



## LAKE EOLA PARK RENTAL FORM

1. Date of event: \_\_\_\_\_ Name of event: \_\_\_\_\_

Applicant/Sponsor name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

2. Total expected attendance \_\_\_\_\_

3.

Park Area(s)	Set Up Time	Event Time	Break Down Time
Ex: Amphitheatre	10:00am-12:00pm	12:00pm-7:00pm	7:00pm-8:00pm

(Facility Rental Fees will be charged for Set Up and Break Down Time)

4. Person responsible for charges: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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

5. Describe how event will be promoted:

\_\_\_\_\_  
\_\_\_\_\_



**6. Describe any special requirements (audio, lighting for Amphitheatre, etc.):**

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**7. Will admission be charged? Yes  No  If yes, explain:**

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

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| 1. Amplified Sound Systems <input type="checkbox"/>  | 7. Amusement Rides <input type="checkbox"/>              | 13. Street, Lane, Sidewalk Closure <input type="checkbox"/>    |
| 2. Live Or Recorded Music <input type="checkbox"/>   | 8. Stages <input type="checkbox"/>                       | 14. Commercial Filming or Photography <input type="checkbox"/> |
| 3. Additional Power Sources <input type="checkbox"/> | 9. Parachutes <input type="checkbox"/>                   | 15. Parade or Live Animals <input type="checkbox"/>            |
| 4. Hot Air Balloons <input type="checkbox"/>         | 10. Helicopters <input type="checkbox"/>                 | 16. Tents/Banners/Signs <input type="checkbox"/>               |
| 5. Inflatable Devices <input type="checkbox"/>       | 11. Sales of Food, Goods, Svcs. <input type="checkbox"/> | 17. Police Officers <input type="checkbox"/>                   |
| 6. Fireworks/Pyrotechnics <input type="checkbox"/>   | 12. Alcohol Dispensed or Sold* <input type="checkbox"/>  | 18. 18-A Permit <input type="checkbox"/>                       |
- (\*City Permit Required)

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

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**\*Note: If an 18A permit is required, Licensee should contact the Orlando Police Department, 246-3661 at least 60 days prior to event.**



**9. Please use the space below to give us a complete description of your event. This description should be written from a press release point of view. Include name and phone number for public inquiry contact.**

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**10. Does Your Organization Have Current Insurance For These Activities? Yes  No**

If yes, provide proof of coverage, identifying the City of Orlando as certificate holder and additional insured at 1206 West Columbia Street, Orlando, Florida 32805. Minimal liability terms are \$500,000 bodily injury and \$100,000 property damage. If no, you will have to purchase insurance through the City with variable rates dependent on expected attendance and activities.

**11. Is your organization Florida State Sales Tax Exempt? Yes  No**

If yes, you must provide a copy of the Florida State Sales Tax Exempt Certificate. A Federal ID number issued if you are a 501C3 is not the same as a Florida Sales Tax Exempt Certificate.

**12. A clean up/damage deposit fee is required on all rentals except weddings. The deposit amount is based on expected number of attendance and activities.**

### Damage/Clean Up Deposit

# of People	Fee
Up to 100	\$250.00
101 – 500	\$500.00
501 – 2,000	\$1,000.00
2,001 and up	\$2,500.00



## Lake Eola Park Fees

Site	Hourly Rate	Set up/Break Down
Amphitheatre	\$125.00	\$125.00 (3 hr minimum)
Washington Plaza	\$75.00	\$37.50
Sperry Fountain	\$75.00	\$37.50
Promenade	\$75.00	\$37.50
Peninsula	\$75.00	\$37.50
Forum	\$100.00	\$50.00
Ting	\$100.00	\$50.00
International Plaza	\$100.00	\$50.00
International Bridge	\$100.00	\$50.00
Grass areas*	\$100.00	\$50.00

*\*Grass areas include Northeast, Northwest and the Overlook area off Robinson St.*

**\*For major events with the exception of the amphitheatre set up, break down and idle hours are half price. Amphitheatre, weddings and memorial services have no set up/ break down time discount. They pay the event fee per hour for event, set up and break down.**

## Extra Labor Fees

Description	Hourly Rate
Sound Engineer	\$26.00 - \$28.00
Stage Hands (x2)	\$12.00 x 2 = \$24.00
Stage Manager	\$13.00
Lighting Technician	\$14.00
Electrician	\$36.00
Parks Maintenance	\$20.00
Parks Specialist	\$35.00
Seasonal Park Specialist	\$15.00
Custodian	\$10.00
Parks Crew Chief	\$25.00

**➔Your date is secured once contract is paid in full and signed by both parties. ←**