

# Parks & Recreation Advisory Board



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

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

## **1. Consent Agenda**

- a) **Approval of Minutes –January 28, 2015 -Meeting**

## **2. Action Items**

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

## **3. New Business**

## **4. Staff Report**

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

## **5. Adjourn**

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

### appeals & assistance

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

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

**PARKS AND RECREATION  
ADVISORY BOARD  
January 28, 2015**

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

Advisory Board Members present:

Chairman Blair Culpepper  
Vice Chairman Julio de Arcos  
Carl Creasman  
Marni Spence  
Gary Diehl

Staff present:

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

Advisory Board Members absent:

Joel Roberts via teleconference 4:55 call in.  
Janet Atkins

Staff absent:

Guests:

Tim Webber, Concours d'Elegance  
Cynthia Hasenau

**Consent Agenda:**

a) Approval of Minutes – November 19, 2014

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

b. Winter Park Concours d'Elegance 2015

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

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

c) Earth Day Central Park

Annual event held in Central Park (city event)

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

d) Orlando Big Band Concerts (Fee Waiver Request)

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

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

Staff Report:

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

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

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

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

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

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

The meeting adjourned at 6:20 p.m.

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Kesha Jones  
Recording Secretary

Need to pay \$1550.00

CITY OF WINTER PARK

PARKS AND RECREATION DEPARTMENT  
KRAFT AZALEA PARK USE APPLICATION



Organization Name: ORANGE COUNTY EAST/WINTER PARK ROTARY

Contact Name: JEFF RICHMOND

Address: 2626 ALOMA AVE WINTER PARK FL 32792

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: 407-353-8823

Organization Status: Profit: \_\_\_\_\_ Registered Non-Profit: X If so, what type? 501 C3

Tax Number: 59-7647643 Other (specify) \_\_\_\_\_

Proposed Event Date: MARCH 7 2015 Second Choice: \_\_\_\_\_

Event Time: 8:00 AM Set up time: 6:00 AM Break Down Time: 2:00 PM

Are dates/times flexible? NO Alternate Dates: \_\_\_\_\_

Type of Event: ROWING REGATTA Is this a Fundraiser? NO

Describe Event in Detail: ROWING REGATTA: UCF VS ROLLINS  
(Attach detailed outline) WINTER PARK H.S. VS EDGEWATER H.S.

Area of Park Requested: ENTIRE PARK

Portable Stage?(user provides) NO List Electricity Requirements? 2 120V 20A

Expected size of Crowd: 400 Estimated Parking Requirements? LAKE MONTE ELEMENTARY

Will there be amplified music? X If Yes, type: \_\_\_\_\_ Hours: \_\_\_\_\_

Amplified Voices: X If Yes, type: EVENT ANNOUNCE Hours: 8:00-12:00

Are you proposing tents: \_\_\_\_\_ If Yes, type: \_\_\_\_\_

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

Is the consumption of alcoholic beverages requested? NO If yes, will it be sold? \_\_\_\_\_

Are you proposing to sell anything? X T-shirts? \_\_\_\_\_ Posters? \_\_\_\_\_

Other (describe): \_\_\_\_\_

Are you proposing food sales? YES If Yes, type: COFFEE AND DANISH BY DONATION

Describe in detail: \_\_\_\_\_

Will there be displays? \_\_\_\_\_ If Yes, type: \_\_\_\_\_

Are banners/signs requested? NO If Yes, type: \_\_\_\_\_

Describe banners/signs in detail. What will they say and how many: \_\_\_\_\_

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths: YES If Yes, type: ROTARY CLUB/RACE OFFICIAL HQ

Describe booth contents and numbers in detail: \_\_\_\_\_

What Sanitation Facilities are planned? 4 PORTOLETS

Lake Island Park has limited 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? SELF CLEAN

Have you held this event in the past? ANNUALLY FOR Where? 34 YEARS / KRAFT GARDENS

