

## LAKE EOLA PARK - EVENT PLANNING GUIDE

Since Orlando's earliest days, residents have gravitated to the shores of Lake Eola, which officially became a city park in 1888. With a scene of an immense variety of events ranging from small weddings to huge festivals, the lake and its iconic fountain have become an unofficial symbol of the City Beautiful.

Lake Eola is the premiere outdoor location in Downtown Orlando. The park is host to many events including large annual festivals such as Fireworks at the Fountain, to small private functions with invited guests only with a collective attendance of 2 million people.

Listed below are multiple areas within the park that provide the setting you want for events such as weddings, fundraising walkathons, musical concerts, festivals and more:

- Amphitheater
- Northwest Lawn
- Northeast Lawn
- South Patio
- Overlook
- Ting
- Central Promenade
- Washington Plaza
- International Plaza and Bridge
- East Lawn
- Washington St cul-de-sac
- Forum
- Peninsula
- Sperry Fountain
- Eola House

Lake Eola Park staff is dedicated to helping you make your event a success.

Lake Eola Park  
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Event Coordinator  
 Lake Eola Park  
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## PROCEDURE FOR BOOKING EVENTS

### Scheduling:

When scheduling events at Lake Eola Park, priority will be given according to the following factors:

1. Official City events.
2. Official City improvements, projects or scheduled maintenance in the Park.
3. Events that have had an annual presence in the Park.

Other considerations for approval include:

1. The potential for negative impact the event may have on the City, the Park, its amenities, infrastructure, surrounding neighborhoods and day to day users.
2. Event Organizer's performance with respect to prior events at the Park or other City of Orlando parks.
3. The unique cultural aspects of the event.
4. Events that will have a positive impact on the quality of life.
5. Lake Eola Park is not available for events on the following blackout dates:
  - Memorial Day weekend
  - Thanksgiving Day and weekend
  - From the third Saturday in December through the second Saturday of January
  - During other select times

### Reservations:

- A completed park rental application form must be submitted to the Lake Eola Park Event Coordinator or Park Manager.
- Applications will be accepted for tentative dates 1 year (no earlier than 12 months) prior to date requested.
- All reservations require a mandatory site visit with the Lake Eola Park Manager or designee no later than one month prior to the event.

Based on the information provided on the park rental application, the City will prepare a cost estimate for the Event Organizer. All fees are subject to change with any change in information from the original park rental application. Upon mutual agreement of the cost estimate, the Event Organizer must pay the amount of 50% of the estimate to hold the date as **Firm**. When in Firm status, the date is no longer available for booking for another event. The Event Organizer may not announce or advertise the date prior to Firm status.

The Park and dates are considered **Booked** when:

- Full payment has been received
- Written confirmation provided by the Parks Division



At this time the event will be added to the official list of events at Lake Eola Park and will be advertised through City channels and social media.

## **Payment:**

Payments may be made by check, credit card or cash. The payment schedule is as follows:

- 50% of the estimated costs will be required at the time of an agreed upon cost estimate.
- Remaining balance paid in full no later than 90 days prior to the event.

Events that are scheduled less than 90 days prior to the event day must pay the total amount when booked.

## **Post Event Settlement:**

All events will be settled, with applicable refunds submitted for payment to the Department Financial Office, within 7 business days of the conclusion of the event.

- Payments made by cash or check will be refunded in the form of a check issued by the City of Orlando and could take up to 4 weeks to process.
- Payments made by credit card will be credited back to the same card and could take up to 7 business days to process.

## **Cancellation Policy:**

The City of Orlando reserves the right to cancel a scheduled event if the balance owed is not paid when due or required paperwork is not submitted two weeks prior to the event date.

If the event organizer decides to cancel the event, the following cancellation fee schedule will be applied:

- 91 days prior to event date = 75% refund of all monies collected to date
- 90 – 31 days prior to the event date = 50% refund of all monies collected to date
- Less than 30 days prior to the event date = No Refund

Cases of severe weather incidents will be handled on a case by case basis.

