number of times our athletic fields are closed. Joel Roberts asked if there are any recommendations to have better drainage of the fields. Julio de Arcos inquired about the bowling alley property, and if it could be reconsidered; he was informed there is a waiting period of one year to bring that back to Commission. Staff informed the board of the procedure and what is considered when closing the fields. Staff explained on how often city fields are closed for maintenance compared to other facilities to try to maximize the use. Staff is asked to provide a "plan of action" as to how we prioritize the maintenance of the fields, and a comparison of other municipalities on how they maintain their fields.

e) Policy Review

Staff introduced the Field Rental/Closure policy and the Youth League Policy. Staff explained the stipulations of the groups to be considered a "Winter Park Youth League". Staff is asking the board for recommendations on the percentage of Winter Park residents. The current percentage is 25% of the organization to be Winter Park residents.

Motion made by Carl Creasman to approve the Policies and change the percentage to 66% of the participants have to be Winter Park residents to be considered a Winter Park Youth League ; seconded by Janet Atkins The motion carried unanimously with a 5-0 vote.

f) Discussion on Central Park Event Commercial Sponsors

Staff explained that there has been an increase in sponsor/advertising in Central Park during events, such as cars from dealerships in the park by the stage during the Art Festival.

Motion made by Joel de Arcos to direct staff to draft a policy regarding sponsorship during events in Central Park seconded by Janet Atkins The motion carried unanimously with a 5-0 vote.

g) Appoint new member to golf Course Strategic Plan Task Force

Jeff Shaffer was recommended to serve on the Golf Course Strategic Plan Task Force.

Motion made by Carl Creasman to appoint Jeff Shaffer to the GCSPTF; seconded by Joel de Arcos. The motion carried unanimously with a 5-0 vote.

New Business

Joel Roberts is interested in an after action review of the Concourse de Elegance on the Golf Course. Staff has been collecting all the comments and feedback. Commissioner Cooper wants to make sure the public is aware of the review meeting so they can attend.

The CRA has contacted Parks about enhancing the West Meadow and the Morse Ave. approach to the train station, and Central Park.

Julio de Arcos inquired about the status on the Pet cemetery. Staff is going to bring it back to the Parks Board with some recommendations.

Staff Report

1) Board Attendance: Staff explained the requirements of board attendance

Next Meeting – January 28, 2015 @ 5:00 p.m., Parks & Recreation, Community Center conference room C.

The meeting adjourned at 6:11 p.m.

Kesha Jones
Recording Secretary



REQUESTING

RENT THE WINTER PARK COUNTRY CLUB
THURSDAY, NOVEMBER 12 - MONDAY, NOVEMBER 16, 2015
EVENT DATE: SUNDAY, NOVEMBER 15, 2015

AMOUNT = \$30,000.00

Tim Webber
Executive Director
407.399.3688 c
TimWebber@thecoordinatorinc.com

www.winterparkconcours.com
Winter Park Concours d'Elegance Events are "Rain or Shine" Event



THE NEW TRADITION BEGAN...



Join us for this year's
14th Annual
Winter Park Concours
d'Elegance



SUNDAY, NOVEMBER 15th, 2015

Est. 2004
WINTER PARK
Concours d'Elegance
 2015



A decorative graphic consisting of three blue circles of varying sizes and two thin blue lines. One line starts at the top left and extends towards the middle of the page. Another line starts at the top center and extends towards the middle of the page. A third line starts at the top right and extends towards the bottom right. The circles are positioned at the ends of these lines and in the center of the page.

Good, Better, Best

Athletic Field Drainage Solutions

It has been said that it only takes a heavy fog to close or rain out the multi-purpose fields in Winter Park. Whether real or perceived, could the playing surfaces drain better? Are we doing all we can to keep the fields in great shape? Here is a real quick look at what we do and don't do with regard to athletic field drainage.

1/28/2015

Where are
we now ?

Winter Park like most municipal sports fields has native soil playing fields. Several of our fields have a very high organic content. This can be desirable because it will leech less, use less water and require less fertilizer. Those same characteristics mean that the soil doesn't move water through the root zone as quick as a sandy soil.

Then why in the world build on soil like that? First, the way fields are used today has changed and high organic soils do not perform as well as with the amount and type of traffic that these fields see. They were fine years ago with 100's of hours of use per year and just football and soccer but now with 1000's of hours, modified layouts and a variety of sports they do not drain or support turf as well. The other is money. Native soil field with surface drainage only, will cost 8 times less than fields that have soil mix and subsurface drainage.

So what do we do?

So what do we do?



Good.

We have already stated the fields have more organics than sand and as a result do not drain as well as some of our other fields with a higher sand content. Organics compact very easily when moist so, playing on or using a wet field just compounds the problem by compacting the soil. Simplest solution is to add sand to the soil profile. This is accomplished by topdressing or spreading a thin layer of sand across the playing surface. This along with aerification will over time change the soil profile. Topdressing is typically used to smooth minor undulations in the playing surface and reduce the thatch layer.

In my "good" proposal I would recommend topdressing and aerifying all multi-purpose fields 2 times during the warmer months with $\frac{1}{4}$ " of sand. To get that $\frac{1}{4}$ " of sand over 18 acres would require 36 trucks of sand. The cost of sand varies wildly usually due to fluctuations in freight. A truck can be anywhere between \$350 and \$475 so, \$12,600 - \$17,100 just for the sand. Equipment purchase, rental or hiring a contractor to do this will add to the cost. This is not an immediate fix but you will see steady improvement year to year.

Better

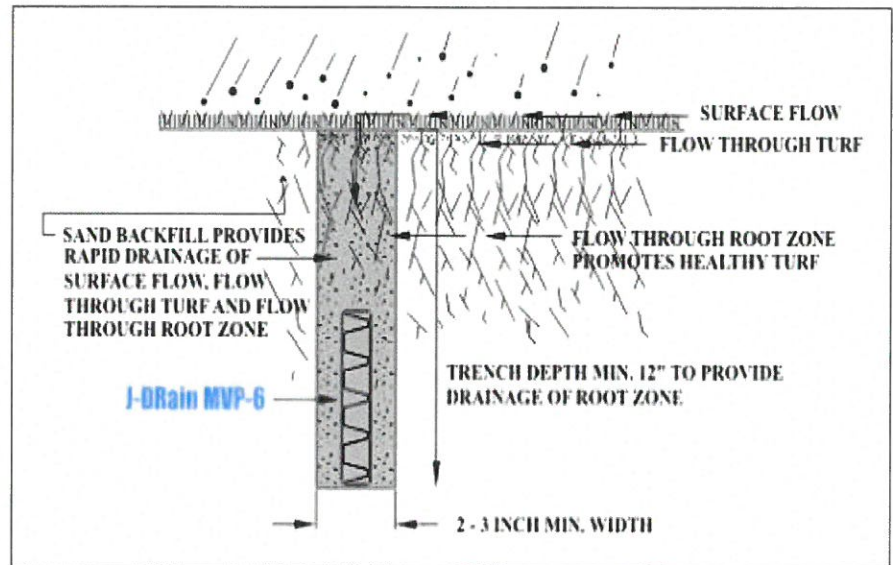
Under drain, tile drain, French drains... whatever you want to call it are perforated drainage pipes, covered with fabric, surrounded by gravel and then capped with sand.

These have been very successful and we currently have 4 systems in place. We have always installed these systems on an as needed basis and have yet to do one that runs sideline to sideline so to speak.

Underdrains need to be installed on either a level field or one with a consistent crown to ensure water actually makes it to the drain. Installation of underdrains does not eliminate the need for topdressing with sand but would instead work together to remove water faster than topdressing alone.

So with that in mind a perforated drainage system like this would be \$8,000 - \$10,000 / acre so \$144,000 - \$180,000 to do all our fields.

I would not recommend doing this on a system wide basis but rather localized areas that are draining poor. This is where you get the maximum return on your investment.





Best

Kids lucky enough to play field sports after high school, more than likely will play on non-native soils. These soils are blended to provide the best growing / draining media possible.

These fields use non-native soils combined with underdrains and cultural practices like topdressing to have some gorgeous fields for these kids.

I won't spend any more time on this because it comes with a hefty price tag and except for a premier game field no municipality will ever do this.

If you replace the top 12" of native soil with a non-native soil you would have to remove 240 trucks of soil and add 240 back. The new material alone would be \$192,000. If you did all 18 acres you are looking at 1.7 million in soil alone.

So What's Everybody Else Doing?

I believe at our last meeting that Oviedo was mentioned so I had a conversation with them and the Parks Admin staff took a visit years ago to Apopka's Northwest Sports Complex so I thought I'd check in with them and see how things were going.



Improvement / Task	Apopka	Oviedo	Winter Park
topdressing	1 straight sand	2-3 using amendments	no
aerification	Hollow tine 6-8 / year	Every 3 weeks +	Every 4 weeks
underdrainage	no	Field 2 at Shane Kelly	As needed
soil type	Sandy loam well drained	1 and 3 sandy, 2 ?	1 at MLK sandy loam, others muck
crown	yes	yes	Yes and no
hours	800	-	1700-1800

Summary

Athletic fields are living, breathing things that are ever changing. What worked 2 years ago may not work at all this year. We do things different now than we did years ago:

- Fertilizer applications are scheduled differently.
- We do not use the same ryegrass varieties.
- Insecticide application has been changed dramatically.
- Herbicides are totally different.
- Aerification frequency has been increased.

All of these things have resulted in either cost savings or a better product. These are not all changes made by us per se some are a result of new technologies that enable us to do a better job.

Now. One weekend and a little bad weather can ruin the fields for everyone for weeks to come. If you have watched any of the NFL playoffs you can see where even the best of the best as far as fields go, I mean these facilities have it all, they look like they just had a motor cross event after the game. No matter how much money one spends there will be times when fields will be closed so a day or two later another customer can enjoy that space.

Given the money and the equipment the multi-purpose fields should be topdressed. This in my opinion gives the users and the City the biggest return for our investment. This is not a one application and the fields are phenomenal. You are changing the soil profile by adding sand to a soil high in organics. This is a process where if we were able to do 2 applications during the growing season there would be a marked improvement the next season. Unlike the other two options topdressing is something that can be done while in season and there is no real downtime or closures. This is something we would be committing to for years to come. This is something you have to ask yourself, are you are happy with the fields now? If you are fine, if not, how much are you going to spend to improve the situation?

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



Park Requested: Central Park North and West Meadow Email: kstenger@cityofwinterpark.org
 Organization Name: Keep Winter Park Beautiful & Sustainability Board
 Contact Name: Kris Stenger
 Address: 401 S. Park Avenue
 Work Phone: 407-643-1660 Home Phone: _____ Cell Phone: _____
 Organization Status: Profit: Registered Non-Profit: If so, what type? _____
 Tax Number _____ Other (specify) _____
 Proposed Event Date: Sunday, April 19th Second Choice: _____
 Event Time: 12-5pm Set up time: Saturday, April 18th Break Down Time: Monday, April 20th
 Are dates/times flexible? not preferable Alternate Dates: Saturday, April 18th
 Type of Event: Earth Day Event Is this a Fundraiser? no

Describe Event in Detail: Educational and informational booths, Urban Forestry tree giveaway, music perform
 (Attach detailed outline) _____
 Area of Park Requested: North end
 Stage? yes List Electricity Requirements? _____
 Expected size of Crowd: 300 Estimated Parking Requirements? _____
 Will there be amplified music? Yes If Yes, type: variety Hours: 12-5pm
 Amplified Voices: Yes If Yes, type: _____ Hours: 12-5 pm
 Are you proposing tents: Yes If Yes, type: _____ Yes, in the west meadow only
 ***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.
 Is the consumption of alcoholic beverages requested? Yes If yes, will it be sold? _____
 Are you proposing to sell anything? no T-shirts? no Posters? _____
 Other (describe): _____
 Are you proposing food sales? Yes If Yes, type: local, organic
 Describe in detail? will seek Park Avenue and local vendors
 Will there be displays? Yes If Yes, type: Educational, Art
 Are banners/signs requested? No If Yes, type: _____
 Describe banners/signs in detail. What will they say and how many: _____

Please note that the display banners and signs severely limited and subject to zoning and park regulations.
 Will there be booths: Yes If Yes, type: Informational
 Describe booth contents and numbers in detail: Planning for two dozen information booths
 What Sanitation Facilities are planned? Yes
 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? Will be handled by KWPB
 Have you held this event in the past? Yes Where? Same location
 Size of Crowd at previous event? 100 Date of Last Event? May 3rd, 2014
 Name and Phone Number of location official at Last Event: same
 How will event be advertised/marketed? Through City of Winter Park Communication
 How many event staff members will you provide, describe duties: four, one is the event planner, three are city staff

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.
 "By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"
 By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.
Kris Stenger 12/18/2014
 TYPED NAME INDICATES SIGNATURE DATE

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

It's What We Do

The City of Winter Park, Florida in partnership with Plan Ahead Events of Central Fort Lauderdale proposes the following elements for the 2015 Earth Day Celebration. A site map is included with this overview for your review. We look forward to an amazing day in the Park focusing on our goal to increase awareness of sustainability options for the consumer.

Event Date: Sunday, April 19, 2014

Event Time: 11:00 a.m. - 6:00 p.m.

Event Location: North Central Park and the West Meadow

The elements included in this one day event will be as follows:

North Central Park Elements:

Welcome Center - Manned by the City of Winter Park with participant information bags.

Main Stage - Amplified Recognitions, announcements and live music from local and semi national groups throughout the event day. Fenced VIP area with seating plus and additional 100 seating options.

Demo Stage - Amplified staggered demonstrations of consumer driven green initiatives with 25 chairs.

Kids Zone - Games and projects to encourage recycling and protecting the earth. Colorful Inflatables and entertainment options such as face painting. Interactive activities such as bike blender and human Hamper shaved ice wheel.

Bike Valet - A tented city manned area for secure bike parking.

Information Booths & Non-Food Vendor Booths - Seeking upwards 50 vendor participants aligning booth sides of the walkway from Park Avenue to Garfield Avenue. Each Vendor will have a tent, two chairs and a tables.

Tree Give Away - sponsored by the Arbor Society and taking place behind the main stage at Garfield Avenue.

Farmers Market – A display area for fresh fruits and vegetables are being considered.

West Meadow Elements

Food & Beverage Areas - comprised of local Businesses & clubs with food for sample and/or purchase under tents.

Enclosed Wine & Beer Area - A fenced and tented area for craft wine and beer samples with pub food vendors inside for the 21 and over crowd with Solar Disc Jockey Entertainment.

Electric Car Show - Multiple Electric Cars will be displayed in the City Parking spaces in front of the Post Office along with test drives from the vendor.

Picnic Area - Blankets and tables for participants to sit and enjoy their foods, relax and enjoy the main stage entertainment.

Pony Rides - Tentative idea if suitable location can be found.

Recycling Center - Offering drive up complimentary paper shredding, electronics, medicine cabinet & household chemical waste recycling stations along New York Avenue.

Throughout Event Area

Portalets with hand sanitizing stations
Recycling and Trash Receptacles
Vendor Signage & Banners

For more information please contact:

Kristopher Stenger @ kstenger@cityofwinterpark.com
Abby Gulden @ agulden@cityofwinterpark.com
LaWanda Jones @ Lawanda.Jones@planahheadevents.com



Bennett Harmon-Director

www.orlandobigband.com

December 8, 2014

Johnny Miller
City of Winter Park
Winter Park, Florida

RE: Proposed Park concerts-Orlando Big Band- "Swingtime in the Springtime" and "Swingtime In The Park"

Dear Mr. Miller,

Thank you for speaking with me in regards to a concert in the park. Per our discussion, please find the following proposal:

Band Details

The Orlando Big is a full 18 piece authentic 40's style orchestra. We play tribute to the greats by playing original arrangements as they were presented by Glenn Miller, Tommy Dorsey, Artie Shaw and Benny Goodman just to name a few!! We also feature 3 solo vocalists, an Andrews sisters tribute group; and a 4 piece tribute vocal group. What separates our group from other bands is our philanthropic activity. The Orlando Big Band is a 501(C)3 public charity as recognized by the IRS. We donate a large portion of our earnings to charity. Our motto is "Where music and philanthropy meet".

Event Details

The event this year was well received and drew a larger than expected crowd. It is the kind of family event that fits well for Winter Park. Although the band loves the event and will treat it as a charity fundraiser, we would request support from the city for two future events in 2015. We would also request the city include us their calendar as a semiannual sponsored event. The concert should continue to grow and become a premier event that cannot be duplicated by other cities due to the nature of our organization and the quality of our performance. It will be a Big Band concert featuring the Orlando Big Band and vocalists. We will present classic arrangements from the 30s and 40s as they were originally presented. If allowed, we encourage the audience to dance! It should be noted that this year over 30 couples danced to the delight of the audience. As per your guidelines it would be an open air event with no admission. We understand guidelines and would adhere to your requests.

Proposed Dates

"Swingtime in the Springtime"

March 2015
7-8th; 14-15th; 21st-22nd
Concert time tba

"Swingtime in the Park"

Nov. or Dec. 2015
Nov. 22nd 23rd; 14-15th; 7-8th
Dec 5-6th; 12-13th; 19-20th.
Concert time tba

Kindest regards
Bennett Harmon
President-Orlando Big Band

Fee Waiver Application



Parks & Recreation
department

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

Section One - Applicant Information

Applicant Name:	Bennett Harmon	Email Address:	bennett@orlandobigband.com	
Organization Name:	Band Preservation dba Orlando Big Ba	Phone Number:	407-353-1806	
Address:	300 N. Knowles Ave	Fax Number:	none	
City:	Winter Park	State:	florida	Zip: 32789
Tax Exempt Number:	Attach Letter of Exemption from the Internal Revenue Service:		attached	
Organization Mission:	Preserving vintage music and providing a family experience while meeting community philanthropic needs.			
Reason for request:	Due to the not for profit mission, we request a waiver of fees.			

Section Two - Event Information

Event Type:	Swing concert/dance	Event Date:	TBA
Event Name:	Swingtime in the Park and Swingtime in the Springtime	Event Hours:	TBA
Venue:	Central Park	Expected Attendance:	400-800
If charging admission, proceeds benefit:	na	Event Admission Fee:	none
Will sponsorships be sold? If yes, describe levels and pricing:	yes-tiered pricing 500.00; 1000.00;2500;5000.00		
Will vendors such as caterers, decorators, entertainment be hired? If yes, describe below and list costs.	No **		
** If there is onsite cooking, an additional permit is required			
Has this event been held previously? If yes, describe when/where:	yes. Central Park November 2014		

Section Three - Instruction

- Prior to submission of fee waiver/reduction application, venue must be reserved and deposit on file. Additional rules apply.
- This application is for waiver/reduction of fees only and does not apply to deposit which is required for all sites.
- Submit application for fee waiver/reduction to the Administrative Office of the Parks and Recreation Department.
- To allow appropriate time for consideration, applications must be submitted no less than ninety (90) days in advance.
- 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:	Bennett Harmon	Date:	January 6th 2015
Print Name	Bennett Harmon	Title:	Founder and CEO

Parks and Recreation Strategy Map 2015-2020



MISSION STATEMENT

To Enhance the Quality of Life for our Community by Providing Outstanding Parks, Recreational Facilities, Activities and Service.

CORE VALUES

Recognized importance of parks, greenspace and the wise use of scenic beauty.
Accepted importance of the value of health and happiness provided by recreation opportunities
The quality of life element that is provided by the parks and recreation system.
Maintain goal of 10 acres of per 1000 residents.

DRIVERS

BY STRATEGIC PRIORITIES PROJECT

New Initiatives

COMBINED PRIORITIES

NEW INITIATIVES	CENTRAL PARK	GOLF COURSE	MEAD GARDEN	PARKS MASTER PLAN	LAKE BALDWIN PARK
	<ol style="list-style-type: none"> 1. Preserve unique nature tree canopy, and fountains 2. Concert Stage 3. Childrens Garden 	<ol style="list-style-type: none"> 1. Resurface Tees and Greens and upgrade Irrigation Beverage Profit Center 2. Merchandise Profit Center Enhancements 	<ol style="list-style-type: none"> 1. Restore Natural Habitat 2. Improve Water Quality 3. Consolidation of Back of House 4. New Visitors/Environmental Center 5. Reintroduce Historical Collections and Gardens 6. Sustainable Design 	<ol style="list-style-type: none"> 1. Parks should meet future and existing demands of residents through 2028. 2. Strive to acquire, improve and increase access to Lakefront. 3. Assure adequate funding and support for maintenance, acquisition and construction. 4. Pursue funding for park land acquisition to anticipate future demand for parks. 5. Recreation and social service programs should be maintained and expanded in coordination with other semi-public/private providers to meet growing population 	<ol style="list-style-type: none"> 1. Safety 2. Environmental 3. Compliance
<p>The above ranked projects that are site specific are ranked globally below:</p> <ol style="list-style-type: none"> 1. Protecting and preserving Central Park's unique nature, tree canopy, and fountains is the overall priority of the department. 2. Assure adequate funding and support for maintenance, acquisition, and construction. Particularly for revenue centers. 3. Increasing Revenue Sources at all facilities. Golf Course Food and Pro Shop revenue centers. Tennis Center Operations. 4. Pursue environmental protection and green management throughout parks system. Fleet Environmental Issues, Mead Natural Habitat, Mead Sustainable Design 					<ol style="list-style-type: none"> 1. Citation Authority for Park Rangers



January 15, 2015

Mr. Miller:

The Winter Park History Museum, in partnership with WUCFTV (local PBS station) proposes to host a *Be My Neighbor* event designed for children (approximately ages 3 – 8) on Sunday, March 29, 2015 from 12:00 noon to 3:00 p.m. We would like to hold the three hour event in Central Park.

The event will include the children's character, Daniel Tiger, and various simple children's activities such as coloring pages with sweater images, etc. We would like to put up one 10' x 10' tent. We estimate attendance at 150-200 people.

Please let me know if you need any other information at this time. Thank you very much for your consideration.

Warm regards,

A handwritten signature in black ink, appearing to read "Susan Skolfield", is written over the typed name and title.

Susan Skolfield
Executive Director

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



Park Requested: Central Park Email: sskolfield@wphistory.org

Organization Name: Winter Park History Museum

Contact Name: Susan Skolfield

Address: P.O. Box 51, Winter Park, FL 32790

Work Phone: 407-647-2330 Home Phone: _____ Cell Phone: 321-948-4172

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

Tax Number: 59-1664195 Other (specify) _____

Proposed Event Date: Sunday, March 29, 2015 Second Choice: _____

Event Time: 12-3pm Set up time: 2 hours Break Down Time: 2 hours

Are dates/times flexible? Yes Alternate Dates: _____ TBD

Type of Event: Children's activities Is this a Fundraiser? No

Describe Event in Detail: Be My Neighbor Day in collaboration with WUCFTV and the temporary WPHM
(Attach detailed outline) exhibition on the life and legacy of Mr. Fred Rogers

Area of Park Requested: Central Park

Stage? Yes List Electricity Requirements? _____

Expected size of Crowd: 150-200 Estimated Parking Requirements? _____

Will there be amplified music? Yes If Yes, type: Prerecorded Children's Music Hours: 12-3pm

Amplified Voices: Yes If Yes, type: very minimal announcements Hours: _____

Are you proposing tents: Yes If Yes, type: One 10'x10' N/A

***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.

Is the consumption of alcoholic beverages requested? No If yes, will it be sold? _____

Are you proposing to sell anything? TBD T-shirts? possibly Posters? _____

Other (describe): _____

Are you proposing food sales? No If Yes, type: N/A

Describe in detail? Some donated food such as cupcakes may be provided

Will there be displays? Yes If Yes, type: Educational panels re Mr. Roger's life and legacy

Are banners/signs requested? Yes If Yes, type: One or two banner/signs with the name of the event

Describe banners/signs in detail. What will they say and how many: Be My Neighbor Day (1 or 2)

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: N/A

Describe booth contents and numbers in detail: N/A

What Sanitation Facilities are planned? Portalets (2)

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? WPHM staff and volunteers will be cleaning up

Have you held this event in the past? No Where? N/A

Size of Crowd at previous event? N/A Date of Last Event? N/A

Name and Phone Number of location official at Last Event: _____ N/A

How will event be advertised/marketed? Through Constant Contact and WUCFTV, press releases, etc.

How many event staff members will you provide, describe duties: There will be a minimum of 6 staff (including WPHM and WUCFTV)

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

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

Susan Skolfield January 15, 2015

TYPED NAME INDICATES SIGNATURE DATE

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

Dep Ck # _____ Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____

Deposit Rec # _____

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

Refunded _____ Comments: _____

Retained: _____

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