Size of Crowd at previous event? ~400 Date of Last Event? MARCH 1 2014

Name and Phone Number of location official at Last Event: JEFF RICHMOND 407-353-8823

How will event be advertised/marketed? ROTARY CLUBS / THE ATTENDING ROWING TEAMS

How many event staff members will you provide, describe duties: ~40: BOAT OFFICIALS, TRAFFIC MANAGEMENT ON LAKE, AWARDS OFFICIALS, SITE MANAGEMENT, TRANSPORTATION OFFICIALS

The City of Winter Park charges a fee for use of Lake Island Park, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.

"By execution 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.

Jeff Richmond 2-2-15

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: \_\_\_\_\_

Receipt # 192481 2/17/15 JDR Credit card loan

Contact: Jeff Richmond  
Regatta Chair  
2626 Aloma Ave.  
Winter Park, Fl. 32792  
407-353-8823  
[JRINWP@msn.com](mailto:JRINWP@msn.com)

ROTARY CLUB of ORANGE COUNTY EAST/WINTER PARK  
35<sup>th</sup> ANNUAL METRO CUP ROWING REGATTA  
MARCH 7, 2015

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

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

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

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

- 1) Portable toilets(4) will be located on site near the Rollins boathouse to supplement the existing bathroom facilities.
- 2) Parking is available at Lakemont Elementary School with a continuous EZ Bus shuttle.
- 3) Insurance provided by Rotary International with a certificate to the city of Winter Park and Orange County Schools.
- 4) 3 police officers for traffic control on Alabama dr. at the race site.
- 5) 2 EMT's with water craft for public safety at the race site.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/01/2015

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

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

PRODUCER LOCKTON COMPANIES,LLC-K CHICAGO 525 W. Monroe, Suite 600 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies	
	PHONE (A/C, No, Ext): 1-800-921-3172 FAX (A/C, No): 1-312-681-6769 E-MAIL ADDRESS: Rotary@lockton.com	
INSURED All Active US Rotary Clubs & Districts Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Westchester Fire Insurance Company	10030
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES ROTIN01 CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PMI G23861355 006	7/1/2014	7/1/2015	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			PMI G23861355 006	7/1/2014	7/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			NOT APPLICABLE			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

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

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

### CERTIFICATE HOLDER

City of Winter Park  
401 South Park Ave.  
Winter Park, Fl. 32789

Orange County East / Winter Park Rotary

Metro Cup Regatta March 7, 2015

### CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 09 2005

ORANGE COUNTY EAST ROTARY  
FOUNDATION INC  
617 E COLONIAL DR  
ORLANDO, FL 32803-0000

Employer Identification Number:  
59-3647643  
DLN:  
17053008733095  
Contact Person:  
FELICIA JOHNSON ID# 31287  
Contact Telephone Number:  
(877) 829-5500  
Public Charity Status:  
509(a)(2)

Dear Applicant:

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

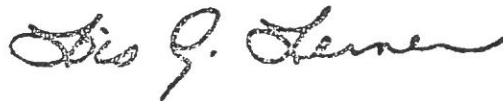
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of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

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

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

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)



**FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES**  
**COMMISSIONER ADAM H. PUTNAM**

January 2, 2015

Refer To: CH16815

THE ORANGE COUNTY EAST ROTARY FOUNDATION, INC.  
PO BOX 1566  
WINTER PARK, FL 32790-1566

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

Dear Sir or Madam:

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

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

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

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

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

Sincerely,

*Don Dietrich*

Don Dietrich  
Regulatory Consultant  
850-410-3756  
Fax: 850-410-3804  
E-mail: don.dietrich@freshfromflorida.com