## **DEPOSITS**

All events will be assessed a cleanup/damage deposit, the amount which will vary based on projected attendance. This will be held until after the event and may be used for costs to repair or replace event related damages for the grounds or other elements of the park; actual event time exceeding time in rental contract; or other expense not covered in the rental contract.



## **PARK STAFFING COSTS**

The City will determine if and how many additional staff will be needed. Determining factors include but are not limited to; the number and type of vendors, event hours and projected attendance figures. These personnel costs will be applied to the total cost payable to the City.

- Park Ranger fee is \$35.00 per hour per person. On site to provide access to power and water, clean up during and after the event, park needs and trouble shooting.
- Maintenance Supervisor fee is \$35.00 per hour per person. On site to coordinate with private cleaning vendors when utilized.
- Park Service Worker fee is \$25.00 per hour per person. On site for clean up during and after the event.
- Electrician fee is \$36 per hour per person. On site to handle any unanticipated electrical problems.
- Plumber fee is \$36 per hour per person. On site to handle any unanticipated plumbing problems.

## **EVENT HOURS**

Event set up may not take place outside of regular park hours (6:00 a.m. – 12:01 a.m.) unless approved by the Park Manager. Per City Ordinance, amplified sound is not permitted prior to 7 a.m. or later than 10 p.m. from Monday through Saturday, and 8 a.m. through 10 p.m. on Sunday. During this time, noise generated from set up must be kept at a minimum.

Event Organizer(s) must be on site through all phases of the event and available by cell phone. This includes during set up, event hours and breakdown.

## **SITE MAPS**

A site map must be submitted to the City no later than then 10 working days prior to the event. Electronic base maps will be provided to the event applicant. These documents should include location of stage, tents, food trucks, ice trailers, drink trailers, portable toilets and vendor locations, etc.

Event Organizers are restricted from placing vendors, displays, vehicles, etc. in front of park ramps and stairs or blocking pedestrian sidewalks, crosswalks and restroom entrances.

These documents will be reviewed by the City and feedback will be provided to the applicant as to what will work and what needs to be adjusted.

It is the responsibility of the Event Organizer to update the City of any logistical, timeline, production changes prior to and during the event.

## **PRODUCTION SCHEDULE**

Event Organizers shall provide a production schedule. This documents should include production times, set up and breakdown times, entertainment schedules, location of event, logistics and any other useful information about the event.



The production schedule will be reviewed by the City and feedback will be provided to the Event Organizer as to what will work and what needs to be adjusted.

It is the responsibility of the Event Organizer to update the City of any logistical, timeline, production changes prior to and during the event.

## PERMITS

**The following permits may be required:**

### 18A Public Assembly Permit

A Public Assembly Permit is required when any event of 100 or more people is taking place on City property or will impede a City roadway. When a temporary structure or alcohol will be in the street, or if there will be vending on a City street or public property, the application must be approved by City Council (the application must be submitted at least 60 days prior to the event). Contact the Police Department regarding 18A Public Assembly Permit requirements (407-246-3661).

### Tent Permit

Any tent larger than 15 x 15 must have a permit from the City of Orlando Permitting Department. Please call (407) 246-2271 for assistance. Tents must be weighted down or sandbagged, **no staking is permitted.**

### Loudspeaker Permit

A loudspeaker permit is required from the Orlando Police Department when any amplified device is to be used outside on city property or private property. Please call (407) 246-3661 for assistance.

## LICENSES AND INSURANCE

The Event Organizer is responsible for ensuring that all vendors have the appropriate licenses, permits and insurance documentation.

Event Organizers will be required to provide the City with the certificate(s) of insurance identifying the City of Orlando as additional insured at 1206 West Columbia Street, Orlando, Florida 32805. Minimal liability terms are \$500,000 bodily injury and \$100,000 property damage. Coverage may be purchased through the City’s insurance broker with variable rates dependent upon expected attendance and activities. **All insurance certificates are due 2 weeks prior to the date of the event.**

## ALCOHOL

No alcoholic beverages of any kind are permitted in City parks without an alcohol waiver. A pre-approved area must be created with an approved barricade for the serving and consumption of alcohol.

