

Parks and Recreation Advisory Board



October 24, 2018 at 5:30 PM
Winter Park Community Center
721 West New England Avenue / Winter Park,
Florida

1: Consent Agenda

- a. **Approval of Minutes-September 26, 2018**
September 26, 2018 Minutes
- b. **Snow in the Park**
City Event
- c. **Parade of Bands-December 28**
Annual City Event
- d. **Tuba Christmas-December 22**
Annual Event
- e. **Chanukah on the Park-December 9**
Annual Event
- f. **Christmas in the Park-December 6**
Tiffany Windows
City Event

2: Action Items

- a. **Approve Nov/Dec Meeting Calendar**
Discuss the meeting schedule for November and December

3: Discussion

- a. **Department Goals & Board Goals 2019**
Discuss goals for the new FY

4: New Business

- a. **Rollins College Native Landscapes Presentation**

5: Staff Report

- **Recreation & Family Fun Update**
 - Review FY18 statistical & programming performance for Winter Park Community Center

- Family Fun Update
- WPTC Update
- **Parks & Landscaping Update**
 - Project Progress
 - Ward/St Andrews Trail
 - Cady Way Pool Heating
 - Moon Light Garden

6: Adjourn

Appeals and 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."

Meeting Protocol

The protocol described below is used to conduct an orderly meeting of the Parks and Recreation Advisory Board. It is the Chair's option to follow or deviate from these guidelines during any meeting of the Board.

- Agenda item is brought up by Chair;
- Chair recognizes the staff for department input;

- Staff will present the item and state department recommendation if appropriate;

- The staff or Board Chair may recognize the individual or group requesting the action and present the opportunity to address the Board and present the details of their request. This presentation should be brief (3-5 minutes)

- The Chair will recognize the Board members and provide an opportunity for questions from the item sponsor or department staff;

- The Chair will entertain any motion from the Board regarding the agenda item;

- Once the item has been motioned and received a second, the Chair will ask if there is any public comment about the issue. (Public comment comes before the Board discusses the motion.) Public comment will be held to 3 minutes each;

- The public comments are closed by the Chair once all citizens who wish to speak have been given an opportunity;

- The Chair will recognize the Board members for discussion of the motion. Any Board member may address a question to the sponsor, to the department staff or to a citizen if appropriate;

- Once there is no further discussion, or if the Question has been called (debated and voted affirmative), then the Chair will request the Board moves to a vote.



Agenda Item Summary

Approval of Minutes-September 26, 2018 - September 26, 2018 Minutes

Summary:

Background:

ATTACHMENTS:

Description

Minutes-September 26, 2018

Upload Date

10/22/2018

Type

Cover Memo

**PARKS AND RECREATION
ADVISORY BOARD
September 26, 2018**

The meeting was called to order by Chairman Carl Creasman at 5:31 p.m. at the Winter Park Community Center in conference room D.

Advisory Board Members present:

Carl Creasman
Julio de Arcos
Brad Doster
Brian Furey
Taylor Sacha
Renee Maloney

Staff present:

Jason Seeley
Ron Moore
Tim Egan
Cathleen Daus
Mike McCosker
Kesha Thompson
Jeff Hershone

Advisory Board Members absent:

Trish Teague
Chris Morrison

Staff absent:

Leif Bouffard

Guests:

Consent Agenda:

- a) **Approval of Minutes August 22, 2018**
- b) **Autumn Art Festival**
- c) **Chabad Event**
- d) **Revised Open Space Permit Policy**

Carl Creasman gained consensus from the board to approve the consent agenda.

Action Item

- a) **Orlando Health Sunscreen Initiative**

Rachael Kobb of Orlando Health presented and demonstrated the sunscreen dispensers that will be placed in five parks, Ward Park, Azalea Lane, Phelps, Dinky Dock and Martin Luther King Jr. Park. The initiative has been successful in Orange County, and Seminole County so far. There will be a yearly review.

Motion made by Renee Maloney to approve the implementation of the sunscreen initiative; the motion was seconded by Taylor Sacha and passed unanimously.

b) Parks Master Plan

Tim Egan presented some changes to finalize the parks master plan. Resident Nancy Schultz requested that the board provide the city commission with some specific recommendations for the use of Lake Baldwin Park inside the master plan.

Motion made by Brian Furey to approve the masterplan as presented; seconded by Julio de Arcos; the motion passed unanimously.

