



LAKE EOLA PARK RENTAL APPLICATION

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

Applicant Name: _____ **Organization:** _____

Address: _____ **Email:** _____

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. 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.



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 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.

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.

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"/> | 13. Street, Lane, Sidewalk Closure <input type="checkbox"/> |
| 2. Live Or Recorded Music <input type="checkbox"/> | 8. Live Animals <input type="checkbox"/> | 14. Commercial Filming or Photography <input type="checkbox"/> |
| 3. Additional Power Sources <input type="checkbox"/> | 9. Tents <input type="checkbox"/> | 15. 18-A Permit* <input type="checkbox"/> |
| 4. Stage <input type="checkbox"/> | 10. Police Officers <input type="checkbox"/> | 15. Use of Wedding arch and/or chairs <input type="checkbox"/> |
| 5. Inflatable Devices <input type="checkbox"/> | 11.Sales of Food, Goods, Svcs. <input type="checkbox"/> | |
| 6. Fireworks/Pyrotechnics <input type="checkbox"/> | 12.Alcohol Dispensed or Sold* <input type="checkbox"/> | |
| | (18A 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: 18A permit applications must be submitted to the Orlando Police Department at least 60 days prior to event.**

Applicant Signature

Date

Lake Eola Park Rental Fees

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