- a. The minimum size area for the area is two thousand (2,000) square feet.



- b. Signs must be posted at each entrance with the following information: Minimum age to drink, proof of age required, no serving to minors as per State law, and no alcohol permitted outside the fenced area.
- c. An OPD officer must be stationed at each entrance/exit.

## **CLEAN UP SERVICES**

The City will determine staffing requirements for the anticipated trash generated from the event. The Event Organizers are responsible to pay for all necessary personnel for cleanup during and after the event. The Event Organizer will utilize either a private cleaning vendor for event cleanup or use City staff.

Event Organizers are required to provide portable toilets, dumpsters, trash barrels or other sanitary measures based upon the type, length and projected attendance of event. Sufficient level and location to be determined by Park Manager or designee.

## **VENDOR INFORMATION**

*Event organizer is responsible for the conduct of all contracted vendors.* They must:

- Follow all Park rules
- Remove all event materials from Park
- Display all required City or State licenses
- Provide Certificate of Insurance

Vendors will be required to remove all event materials from premises. The unauthorized discharge of waste onto the street, park grounds, lake and/or shore or in storm water drains will be subject to violations and fines and exclusion from future events. Park Management and the City's Code Enforcement Department will regularly inspect vendor areas for compliance.

Vendors who are cooking on site must have an approved ground cover underneath the cooking apparatus to catch and soak up any grease, oil, charcoal or liquid spillage in order to prevent the staining of park walkways and hardscape. Cardboard or paper is not acceptable. Failure to do so may result in a partial or total forfeiture of the damage deposit and additional clean up fees.

***COOKING IS NOT ALLOWED ON ANY GRASS AREA.***

During load in and breakdown, the Event Organizer must instruct all vendors, staff and contractors not to drive on the grass in any area of the park. ***DRIVING IS NOT ALLOWED ON ANY GRASS AREA.***

The Event Organizer must remove any vendor location devices such as tape, chalk, etc. prior to the conclusion of breakdown.

The City will provide load in instructions to the Event Organizer.



## SECURITY

Event Organizers are responsible for providing adequate and required traffic control, crowd control, and security as is deemed appropriate for the event by the Park Manager.

## PARK RULES

Rules include, but are not limited to:

- Event promoters, producers and vendors are prohibited from providing glass drinking containers or plates and stickers of any type, gum or chocolate.
- Full bottles of wine may not be sold on site.
- Balloons are not permitted at any City of Orlando park.
- Tape is prohibited from being used to hang signs, banners, etc. to any park structure.
- Light poles, park structures and/or landscaping are prohibited from being used to hang banners, lights, decorations, etc.
- Music and all speaking must be kept within the City's maximum allowable volume as specified in City Code Chapter 42. If at some point the City deems the volume to be too high the producer of the event will be asked to decrease the volume. If the City's requests are not met, the City reserves the right to cease the continuation of the event.
- Under no circumstances is driving allowed on any grass area in Lake Eola Park. This includes rental companies, caterers, guests, etc.
- No driving on paved surfaces in the park without permission from the Park Manager.
- No trees may be trimmed solely to accommodate any element of an event. No plant materials are to be removed, relocated or otherwise disturbed in any way.
- Any wires, cables or hoses laid across paved walking surfaces must be covered with stage/electrical cord mats, or be taped down for the entire length of the paved surface with duct tape.
- The use of drones (as defined in City Code Chapter 43) is not allowed in City parks.
- ***Failure to follow these guidelines can result in a loss of partial or total damage deposit.***

Lake Eola Park Manager or designee will hold the final determination on questions regarding park rules.

## ADVERTISING, BANNERS AND SIGNAGE

Events may not be advertised without a signed rental contract.

The City of Orlando may promote events on park signage, the City of Orlando website, and through Lake Eola Park social media accounts.

Signs and banners must be pre-approved and then removed at the end of the event.