Discussion

New Business

Staff Report

- **Snow In the Park**
 - Snow in the Park will be on 12/14 and 12/15
- **Tennis Center Update**
 - Grand Opening is Sept 29, 9-11am
- **Mead Garden Update**
- Parks Tour will be on October 1, 2018 from 4:30pm-6pm, leaving from the Winter Park Community Center.

Next Meeting – October 24, 2018 @ 5:30 p.m., Parks & Recreation, Community Center conference room D.

The meeting adjourned at 6:40pm.

Kesha Thompson

Kesha Thompson
Recording Secretary



Agenda Item Summary

Snow in the Park -
City Event

Summary:

Background:

ATTACHMENTS:

Description

Snow in the Park App

Upload Date

10/22/2018

Type

Cover Memo

Subject: [Event Permitting #9540] New application for Snow in the Park
Date: Tuesday, September 11, 2018 at 2:43:12 PM Eastern Daylight Time
From: Event Permitting Notification
To: Events, Webmaster

Contact name
Kelsi Baker
Company
City of Winter Park - Parks & Rec
Email
kbaker@cityofwinterpark.org
Primary phone
(407) 599-3342
Address
401 S. Park Ave Winter Park, FL 32789 United States Map It
Name of event
Snow in the Park
Address of event
150 W. Morse Blvd
Specific location of event
West Meadow
Date of event (from)
12/14/2018
Date of event (to)
12/15/2018
Time of event (from)
06:00 pm
Time of event (to)
01:00 pm
Set up time
09:00 am
Permit type
Non-Profit – Must provide proof of IRS Code 501(c)(3)
Upload proof of IRS Code 501(c)(3)
<ul style="list-style-type: none">Site-Plan-to-be-submitted.pdf

Estimated attendance of the event

1500 (over both days)

Provide a detailed event description

We will begin setting up in the West Meadow around 9 a.m. Friday morning. The event will be from 6 to 9 p.m. Friday and open again on Saturday from 9 a.m. to 1 p.m. Road closure request for W. Morse from NY to Park Ave Friday from 5 p.m. to Friday at 10:30 p.m. to allow enough time for the train to be put away and people to be cleared from the street. Road closure again requested on Saturday from 8 a.m. to 2:30 p.m.

At the event we will have a toy workshop (craft area) two snow slides, carolers, Santa, hot chocolate bar and s'mores bars. Water for hot chocolate bar will be heated in a carafe. The plan for the s'more's bar is to be run by Parks staff/ volunteers utilizing a stereo burner to melt the marshmallows for them. Cooking will done at a hot chocolate stand Parks is creating not under a tent.

There will be a 20x40 tent, permit will be pulled by Parks.

Will this event take place within the boundaries of a city park?

Yes

Upload the completed and signed "Park Use Application"

- [Parks-use-application-Snow-in-the-Park.pdf](#)

Please select the city park or facility

- West Meadow

Explain how the event will benefit the residents and businesses of Winter Park in a brief description

The event will be held in the West Meadow. We are hoping to draw business to the restaurants and stores, help to bring awareness to Winter Park downtown area.

Please upload a site plan detailing the general layout of the event

- [Screen-Shot-2018-09-11-at-2.29.33-PM.png](#)

Will there be substantial parking available? Please describe proposed arrangements for all off-street parking on site of the event or on adjacent property

Yes, parking can be found at the train station and street parking around the event.

Proposed use upload

- If you would like to upload the proposed use instead, please check this field

Please upload the proposed use of temporary structures, arrangement and duration of structures

- [Hot-chocolate.pdf](#)

Describe the proposed plan for sanitation, including disposal of waste and placement of portable toilet facilities

Large ottos to be onsite and recycle bins.

Waste Pro to pick up on:

Cleanup on Friday night and upon completion of event on Saturday.

Placement of porto-lets to be discussed.

Does the event require any street closures?

Yes

Specify where
W. Morse Blvd from New York to Park Ave
Specify time for requested street closure
5p.m. Friday to 10:30 p.m. and Saturday 8 a.m. to 2:30 p.m.
Would you like to specify additional street addresses?
No
Describe the proposed plan for street sidewalk closures including times and locations
Barricade will be needed at the intersection of W. Morse and Park Ave and again at W. Morse and NY.
Does the event require electrical access?
Yes
Please describe specific electrical needs
Snow Flurries and lights will need to be plugged in.
Does the event require city staff?
Yes
Describe the proposed utilization of city employees, equipment, and facilities
Provided by parks dept.
Will there be any type of amplified sound?
No
Are there any active construction sites within the area of this event?
No
Is alcohol being served?
No
Is alcohol being sold?
No
Will there be any use of tents?
Yes
How many tents?
1
Specify tent size(s)
20x40
Will there be any cooking under the tent(s)?
No
Will there be any pyrotechnics?
No
Will food trucks be present?
No

Will there be any cooking operations?