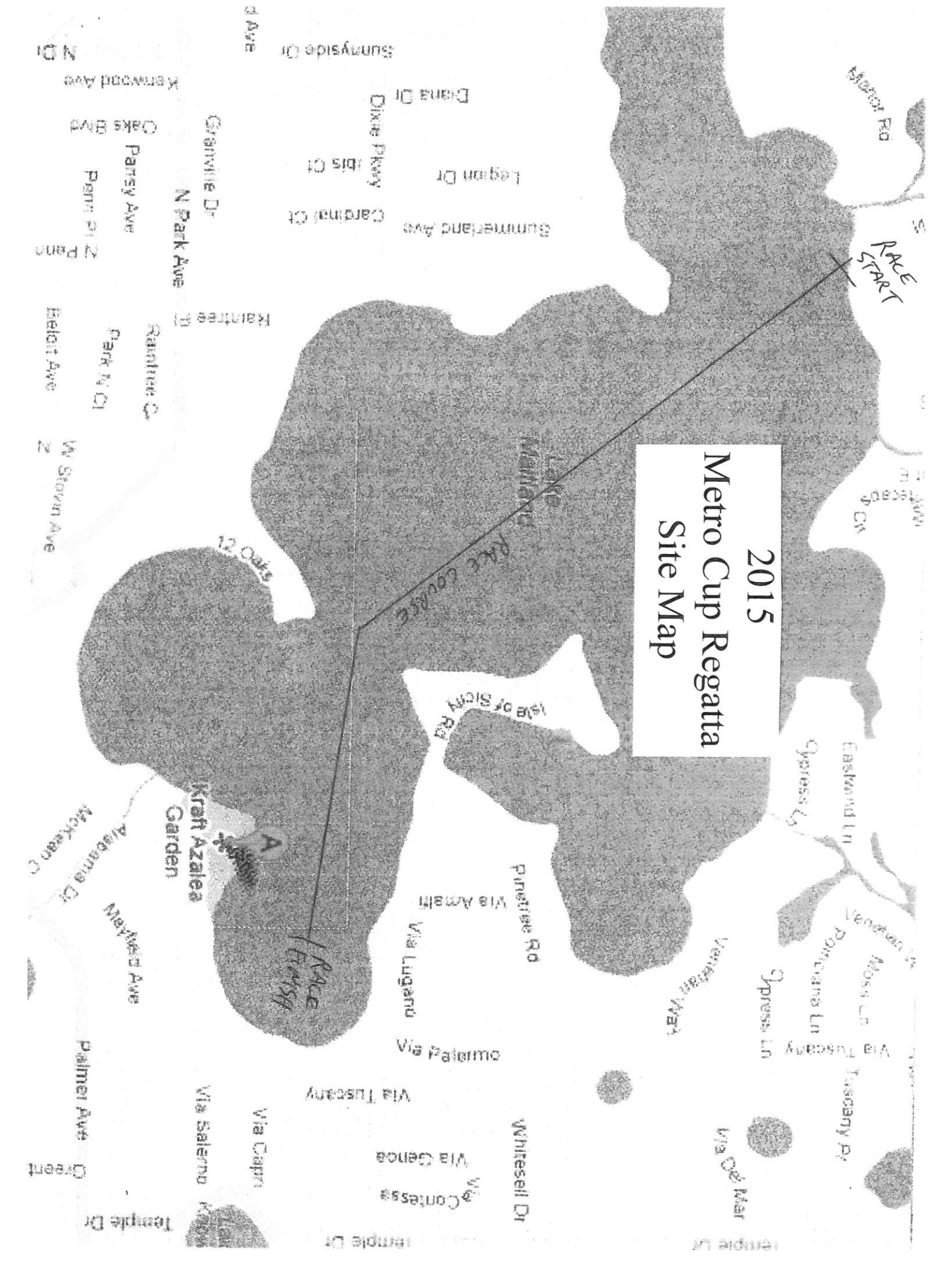


2015  
Metro Cup Regatta  
Site Map

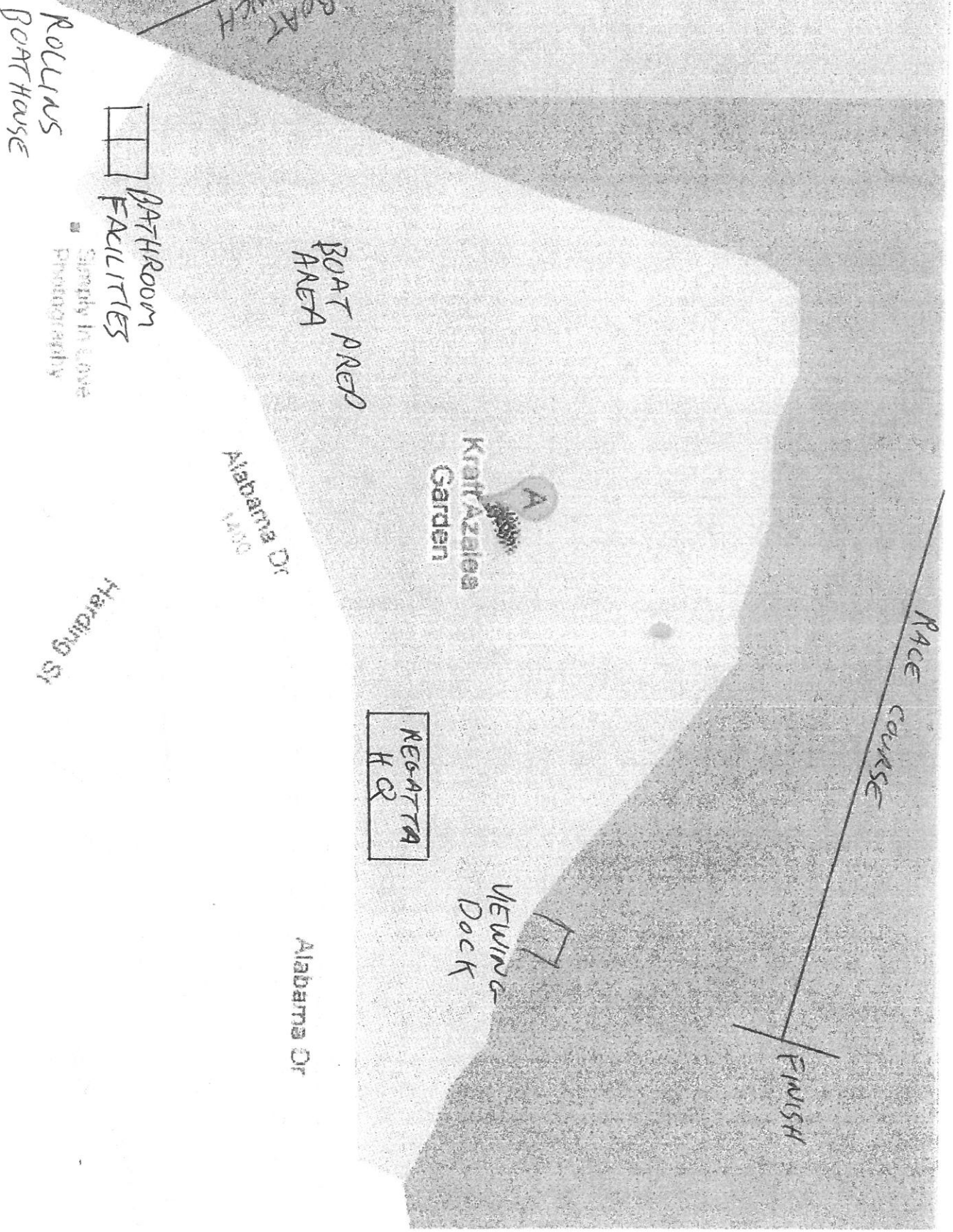
RACE  
START

RACE COURSE

RACE  
FINISH



# 2015 Metro Cup Regatta Site Map



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



Park Requested: Central Park Email: brian@bullfish.net  
 Organization Name: Sebastian Haul Fund  
 Contact Name: Brian Wettstein  
 Address: 329 Park Ave N. W.P. FL 32789  
 Work Phone: 407 644-2916 Home Phone: 407 228 9778 Cell Phone: 321 278 9937  
 Organization Status: Profit:  Registered Non-Profit:  If so, what type? \_\_\_\_\_  
 Tax Number \_\_\_\_\_ Other (specify) \_\_\_\_\_  
 Proposed Event Date: Sunday April 12 2015 Second Choice: \_\_\_\_\_  
 Event Time: 10-4pm Set up time: 6am Break Down Time: 6pm  
 Are dates/times flexible? no Alternate Dates: \_\_\_\_\_  
 Type of Event: Pet-themed ART Festival Is this a Fundraiser? yes  
 Describe Event in Detail: Pet-themed ARTISTS, Vendors + Adoption ORG. Organizations  
 (Attach detailed outline) \_\_\_\_\_  
 Area of Park Requested: North Central Park  
 Stage? yes List Electricity Requirements? around stage only  
 Expected size of Crowd: 1400 Estimated Parking Requirements? Park Place + Lot A will suffice  