The City of Orlando reserves the right to approve all banners, signs and advertising material before being aired, printed or disbursed, etc.

## **PARK LOCATIONS**

### **Amphitheater**

An outdoor stage with seating for 1,000 (987 permanent and 13 wheelchair), the Amphitheater is a full service performance space. Rentals are for a minimum of 4 hours and require the use of the City's technical stage crew. The venue is equipped with a sound board and limited audio equipment, movie screen, and lighting.

### **Washington Plaza**

The paved area just south of the Amphitheater is the Washington Plaza. During the holiday season it is home to the City of Orlando's 60 feet tall Christmas tree and larger than life nutcrackers. Commonly used along with the Amphitheater for additional vendor space.

### **Northwest Lawn**

The lawn area just off Rosalind Avenue in front of the Amphitheater is the Northwest Lawn. This lawn is commonly acknowledged for the beautiful flower beds featured in this part of the park. It is also used frequently in conjunction with the Amphitheater and Washington Plaza for vendors, children's activities or simply a gathering place.

### **International Plaza and Bridge**

The International Plaza, commonly known as the "Farmer's Market area", borders Central Avenue by the corner of Eola Drive. It serves as an excellent starting point for fundraising walks around the lake, 5k runs in the neighborhood, and a variety of other events. The focal point of this area is a group of large trees circled by a fenced area and picnic tables, paved areas, as well as grass areas providing a natural and cozy home to many events.

The International Bridge is a large paved area extending out from the Plaza and connects with the path around Lake Eola. This area has many functional purposes and can provide a versatile event space.

### **Northeast Lawn**

The Northeast Lawn is on the corner of Robinson Street and Eola Drive. As a rectangular open green space, it is a popular site for many large events. Its size and shape make it flexible for whatever your special event needs are. Bring in a stage for a concert on the 1.5 acre lawn and there's still room leftover for vendors and a beer garden. This grass area has also served as a kid's fun zone with room for bounce houses and lawn games as well as food and vendors.



## **East Lawn**

The newest green space at Lake Eola Park, the East Lawn is just under an acre of land located in front of the Eola House on the corner of Eola Drive and Central Blvd. With a large oak tree at the center of the lawn there is plenty of natural space to host a variety of events including elegant wedding ceremonies, small gatherings, or a continuation of space for larger fundraising events and festivals. The East Lawn is also the home to the new Movieola in the park, promoting an evening of family fun around Lake Eola with lawn games and a popular movie for everyone to enjoy.

## **South Patio**

The South Patio is a 4,000 sq ft paved area behind the Eola House. This patio is an ideal place for a stage or large tent. The space goes well in conjunction with events on the East Lawn or the International Plaza area. It is also convenient to use as an outdoor space while having a function in the Eola House.

## **Washington Street cul-de-sac**

The Washington Street cul-de-sac was once a City street, but it has since become a part of the park along with the East Lawn. This space is perfect to rent along with the lawn for Food Trucks or other vendors. It also functions as a designated load-in area or paved space for a gathering.

## **Central Promenade**

The Central Promenade is a paved area that runs along Central Blvd from the International Bridge almost to the Sperry Fountain. The two levels of sidewalks along the lake promote a flow for a variety of events including fundraising events, festivals, and walks.

## **Smaller Areas**

There are smaller areas throughout the park that are utilized for weddings or smaller sized events.

Overlook – wooden deck overlooking the lake off of Robinson Street.

Forum – small stage with wooden benches by the corner of Robinson Street and Eola Drive; Perfect for wedding ceremonies.

Ting – Chinese gazebo and boardwalk area; a popular wedding setting.

Peninsula – grassy area which extends out into the lake, between the Forum and the Ting.

Sperry Fountain – picturesque fountain at the corner of Central Blvd and Rosalind Ave.



## **Eola House**

The newest addition to Lake Eola Park, the Eola House is a historic setting for meetings, baby showers, small weddings, or other events. For rental information, contact the Event Coordinator at (407) 246-2378.