Yes

Agreements

Upload the general liability insurance certificate in the amount of \$1,000,000 naming the city as additional insured

- [Site-Plan-to-be-submitted1.pdf](#)

Acceptance

- I understand that I must obtain the actual permit **BEFORE** the event is held.
- I understand that issuance of a special event permit is subject to further limiting of hours and taking other actions to further restrict the event or require that the event cease due to disturbance of the peace or due to other safety and traffic issues.

Event Notification

- I agree to provide the city with signed notification forms from neighboring properties and property owner authorization letter by downloading and using the form available below.

Hold Harmless Agreement

- I agree to protect, indemnify, defend, save and hold harmless the City of Winter Park, its officers, and employees from any and all claims, liability, lawsuits, damages, and causes of action which may arise out of the permit or the permittee's activity on the permitted premises in accordance with **Ordinance No. 58-54(u) (3)a.8&9** of the City of Winter Park Code of Ordinances.

Date

09/11/2018

Applicant/Contact signature



Application ID: #9540

Sender's IP address: [209.26.84.222](#)

Date received: 09/11/2018

Received from: Event Permitting (<https://cityofwinterpark.org/departments/communications/event-permitting/>)



Agenda Item Summary

Parade of Bands-December 28 - Annual City Event

Summary:

Background:

ATTACHMENTS:

Description

Parade of Bands App

Upload Date

10/22/2018

Type

Cover Memo

Subject: [Event Permitting #9600] New application for Parade of Bands
Date: Monday, September 17, 2018 at 8:39:01 AM Eastern Daylight Time
From: Event Permitting Notification
To: Events, Webmaster

Contact name
Johnny Miller
Company
City of Winter Park
Email
JMiller@cityofwinterpark.org
Primary phone
(407) 599-3463
Secondary phone
(321) 377-2986
Address
401 S. Park Ave Winter Park, FL 32789 United States Map It
Name of event
Parade of Bands
Address of event
Lyman to Central Park
Specific location of event
Central Park - Park Avenue
Date of event (from)
12/28/2018
Date of event (to)
12/28/2018
Time of event (from)
11:00 am
Time of event (to)
01:30 pm
Set up time
10:00 am
Permit type
Non-Profit – Must provide proof of IRS Code 501(c)(3)

Upload proof of IRS Code 501(c)(3)

- [CITY-EVENT2.pdf](#)

Estimated attendance of the event

3,000

Provide a detailed event description

Parade of Bands 2018
 Streets – No Parking signage on Park Ave from Canton to Morse from 7:00am – 2:00pm on 12/28/18.....
 (put signage up on 12/20/18)
 Barricades (dropped off on Thursday 12/27/18 in the morning) at: Lyman and Park (4), Morse and Park / New York /
 Railroad station (20), Interlachen and New England (3), Interlachen and Comstock (3), Lyman and Knowles (4),
 Garfield (3) and back of Parking Garage (3) Park and Canton (5)!

Police – Set up barricades

- Meet busses (I-4) and Fairbanks and escort them to drop off area on Interlachen)
- After busses unload on Interlachen....move buses to Morse
- Rolling Parade – Lyman to Park....Park to Garfield.....into central park
- Escort busses back to I-4

Fire – EMT in central park by stage at 11:00

Parks / Special Event –

- Set up 20 x 30 tent on 12/20 in south central park and Morse
- Move event trailer.....1 set of bleachers on stage (12/27)
- 2 gators, PA System, podium, ottos, recycle bins, stake off park for bands and around the stage, staff for setup / serving / breakdown!
- Water / cookies delivered to park (8:00am).....4Rivers providing food

Schedule (12/28/18)
 Night before Police setup barricades (BOTH side parking area on Morse from Park and Railroad tracks)
 10:00 – everything setup and ready to go / 10:30 – Bands line up / 11:15 – Parade starts / noon – Bands play in
 central park / 12:45 – start feeding / 1:45 – load up bands / 2:00 - leave

Will this event take place within the boundaries of a city park?