 Will there be amplified music? yes If Yes, type: jazz, top 40, pet-themed Hours: 9-4pm  
 Amplified Voices: DJ + PSA If Yes, type: Announcements Hours: 9-4pm  
 Are you proposing tents? yes If Yes, type: 10x10  
 \*\*\*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? n/a  
 Are you proposing to sell anything? yes T-shirts? yes Posters? \_\_\_\_\_  
 Other (describe): ARTISTS selling their ART, Raffle items for fundraiser  
 Are you proposing food sales? no If Yes, type: \_\_\_\_\_  
 Describe in detail? n/a  
 Will there be displays? Vendors If Yes, type: only related to vendors in 10x10 tent  
 Are banners/signs requested? yes If Yes, type: 1 for stage  
 Describe banners/signs in detail. What will they say and how many: 12<sup>th</sup> Annual Doggie ART Festival  
 Please note that the display banners and signs severely limited and subject to zoning and park regulations.  
 Will there be booths? yes If Yes, type: 10x10 Pet-Related ARTIST, Vendor + Adoption  
 Describe booth contents and numbers in detail: ART, Promotional  
 What Sanitation Facilities are planned? portalets at north end of park  
 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? Event Volunteers + staff will maintain area + cleanup  
 Have you held this event in the past? yes Where? North Central Park  
 Size of Crowd at previous event? 1200-1400 Date of Last Event? April 2014  
 Name and Phone Number of location official at Last Event: Brian Wettstein 321-278 9937  
 How will event be advertised/marketed? Posting Flyers, FB, Email, W.P. Magazine + W.P. Artist program  
 How many event staff members will you provide, describe duties: 15-20 volunteers + staff for set-up, daytime maintenance + clean up

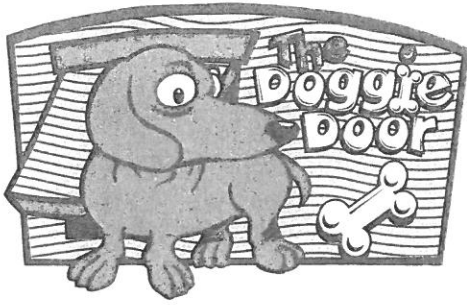
The City of Winter Park charges a fee for use of Central Park, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required. "By execution hereof, the undersigned releases and discharges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

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

Brian Wettstein  
 SIGNATURE DATE 1/21/2015

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) 2/15/15  
 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: \_\_\_\_\_

App Fee Paid Rec# 189409 1/28/15



January 21, 2015

Dear Johnny Miller,

We would like to request the use of Central Park for our 12<sup>th</sup> Annual Doggie Art Festival slated to occur on Sunday April 12<sup>th</sup> from 10-4pm with a set up time of 6 am and breakdown by 6pm.

The event will be an art festival featuring pet-related artists, vendors and adoption organizations.

It will also be a fund raiser for the Sebastian Haul Fund – helping Central Florida Greyhounds reach their new families.

Thank you for your consideration,

Brian Wettstein

Founding Board Member – Sebastian Haul Fund

Co-owner

The Doggie Door

329 Park Avenue North

Winter Park, FL 32789

407 644 2969

Cell 321 278 9937

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



Park Requested: Central Park Email: brian@bullfish.net  
 Organization Name: Sebastian Hayel Fund  
 Contact Name: Brian Weltstein  
 Address: 309 Park Ave N. W.P. FL 32789  
 Work Phone: 407 644-2969 Home Phone: 407 205 9778 Cell Phone: 301 278 9937  
 Organization Status: Profit:  Registered Non-Profit:  If so, what type? \_\_\_\_\_  
 Tax Number \_\_\_\_\_ Other (specify) \_\_\_\_\_

Proposed Event Date: Sun Oct 25 2015 Second Choice: \_\_\_\_\_  
 Event Time: 10-3 Set up time: 6 am Break Down Time: 3 pm  
 Are dates/times flexible? no Alternate Dates: \_\_\_\_\_  
 Type of Event: Pet Costume Contest Is this a Fundraiser? yes  
 Describe Event in Detail: Pet-themed costume contest + fundraisers  
 (Attach detailed outline) \_\_\_\_\_

Area of Park Requested: North Central Park  
 Stage? yes List Electricity Requirements? around stage only  
 Expected size of Crowd: 600-800 Estimated Parking Requirements? Park Place + Lot A w/old Softball  
 Will there be amplified music? yes If Yes, type: themed to contest Hours: 9:30-3:30  
 Amplified Voices: DJ + PSA If Yes, type: Directing contest Hours: 9:30-3:30  
 Are you proposing tents? yes If Yes, type: 10x10  
 \*\*\*The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.

Is the consumption of alcoholic beverages requested? no If yes, will it be sold? \_\_\_\_\_  
 Are you proposing to sell anything? \_\_\_\_\_ T-shirts? \_\_\_\_\_ Posters? \_\_\_\_\_  
 Other (describe): ART- Raffle tickets  
 Are you proposing food sales? no If Yes, type: \_\_\_\_\_  
 Describe in detail? \_\_\_\_\_

Will there be displays? Vendors If Yes, type: only related to vendors in 10x10 booths  
 Are banners/signs requested? \_\_\_\_\_ If Yes, type: \_\_\_\_\_  
 Describe banners/signs in detail. What will they say and how many: 1- Event Banner on stage  
16th Annual Pet Costume Contest

Please note that the display banners and signs severely limited and subject to zoning and park regulations.  
 Will there be booths? yes If Yes, type: 10x10 Pet-Related vendors  
 Describe booth contents and numbers in detail: promotional material for vendors  
 What Sanitation Facilities are planned? portalets at North end of Park  
 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? Event Volunteers Staff will maintain clean up  
 Have you held this event in the past? yes Where? North Central Park  
 Size of Crowd at previous event? 650 Date of Last Event? October 2014  
 Name and Phone Number of location official at Last Event: Brian Weltstein 301 278 9937  
 How will event be advertised/marketed? Posters, Flyers, FB, Email Ads in W.P. Observer, W.P. Forum  
 How many event staff members will you provide, describe duties: \_\_\_\_\_

15-20 volunteers + staff to set up, daytime maintenance + clean up.

