



LAKE EOLA PARK RENTAL APPLICATION

1. Event date: _____ Name of event: _____

Applicant name: _____ PH: _____ DOB: _____

Address: _____ Email: _____

Organization: _____ Expected attendance: _____

2.

Park Area(s)	Set Up Time	Event Time	Break Down Time
<i>Ex: International Plaza</i>	<i>10:00am-12:00pm</i>	<i>12:00pm-7:00pm</i>	<i>7:00pm-8:00pm</i>

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

3. Describe any special requirements (access to electricity, water, etc.):

4. Will admission be charged? Yes ☐ No ☐ If yes, explain:

5. For public events, please use the space below to give a complete description of your event including public contact information. This information will be used for promotional purposes.

7. Is your organization Sales Tax Exempt in the State of Florida? Yes ☐ No ☐

If yes, you must provide a copy of the Florida Department of Revenue Consumer's Certificate of Exemption.



6. 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 400 S Orange Ave, Orlando, Florida 32801. Minimal liability terms are \$1,000,000 bodily injury and \$100,000 property damage. Certificates must be sent directly from the insurance provider no later than 10 days prior to the event date.

If no, insurance can be purchased through the City with variable rates dependent on expected attendance and activities.

9. The following activities/uses require a Special Event Permit. Please check all that apply to your event:

1. 100 or more attendees ☐
2. Alcohol Dispensed or Sold ☐
3. Sales of Food, Goods, Svcs ☐
4. Street, Lane, or Sidewalk Closure ☐

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

***Rental contracts will only be valid when a Special Event permit is applied for at least 60 days prior to the event date, all conditions are approved, and a permit is issued. Failure to apply for a Special Event permit at least 60 days in advance of the event date, will automatically cancel the reservation of the park.**

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

- | | |
|--|--|
| 1. Amplified Sound Systems <input type="checkbox"/> | 7. Amusement Rides <input type="checkbox"/> |
| 2. Live Or Recorded Music <input type="checkbox"/> | 8. Live Animals <input type="checkbox"/> |
| 3. Additional Power Sources <input type="checkbox"/> | 9. Tents <input type="checkbox"/> |
| 4. Stage <input type="checkbox"/> | 10. Police Officers <input type="checkbox"/> |
| 5. Inflatable Devices <input type="checkbox"/> | 11. Commercial Filming or Photography <input type="checkbox"/> |
| 6. Fireworks/Pyrotechnics <input type="checkbox"/> | 12. Use of wedding arch and/or chairs <input type="checkbox"/> |

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



I understand that nothing in this permit authorizes me to conduct a performance in violation of any federal, state, or local law. Unlawful conduct is subject to all criminal or civil penalties as provided by law.

Applicant Signature

Date

Lake Eola Park Rental Fees

Full payment is required to secure the date.

Site	Hourly Rate
Amphitheater	\$175.00
Washington Plaza	\$125.00
Sperry Fountain	\$125.00
Promenade	\$125.00
Peninsula	\$125.00
Washington Street	\$125.00
South Patio (Eola House)	\$125.00
Forum	\$150.00
Ting	\$150.00
International Plaza	\$150.00
International Bridge	\$150.00
Grass areas*	\$150.00
<i>*Grass areas include Northeast, Northwest, East and the Overlook area off Robinson St.</i>	

A clean up/damage deposit fee is required on most rentals. 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