Yes

Upload the completed and signed “Park Use Application”

- [Parade-of-Bands-Parks-Use-Application.pdf](#)

Please select the city park or facility

- Central Park

Explain how the event will benefit the residents and businesses of Winter Park in a brief description

Annual City Event

Please upload a site plan detailing the general layout of the event

- [CITY-EVENT3.pdf](#)

Will there be substantial parking available? Please describe proposed arrangements for all off-street parking on site of the event or on adjacent property

Yes, on street parking is available and garage parking.

Describe the proposed use of temporary structures, arrangement and duration of structures

None.

Describe the proposed plan for sanitation, including disposal of waste and placement of portable toilet facilities

Parks staff to provide cleanup and port-o-lets will be ordered.

Does the event require any street closures?

Yes

Specify where

Lyman Ave down Park Ave to Garfield to Central Park (Rolling Parade)

Specify time for requested street closure

11:00AM

Would you like to specify additional street addresses?

Yes

Additional street addresses

Interlachen between Lyman and New England

Describe the proposed plan for street sidewalk closures including times and locations

Same as years past, please see event description.

Does the event require electrical access?

Yes

Please describe specific electrical needs

Central Park Main Stage

Does the event require city staff?

Yes

Describe the proposed utilization of city employees, equipment, and facilities

Please see event description.
Parks, Police, Streets, EMT and ME - JOHNNY

Will there be any type of amplified sound?

No

Are there any active construction sites within the area of this event?

No

Is alcohol being served?

No

Is alcohol being sold?

No

Will there be any use of tents?

Yes

How many tents?

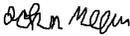
1

Specify tent size(s)

20x40

Will there be any cooking under the tent(s)?

No

Will there be any pyrotechnics?
No
Will food trucks be present?
No
Will there be any cooking operations?
No
Agreements
Upload the general liability insurance certificate in the amount of \$1,000,000 naming the city as additional insured
<ul style="list-style-type: none"> • CITY-EVENT4.pdf
Acceptance
<ul style="list-style-type: none"> • I understand that I must obtain the actual permit BEFORE the event is held. • I understand that issuance of a special event permit is subject to further limiting of hours and taking other actions to further restrict the event or require that the event cease due to disturbance of the peace or due to other safety and traffic issues.
Event Notification
<ul style="list-style-type: none"> • I agree to provide the city with signed notification forms from neighboring properties and property owner authorization letter by downloading and using the form available below.
Hold Harmless Agreement
<ul style="list-style-type: none"> • I agree to protect, indemnify, defend, save and hold harmless the City of Winter Park, its officers, and employees from any and all claims, liability, lawsuits, damages, and causes of action which may arise out of the permit or the permittee's activity on the permitted premises in accordance with Ordinance No. 58-54(u) (3)a.8&9 of the City of Winter Park Code of Ordinances.
Date
09/17/2018
Applicant/Contact signature


Application ID: #9600

Sender's IP address: [209.26.84.249](#)

Date received: 09/17/2018

Received from: Event Permitting (<https://cityofwinterpark.org/departments/communications/event-permitting/>)



Agenda Item Summary

Tuba Christmas-December 22 - Annual Event

Summary:

Background:



Agenda Item Summary

Chanukah on the Park-December 9 - Annual Event

Summary:

Background:

ATTACHMENTS:

Description

Chanukah on the Park App

Upload Date

10/22/2018

Type

Cover Memo

CITY OF WINTER PARK PARKS AND RECREATION DEPARTMENT PARK USE APPLICATION



Park Requested: Central Park on Park Ave Email: Rabbi @ Chabad
 Organization Name: Chabad of Greater Orlando ORLANDO.ORG
 Contact Name: Rabbi Dubov
 Address: 708 Lake Howell Rd
 Work Phone: 407 766 2004 Home Phone: _____ Cell Phone: 407 644 2500
 Organization Status: Profit: Registered Non-Profit: If so, what type? Religious -
 Tax Number: _____ Other (specify) _____
 Proposed Event Date: Sunday, December 9 Second Choice: _____
 Event Time: 4:30 - 7:00 Set up time: 10:00 Am Break Down Time: 7:30 - 9:00 Pm
 Are dates/times flexible? No Alternate Dates: _____
 Type of Event: Chanukah Is this a Fundraiser? No
 Describe Event in Detail: An opportunity to bring community together for festivities of Chanukah
 (Attach detailed outline) _____
 Area of Park Requested: Sand stand
 Stage? Yes List Electricity Requirements? Use of electricity for PA system
 Expected size of Crowd: 300 Estimated Parking Requirements? event is after stores close -
 Will there be amplified music? Yes If Yes, type: Live Hours: 5 - 7:30
 Amplified Voices: Yes If Yes, type: Announcements & Solo Singers Hours: 5 - 7:30
 Are you proposing tents: No If Yes, type: _____
 ***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.
 Is the consumption of alcoholic beverages requested? _____ If yes, will it be sold? _____
 Are you proposing to sell anything? No T-shirts? No Posters? _____
 Other (describe): Food will be available
 Are you proposing food sales? _____ If Yes, type: See list below middle Eastern & American Foods
 Describe in detail? Salad, hot dogs, hamburgers, Schwarmm, drinks & Chummas, Tzedakah.
 Will there be displays? _____ If Yes, type: _____
 Are banners/signs requested? Yes If Yes, type: Name of event & try to donate
 Describe banners/signs in detail. What will they say and how many: 2-3 signs which go up every year with name of event + welcome to our Sand stand
 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: activity booths for kids -
 Describe booth contents and numbers in detail: Food booth, Chanukah accessories
 What Sanitation Facilities are planned? arts & crafts for kids, photo Booth
 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? Clean up staff will leave Park immaculate as usual
 Have you held this event in the past? Yes Where? Central Park, Winter Park
 Size of Crowd at previous event? 5-700 Date of Last Event? last December 2017
 Name and Phone Number of location official at Last Event: Same
 How will event be advertised/marketed? in newspapers, leaflets, email
 How many event staff members will you provide, describe duties: about 20 volunteers

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.

Agenda Packet Page 19



Agenda Item Summary

Christmas in the Park-December 6 -
Tiffany Windows
City Event

Summary:

Background:

ATTACHMENTS:

Description

Christmas in the Park

Upload Date

10/22/2018

Type

Cover Memo

Subject: [Event Permitting #9599] New application for Christmas in the Park
Date: Monday, September 17, 2018 at 8:28:53 AM Eastern Daylight Time
From: Event Permitting Notification
To: Events, Webmaster

Contact name
Johnny Miller
Company
City of Winter Park
Email
JMiller@cityofwinterpark.org
Primary phone
(407) 599-3463
Secondary phone
(321) 377-2986
Address
401 S. Park Ave Winter Park, FL 32789 United States Map It
Name of event
Christmas in the Park
Address of event
Central Park
Specific location of event
Central Park North
Date of event (from)
12/06/2018
Date of event (to)
12/06/2018
Time of event (from)
05:00 pm
Time of event (to)
08:30 pm
Set up time
06:00 am
Permit type
Non-Profit – Must provide proof of IRS Code 501(c)(3)

Upload proof of IRS Code 501(c)(3)

- [CITY-EVENT.pdf](#)

Estimated attendance of the event

6000

Provide a detailed event description

“40th Annual Christmas in the Park” 2018 City Schedule
 Meeting – October Permitting Meeting to go over this event!!
 Monday 11/29 – Streets - No Parking / Tow Away / Street Close (12/6/18 at 3:00 – 9:30pm) signage on Park Ave from Morse Blvd.to Canton Ave.
 Johnny – Order Port-a-lets (deliver 12/5/18) / waive Alcohol Ordinance
 Wednesday 12/5 – Streets – barricades dropped off at Park/Canton, Park/Garfield (also at back entrance to garage), Park / Morse
 Johnny – place signage “NO Setting Up until 4:00”
 Wednesday 12/5 – Police – setup barricades at Park/Garfield and behind garage at Mid Night!
 Thursday 12/6/18 – DAY OF EVENT
 7:00am – deliver Port-a-lets
 7:30am – Police to secure park for people setting up blankets
 9:00 – 1:00 - Morse Staff to set up windows
 9:30 – Bo and ORL crew sets up power
 Parks Crew – pick up / drops off risers and music stands from Rollins to stage
 1:00 – Park Staff sets up concert crowd control lighted lanes (with lights / stakes), place ottos/recycle
 3:00 – Police - Close Park Ave (Morse to Canton) / Scott Donavon needs to approve concert set up
 4:00 – People can set up blankets and chairs (NO tables)
 5:00 – EMT arrives, remaining Police arrive.....EVERYTHING READY TO GO!!
 5:30pm-9:00pm – Alcohol Ordinance in central park is lifted
 6:15 – Event Begins
 8:30 – 9:00 – break down / Parks break down concert area / Police move people from event site to behind fountain.
 9:00PM Alcohol Ordinance back in place!
 Next morning – Parks staff take back risers/music stands

