

## Orange County Parks and Recreation Pavilion and Room Rentals

To find a list of rental pavilions (picnic shelters), visit the “search” page on the web site to find “Rental Pavilions:” <http://www.ocfl.net/CultureParks/Parks.aspx?m=search>

Pavilion fees (refer to Orange County Fee Directory – Section 2 Parks and Rec): <http://www.ocfl.net/Portals/0/resource%20library/Open%20Government/FeeDirectory.pdf> are as follows for one-day rentals:

### **PARK FACILITIES RENTAL: Events / Pavilions / Open Spaces**

- Up to 50 People – \$50
- 51 to 100 People – \$75
- 101 to 200 People – \$125
- Cleaning and damages are charged at actual cost.
- Rental pavilions might come with a charcoal grill for cooking. Please contact our staff at the park site for availability and information on required paperwork and insurance.
- Pavilions in small neighborhood parks and tables in open areas are first come, first served (not rented) for up to 25 people and not using any vendors. Parking is not guaranteed.

### **Insurance Requirements**

A paid user agreement and insurance naming Orange County as “additional insured” is required 15 days or more from the date of inquiry, prior to setting up any sports or play equipment, including, but not limited to, games, amusements, horseshoes, badminton, volleyball, DJs, tents, etc. Additional permits from Building and/or Fire Departments may be required. Specific requirements are outlined in the Park Rental Request document which can be obtained by calling 407-836-6200.

### **How do I make a pavilion reservation at an Orange County Park?**

Reservations can be made up to a year in advance of the date of use by calling the office number on the park’s web page; or email your name, phone number, requested date(s), the number of people expected and the type of event to [parks@ocfl.net](mailto:parks@ocfl.net) and it will be forwarded to the park so that staff can contact provide you with a Park Rental Request packet.

Rentals are limited to park hours: summer 8 a.m. – 8 p.m. (March – October) and winter 8 a.m. – 6 p.m. (November – February); clean up should begin one hour prior to park closing.

No alcoholic beverages are permitted in the park. Tents, canopies, shade structures and moonwalks are prohibited without written permission and insurance. Water slides and water balloons are not allowed in any parks.

### **Can we bring our own grill?**

As long as the grill is at a picnic area you may use it. Please do not place any hot grills or cooking utensils on the table itself as it causes damage. Propane grills are welcome. If you bring a charcoal grill, please do not dump your hot charcoal on the ground or in a trash can. Only cool coals can be disposed of in a trash can.

### **How do I make a room rental reservation at an Orange County Recreation Center?**

Room rentals are available in recreation facilities; visit the “search” page on the web site to find “Rental Facilities”: <http://www.ocfl.net/CultureParks/Parks.aspx?m=search>.

Room Rental fees are based on facility size and can be small, medium or large. Please contact the park site for availability and a quote.

Reservations can be made up to a year in advance of the date of use by calling the office number on the park’s web page; or email your name, phone number, requested date(s), the number of people expected and the type of event to [parks@ocfl.net](mailto:parks@ocfl.net) and it will be forwarded to the park so that staff can contact provide you with a Park Rental Request packet.

### **Cancellations/Refunds**

Cancellation/refund requests must be made in writing at least 14 days in advance.

- Unless otherwise posted, a cancellation fee of 25 percent will be charged for all cancellations received less than three days in advance. In the case of no show / no call cancellations, all fees are non-refundable. The cancellation fee includes the processing charge.
- Refunds may be subject to an administrative processing fee. Remaining credit balances less than \$10 shall be disbursed on request in accordance with county policy 6.05. Such credit balances not claimed in the 60-day period will be closed out to the Parks and Recreation Scholarship Fund.
- Non-scheduled rentals and unconfirmed rental extensions are at the discretion of the Supervisor, pending facility and staff availability. Labor, maintenance, security and other additional charges will apply.
- Charges for rental time extensions or damages will be assessed to the customer account and must be settled prior to subsequent business with the Parks Division.

### **Commercial Use**

Any vendor doing business in Orange County parks must be approved. Please contact our staff at the park site for more information.

Commercial businesses include, but are not limited to: commercial photography, organized camps, exercise classes/boot camps, personal training, eco tours, paddle sports, instructional classes and tennis instruction.