



LAKE EOLA PARK RENTAL APPLICATION

1. **Event Date:** _____ **Name of event:** _____

Applicant Name: _____ **Email:** _____

Address: _____

PH: _____ **Cell:** _____ **Expected attendance:** _____

2.

Park Area(s)	Set Up Time	Event Time	Break Down Time
Ex: International Plaza	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)

3. **Person responsible for charges (if different than above):** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

PH: _____ **Cell:** _____ **Email:** _____

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



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

7. 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"/> | 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. Live Animals | <input type="checkbox"/> |
| 4. Hot Air Balloons | <input type="checkbox"/> | 10.Parade | <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.

*Note: If an 18A permit is required, Licensee should contact the Orlando Police Department, (407) 246-3661 at least 60 days prior to event.

8. For public events, please use the space below to give a complete description of your event including public contact information.



9. 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.

10. 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.

Lake Eola Park Rental Fees

Site	Hourly Rate	Set up/Break Down
Amphitheater	\$175.00	\$175.00 (4 hr minimum)
Washington Plaza	\$125.00	\$62.50
Sperry Fountain	\$125.00	\$62.50
Promenade	\$125.00	\$62.50
Peninsula	\$125.00	\$62.50
Washington Street	\$125.00	\$62.50
South Patio (Eola House)	\$125.00	\$62.50
Forum	\$150.00	\$75.00
Ting	\$150.00	\$75.00
International Plaza	\$150.00	\$75.00
International Bridge	\$150.00	\$75.00
Grass areas*	\$150.00	\$75.00
<i>*Grass areas include Northeast, Northwest, East and the Overlook area off Robinson St.</i>		

***For major events with the exception of the amphitheater set up, break down and idle hours are half price.**



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

Eola House Fees

Room	Hourly Rate (2 hr minimum)
Thornton Park Room	\$45
Summerlin Room	\$75
Royal Swan Room	\$45
Living Room and Sunroom	\$100
Parlor	\$75
Living Room, Sunroom and Parlor	\$150
Labor Fee*	\$15
<i>*For events outside of normal operating hours.</i>	
Damage deposit \$100	

Applicant Signature

Date