



# CITY OF ORLANDO

## FAMILIES, PARKS & RECREATION

### PARKS DIVISION

#### Lake Eola Park

PH: (407) 246-4484 Fx: (407) 246-317-7009

Email: Leonardo.falcon@cityoforlando.net



Amended: 6/11/2008

## LAKE EOLA PARK RENTAL FORM

*Areas are rented as is. We do not provide any set up services or rent equipment. All rentals must be done in person except for out of state requests.*

Name of event: \_\_\_\_\_ Expected attendance \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Event hours: Start \_\_\_\_\_ End \_\_\_\_\_ *All events must end no later than 9:30 pm.*

Rental site(s): \_\_\_\_\_

Name of Organization/renter: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PH: \_\_\_\_\_ Cell: \_\_\_\_\_ other # \_\_\_\_\_

Email: \_\_\_\_\_

Tax-exempt: Yes \_\_\_\_\_ No \_\_\_\_\_ State of Florida Tax Number \_\_\_\_\_  
*(If claiming tax exemption a copy of 501-C3 and tax exemption certificates must be provided, otherwise you will be charged taxes)*

**With the exception of weddings – all labor fees, insurance cost (if applicable), and a damage deposit fee is due upon booking of rental. (Damage deposit is based on attendance and is refundable after the event if there is no damage to the Park and/or property).**

**Wedding site hourly rate, insurance, and taxes, are due in full at the time of rental. (See page 3 for insurance charges)**

Person in Charge of the event (if different from above) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PH: \_\_\_\_\_ Cell: \_\_\_\_\_ other # \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_



# CITY OF ORLANDO

## FAMILIES, PARKS & RECREATION

### PARKS DIVISION

#### Lake Eola Park

PH: (407) 246-4484 Fx: (407) 246-317-7009

Email: [Leonardo.falcon@cityoforlando.net](mailto:Leonardo.falcon@cityoforlando.net)



The following activities/uses may require permit, fee, and/or additional documentation. Please check all that apply to your event:

1. Use of the Amphitheater  2. Park sound equipment  *If you checked # 2, please call Jose Nazario at (407) 716-5383 for your stage/sound requirements and specifications. Please note there is a 1 hour consultation fee associated with the use of Park sound equipment. Additional time is subject to additional fees.*

3. Hot Air Balloons  5. Inflatable Devices  6. Fireworks/Pyrotechnics

7. Amusement Rides  8. Additional Power Sources  9. Street, Lane, Sidewalk Closure

10. Sales of Food, Goods, and other vendors  *Provide a map with the location of your vendors. Refer to park rules for specifications and compliance.*

11. Alcohol sale or distribution  12. Commercial Filming or Photography

13. Parade within the park  14. Parade around (outside) the park  15. Live Animals

16. Banners/Signs  17. Garbage Dumpster/Truck (REQUIRED FOR ALL EVENTS OVER 500 PEOPLE)

If you checked any of the above items, list them by number below and provide a complete description of the activity or need.

---

---

---

---

---

---

---

---

---

---

---

---

#### FOR OFFICE USE ONLY:

18A Required \_\_\_\_\_ Police \_\_\_\_\_ EMT \_\_\_\_\_ OFD \_\_\_\_\_ Dumpster(s) \_\_\_\_\_ Garbage Truck \_\_\_\_\_

Alcohol waiver \_\_\_\_\_ Actual hours charged \_\_\_\_\_ Consultation Fee \_\_\_\_\_

Other \_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_



# CITY OF ORLANDO

## FAMILIES, PARKS & RECREATION

### PARKS DIVISION

Lake Eola Park

PH: (407) 246-4484 Fx: (407) 246-317-7009

Email: Leonardo.falcon@cityoforlando.net



### HOURLY RENTAL FEES

(Sales tax not included. Some fees do not apply to your event)

- **Amphitheater: \$125** (In addition to the actual event hours, there will be a mandatory charge of 2 hours required for set up and 2 hours for breakdown if you use the park's sound equipment.)
  - Under NO circumstances will a show go beyond 10:00PM. Plan accordingly.
- **Sound Engineer: \$28** (event hours plus an additional 2 hours for set up / sound check, and 2 hours for breakdown as well as a mandatory 1 hour consultation fee. If additional time is needed, you will be charged accordingly)
- **Maintenance: \$20** (per employee, minimum 4 hours)
- **Stage Manager: \$14** – Mandatory for all events! (event hours plus an additional 2 hours for set up / sound check and 2 hours for breakdown, minimum 4 hours)
  - You cannot begin stage setup without a Stage Manager present, **NO EXCEPTIONS.**
- **Stage Hand: \$12** per employee (event hours plus an additional 2 hours for set up / sound check and 2 hours for breakdown). If our equipment is used, 2 stage hands are mandatory per event.
- **Light Technician: \$13** (minimum 4 hours)
- **Electrician and/or Plumber: \$36** (hours determined by Park Staff, but minimum 4 hours)
- **Promenade: \$75**
- **International Bridge, International Plaza (Food Court) and Grass Areas: \$100**
- **Sperry Fountain, Washington Plaza, and Peninsula: \$75**
- **Forum, Ting: \$100**

The City of Orlando requires insurance for all events. If you are unable or unwilling to use an outside insurance provider you must use the one provided by the City of Orlando. Minimum coverage required is \$500,000 bodily injury per occurrence, and \$100,000 property damage or such other amounts that may be set forth. In all cases, the City of Orlando **MUST BE LISTED AS ADDITIONAL INSURED**. The word holder **MAY** be substituted for City of Orlando **ONLY** if the City's name and address is in the certificate holder's box. Insurance fees are based on attendance and are as follows: (All prices below are subject to change depending on the type of event)

Expected attendance	Insurance price	Expected attendance	Insurance price
1-75	\$31.83	76-175	\$53.05
176-260	\$79.58	261-350	\$106.10
351-450	\$132.63	451-535	\$159.15

Attendance over 535 Park staff will call company for a quote.

Renter is responsible for all other City of Orlando fees (such as Orlando Police and Fire Department, 18A permit, streets closures, etc.) as applicable to the event and determined by Park staff. Please call Freda Vick at (407) 246-3661 at least 60 days prior to your event to coordinate these services. The renter is also responsible for obtaining and paying for trash dumpsters if required by Park staff. Contact City of Orlando Solid Waste Division at (407) 246-2314.