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

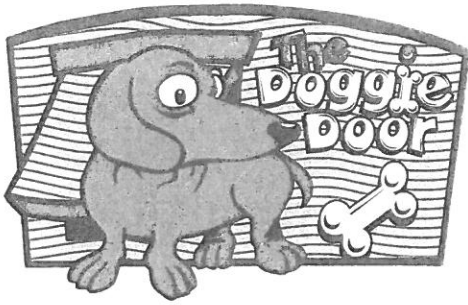
By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Brian Weltstein \_\_\_\_\_  
 SIGNATURE DATE 11/21/2015

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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: \_\_\_\_\_

App Fee Paid Rec # 189219 11/20/15



January 21, 2015

Dear Johnny Miller,

We would like to request the use of Central Park for our 16<sup>th</sup> Annual Pet Costume Contest slated to occur on Sunday October 25<sup>th</sup> from 10-3pm with a set up time of 6 am and breakdown by 5pm.

The event will be a pet costume contest featuring pet-related vendors and adoption organizations.

It will also be a fund raiser for the Sebastian Haul Fund – helping Central Florida Greyhounds reach their new families.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Brian Wettstein', with a long horizontal stroke extending to the right.

Brian Wettstein

Founding Board Member – Sebastian Haul Fund

Co-owner

The Doggie Door

329 Park Avenue North

Winter Park, FL 32789

407 644 2969

Cell 321 278 9937

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



Organization Name: St. Margaret Mary Church  
 Contact Name: Gail Robinson  
 Address: 526-100 Park Ave., W. PK. CO. 81201  
 Work Phone: 407-647-2579 Home Phone: - Cell Phone: 407-963-7735  
 Organization Status: Profit: Registered Non-Profit If so, what type? Religious Entity  
 Tax Number: 59-0855407 Other (specify) \_\_\_\_\_  
 Proposed Event Date: April 5, 2015 Second Choice: \_\_\_\_\_  
 Event Time: 6:00am-7:30am Set up time: 90 min. Break Down Time: 30 min  
 Are dates/times flexible? NO Alternate Dates: NONE  
 Type of Event: Mass - Easter Sunrise Service Is this a Fundraiser? NO  
 Describe Event in Detail: Catholic Religious Service -  
 (Attach detailed outline) \_\_\_\_\_

Area of Park Requested: The Stage + Grass Area in front of Stage  
 Stage? YES List Electricity Requirements? Speakers  
 Expected size of Crowd: 200 Estimated Parking Requirements? at St. Margaret Mary  
 Will there be amplified music? YES If Yes, type: guitar Hours: 6:30-7:30 am  
 Amplified Voices: YES If Yes, type: HYMNS Hours: 6:30-7:30 am  
 Are you proposing tents: NO If Yes, type: \_\_\_\_\_

\*\*\*The use of tent stakes in Central Park is Strictly Prohibited. Tents must be secured with weights.  
 Is the consumption of alcoholic beverages requested? NO If yes, will it be sold? \_\_\_\_\_  
 Are you proposing to sell anything? NO T-shirts? NO Posters? \_\_\_\_\_  
 Other (describe): \_\_\_\_\_

Are you proposing food sales? NO If Yes, type: \_\_\_\_\_  
 Describe in detail? \_\_\_\_\_  
 Will there be displays? NO If Yes, type: \_\_\_\_\_

Are banners/signs requested? NO If Yes, type: \_\_\_\_\_  
 Describe banners/signs in detail. What will they say and how many: \_\_\_\_\_

Please note that the display banners and signs severely limited and subject to zoning and park regulations.  
 Will there be booths: NO If Yes, type: \_\_\_\_\_  
 Describe booth contents and numbers in detail: \_\_\_\_\_

What Sanitation Facilities are planned? SMM will be open  
 Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? Staff will stay to ensure park is debris free  
 Have you held this event in the past? YES Where? same  
 Size of Crowd at previous event? 300 Date of Last Event? April 20  
 Name and Phone Number of location official at Last Event: \_\_\_\_\_