City Staff Responsibility
 Streets – Barricades, Road Closure signage up by 11/29/18 (Park Ave. / Morse to Canton and Garfield)
 Police – officers for set up (7:00am – 4:00pm), street closer barricades, event security, breakdown security, Windows, stage area, Crowd (aisle, general)
 Parks – Risers, event-clean up staff, concert lighted lanes, ottos / recycle
 Special Event – alcohol, signs, port-a-lets (lights), podium
 Fire – EMT, STAFF aisle and window security
 Communications – Signage (Do Not Stand, No setup until 4:00, No adult Beverages beyond this point)
 Bo / ORL – Power needs, staff event.
 • This is now a CO-CITY Event (no fees)

PATRONS WILL BE BRINGING THEIR OWN ALCOHOL.

Will this event take place within the boundaries of a city park?

Yes

Upload the completed and signed “Park Use Application”

- [Christmas-in-the-Park-Parks-Use-Application.pdf](#)

Please select the city park or facility

- Central Park

Explain how the event will benefit the residents and businesses of Winter Park in a brief description

This event will bring 6,000 people to our downtown shopping district.

Annual city event.

Please upload a site plan detailing the general layout of the event

- [CHristmas-in-the-Park-Site-Map.pdf](#)

Will there be substantial parking available? Please describe proposed arrangements for all off-street parking on site of the event or on adjacent property

Parking will be available in Sunrail lot as well as on street parking.

Describe the proposed use of temporary structures, arrangement and duration of structures

None.

Describe the proposed plan for sanitation, including disposal of waste and placement of portable toilet facilities

Parks staff to clean up.
Porto-lets will be ordered.

Does the event require any street closures?

Yes

Specify where

Park Ave from Morse to Canton

Specify time for requested street closure

3:00pm

Would you like to specify additional street addresses?

Yes

Additional street addresses

Garfield

Describe the proposed plan for street sidewalk closures including times and locations

To be closed at 3 for set up just as in previous years and open at 9:30 p.m.

Does the event require electrical access?

Yes

Please describe specific electrical needs

Throughout the park and stage

Does the event require city staff?

Yes

Describe the proposed utilization of city employees, equipment, and facilities

Please see event description.

Will there be any type of amplified sound?

Yes

Please describe it in detail

Chorus to perform on stage

Are there any active construction sites within the area of this event?

No

Is alcohol being served?

No

Is alcohol being sold?

No

Will there be any use of tents?

No

Will there be any pyrotechnics?

No

Will food trucks be present?

No

Will there be any cooking operations?

No

Agreements

Upload the general liability insurance certificate in the amount of \$1,000,000 naming the city as additional insured

- [CITY-EVENT1.pdf](#)

Acceptance

- I understand that I must obtain the actual permit **BEFORE** the event is held.
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Event Notification

- I agree to provide the city with signed notification forms from neighboring properties and property owner authorization letter by downloading and using the form available below.

Hold Harmless Agreement

- I agree to protect, indemnify, defend, save and hold harmless the City of Winter Park, its officers, and employees from any and all claims, liability, lawsuits, damages, and causes of action which may arise out of the permit or the permittee's activity on the permitted premises in accordance with **Ordinance No. 58-54(u) (3)a.8&9** of the City of Winter Park Code of Ordinances.

Date

09/17/2018

Applicant/Contact signature



Application ID: #9599

Sender's IP address: [209.26.84.249](#)

Date received: 09/17/2018

Received from: Event Permitting (<https://cityofwinterpark.org/departments/communications/event-permitting/>)



Agenda Item Summary

Approve Nov/Dec Meeting Calendar -
Discuss the meeting schedule for November and December

Summary:

Background:



Agenda Item Summary

Department Goals & Board Goals 2019 - Discuss goals for the new FY

Summary:

Background:



Agenda Item Summary

Rollins College Native Landscapes Presentation -

Summary:

Background:



Agenda Item Summary

Recreation & Family Fun Update -

- Review FY18 statistical & programming performance for Winter Park Community Center
- Family Fun Update
- WPTC Update

Summary:

Background:



Agenda Item Summary

Parks & Landscaping Update -

- Project Progress
- Ward/St Andrews Trail
- Cady Way Pool Heating
- Moon Light Garden

Summary:

Background: