



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.



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.

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"/> | 16. 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 Office of Special Events at least 60 days prior to event.**

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

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