How will event be advertised/marketed? Through our Church bulletin + Mass announcements  
 How many event staff members will you provide, describe duties: Bill Timmes - Set Up Kevin Hagen - Sound, Gail Robinson - Coordinate, Andrea Cavallere - Music, Lisa Weiss - Liturgical

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

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.  
 Signature: Gail Robinson DATE: January 20, 2015

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) \_\_\_\_\_  
 Dep Ck # \_\_\_\_\_ Parks and Recreation Board Approval: Attached If Yes, list conditions of approval if any: \_\_\_\_\_  
 Deposit Rec # \_\_\_\_\_  
 Dep Date: \_\_\_\_\_ Rental Fee Receipt #: \_\_\_\_\_ Check Number: 2105517 Date Paid: 5/08/15  
 Refunded \_\_\_\_\_ Comments: \_\_\_\_\_  
 Retained: \_\_\_\_\_  
 Date Ref/Ret: \_\_\_\_\_ STAFF SIGNATURE: [Signature] DATE: 2/2/15

Receipt 190027 Payment 2/2/15

# St. Margaret Mary Easter Sunrise Service

**Date:** Sunday, April 5, 2015

**Time:** 6:00 am – 7:30 am

**Location:** Central Park

Our plan is to utilize the stage as the sanctuary and to set-up an altar on the stage. Participants would be instructed to bring their own seating. We have put together the following team to help facilitate and over see that all runs smoothly.

## **SMM Staff Responsibility:**

Gail Robinson: Coordinator

Deacon Bill Timmes: Set-up and traffic flow

Kevin Hagan: Sound

Andrea Cavallere: Music

Lisa Weis: Liturgy

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

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

With Appreciation,

Gail Robinson

SMM Coordinator

407-963-7735





**CITY OF WINTER PARK  
PARKS AND RECREATION DEPARTMENT  
KRAFT AZALEA GARDEN  
RULES AND STANDARDS FOR USE**

**Hours:**

Kraft Garden is open from 8am until dusk.

**General:**

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

**Exedra:**

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

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

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

**SPECIAL EVENT STANDARDS**

**1. GENERAL**

- A. It is the intent of the City Commission that Kraft Azalea Garden be used primarily as a passive park.
- B. Hours are from 8 a.m. to dusk unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- C. Organized events require rental of the park.
- D. The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site.

- E. The scheduling of new events shall be limited based upon the condition and the projected impact on the park turf and landscaping, and the impact on the neighborhood.
- F. Considerations may be made for other events in specific areas of the park.
- G. No additional large or significant special events will be scheduled in the same area of the park within two weeks of a scheduled large event.
- H. Additional criteria as follows:
  - 1. How the organization serves or provides benefit to the community.
  - 2. The time of the year during which an event occurs.
  - 3. The weather of the season.
  - 4. The nature and size of the event being considered.

## **2. EVENT REGISTRATION**

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

## **3. RESTRICTIONS ON EVENTS**

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

the Special Events Division. Conformance with the mandates of Police and Fire Departments is required.

- H. Parking on site is limited to 15-20 cars. Shuttles or valet must be provided for events requiring more parking.
- I. The City requires event sponsors to provide port-o-lets, dumpsters or other sanitary measures based upon the type of event, length of event, and/or the projected attendance of an event. Requirements include one port-o-let for each 150 people in attendance. Events at which food and drink may be served require one port-o-let be provided for each 60 people. At least one handicap unit must be provided as well. Large events of more than 600 people in attendance require one handicap unit for each four regular units.

#### **4. ACTIVITIES**

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

#### **5. FOOD AND BEVERAGE SALES**

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

## 6. AMPLIFIED SOUND

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

## 7. GROUP EVENT USER FEE AND DEPOSIT

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

## 8. OTHER

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

F. Banners must meet City codes and must be approved by the Parks and Recreation Commission. Banners may only be displayed 24 hours before the event and during the event.

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

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Signed

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Event & Date