

253.3 SUBJECT: DESIGN REVIEW COMMITTEE PROCEDURE

:1..OBJECTIVE:

Review and evaluate projects to assure that they remain consistent and maintain design intent of the Harry P. Leu Gardens Master Plan.

:2..AUTHORITY:

This procedure adopted by City Council April 4, 1994, Item OO.

:3..DIRECTION:

Harry P. Leu Garden Board of Trustees.

:4..FUNCTIONS:

A. ..All requests which relate to Garden projects shall be submitted as a written proposal to the Executive Director to ensure consistency with the Master Plan and overall design of the gardens. The request shall include the following:

1. ..A location map indicating the project in relation to the Master Plan.
2. ..A site plan detailing the specific request, design layout, listing of materials, and any other details relevant to the construction or implementation of the proposed plan.
3. ..A completed Project Review Request form. Sample form attached.

B. ..The Executive Director shall notify the Board Chairman's appointed Review Committee to set a meeting date for review.

C. ..The proposal can be presented to the Chairman's Review Committee by the applicant on the assigned meeting date.

D. ..The Chairman's Review Committee will determine the appropriateness of the project and notify the applicant of the acceptance or denial of the request.

:5..FORMS:

As referenced herein.

:6..COMMITTEE RESPONSIBILITIES:

Harry P. Leu Gardens Board of Trustees Review Committee.

:7..REFERENCE:

Procedure adopted by City Council April 4, 1994, Item OO.

:8..EFFECTIVE DATE:

This procedure effective April 4, 1994.

HARRY P. LEU BOTANICAL GARDENS

PROJECT REVIEW REQUEST FORM

PROJECT NAME:

1. ..Please indicate the individual, group, or department making the application request:

2. ..Is the location map enclosed with application? Yes No

3. ..Are detailed drawings included with the application? Yes No

4. ..Does the project have a precedent or past historical information that would support the need for the project? Yes No

If yes, please explain briefly:

5. ..Is the project consistent with the Master Plan? Yes No

6. ..Please indicate whether the project meets an interim need or is it a permanent solution?

7. ..Does the project conflict with any other projects, projected or existing?

Yes No

If yes, please explain briefly:

8. ..What is the projected time frame to begin the project and complete construction?

9. ..How is the project to be funded?

10. ..Please indicate the projected operational cost and maintenance requirement for the completed project.

11. ..Does the project require additional staffing, training, equipment, or plant material change

outs? Yes No

If yes, please explain briefly:

12. ..Is the project area currently irrigated? Yes No

13. ..Will an additional or modified irrigation system be required to accommodate the new

project? Yes No

If yes, please explain briefly:

14. ..Is the project to be installed by garden staff or outside contract? Please indicate

individuals or companies to be involved:

Approved:

Committee Chairman

Date:

Comments:

ATTACHMENT A

SPECIAL EVENT POLICY

The following are policies and guidelines for the use and rental of Leu Gardens for contractual events utilizing all or a portion of the Gardens. These guidelines supersede all previous guidelines and are subject to changes without notice.

1. ..All events must be consistent with the purpose of Harry P. Leu Gardens, as provided in the Deed Restrictions, its amendments and City policy.
2. ..Event sponsors must agree to hold the Harry P. Leu Gardens Board of Trustees, hereinafter referred to as the Board, its members, designees and agents, and the City of Orlando and its agents and designees, harmless from all claims or liabilities which in any way may arise from a special event, or contractual agreement.
3. ..Event sponsors must agree to accept sole responsibility for all costs required to repair or replace any event related damages to the grounds or other elements of the Gardens.
4. ..Frequency of events:
 - a. ..Large events, attracting 500 or more attendees during the event including sponsor personnel require approval of the Board.
 - b. ..Small events, attracting up to 500 attendees, can occur at the discretion of the Executive Director.
5. ..Special Events, other than small events, must be approved by the Board. Changes to the event may be approved by the Executive Director in consultation with the Chairman of the Board.
6. ..Rental fees and guidelines are specified in a separate fee schedule.
7. ..The Executive Director shall determine requirements for the event, including but not limited to staff, security and utilities. Lessee shall cover all costs associated with the event.
8. ..If catering service is desired, the caterer shall be approved prior to the event by the Executive Director.
9. ..The Garden shall control all aspects of the box office, including ordering, distributing, collecting and recording all tickets of each event.
10. ..Special admission may be assessed for the duration of the contractual event only.

11. ..Lessee shall be responsible for obtaining, collecting and paying all taxes, special fees, permits and licenses and the reporting thereof, as required for each event.
12. ..Lessee shall provide insurance as required and acceptable to the City of Orlando. The standard minimum amounts are \$500,000 personal injury; \$100,000 property damage per occurrence.
13. ..No lease shall be transferable.
14. ..The Garden shall have final approval of all decorations, advertisements, and construction projects and the location thereof within the Garden.
15. ..The Garden has the right to request complementary tickets, totalling not more than one-half of one percent of printed tickets issued.
16. ..The Garden shall have the right to all plant sales during any event.
17. ..Parking and other transportation:
 - a. ..Parking for all activities within the Garden must be authorized by the Executive Director.
 - b. ..Large events should seek outside parking spaces. Appropriate signs should direct outside groups to off-site parking locations and shuttle service.
 - c. ..Attendees at entity events must be allowed access to parking lots. The use of a windshield parking permit or bumper decal may help in gaining access to the lots.
 - d. ..No vehicles are to be driven, pulled or in any way transported across any non-paved surface, with the exception of designated overflow parking areas, without the prior approval of the Executive Director.
 - e. ..The speed limit must be strictly adhered to.
18. ..Prior to any event, a refundable damage deposit is required. The amount of deposit depends upon the activity and will be determined by the Executive Director.
19. ..Care of Garden property:
 - a. ..Lessee shall bear the cost of all damage to Garden property.
 - b. ..No garden materials may be removed, relocated, disturbed or altered in any way for the sole benefit of an event. No banners, signs, nails or other elements are to be affixed to any tree or other plant material that require or cause the tree or plant to be punctured in any way.

- c. ...No heavy structure, material or vehicle may be placed within the interior two thirds of the dripline of a tree or no closer than ten (10) feet to the trunk of a tree, whichever is greater.
- d. ...No platforms, stages, boxes, plywood, or other items may be placed on grass areas without being elevated.
- e. ...No holes are to be dug without the prior specific approval of the Executive Director and the approval of the agency or agencies responsible for irrigation systems, underground utilities, electric lines, television, and telephone cables. Any hole dug must be refilled and sod replaced immediately following the use of the hole.