

**CITY OF ORLANDO
CITY HALL USE APPLICATION/CONTRACT**

Applicant's/Organization's Name: Downtown Orlando Partnership

Contact Person: Kayla De La Rosa Phone: (W) 407-630-7697 (H) _____

Address: Street 189 S. Orange Ave City Orlando State FL Zip 32801
Suite 1700

Name of Event/Meeting Taste of Downtown

Description of Activities: Local restaurants will showcase their culinary skills & offerings.

Location(s) Requested: City Commons Plaza & Rotunda Date(s) Requested: September 22, 2016

Event Hours: From 6:00 PM To 9:00 PM Time Event Set-Up Will Begin 1:00 PM

Maximum Number of Persons Expected to Attend: 750

Will an Admission Fee Be Charged? ☐ Yes ☒ No; Will a Donation/Contribution Be Required? ☐ Yes ☒ No
If yes to either, City Council's approval is required.

Will Food Be Served? ☒ Yes ☐ No

If Yes, Provide Caterer's Name: Multiple restaurants Phone: _____
(can provide list)

Will Beverages Be Served? ☒ Yes ☐ No

If yes, please describe: water and soda

If Alcoholic Beverages are to be sold, please provide Liquor License Number: Restaurants will provide as
* Please Note: Food and Beverages are NOT allowed in the general seating area of Council Chambers. we get closer

Will Tables and Chairs be set up? ☒ Yes ☐ No; If yes, floor plan must be submitted with application
*Please Note: 30 Tables Maximum in Overlook Room. Tables are rectangular and 6' Long

Will Balloons Be Used? ☐ Yes ☒ No Will Tents Be Set Up? ☒ Yes ☐ No
If yes, a tent permit is required.

Will Sound Amplification or Music Be Used? ☒ Yes ☐ No; If yes, what type? We will have
a DJ to play background music & make short announcements

Special Requests: _____

Insurance Covering Event: Carrier In Progress Phone _____
Insurance Certificate Must Be Attached

Has Your Organization Used City Hall Previously? ☒ Yes ☐ No

If yes, please provide date(s): 2011 - September 8

VERIFICATION: Applicant agrees to comply with the Guidelines for Use, including the payment of applicable fees and charges. The guidelines are attached as Exhibit "A" and incorporated by reference herein. Falsification of information may result in rejection of this Agreement or cancellation of the event by the City of Orlando. Additionally, falsification may subject you to prosecution under Orlando City Code Section 43.16, False Information.

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HOLD HARMLESS/INSURANCE/COPYRIGHT AGREEMENT

The applicant on his/her own behalf and on behalf of the organization using the facility hereby promises to indemnify and save harmless the City of Orlando, a municipal corporation, its officers, agents, and employees, from and against any and all liability, claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees for trial and on appeal, of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement whether by act or omission of the Applicant, its officers, agents, servants, employees or others, or because of or due to the mere existence of the agreement between the parties.

The applicant shall supply a "Certificate of Insurance" reflecting a minimum coverage of \$500,000 bodily injury per occurrence and \$100,000 property damage. The City of Orlando shall be named as an additional insured, which shall be noted on the Certificate. The Certificate shall indicate that the applicant's insurance policy shall not be cancelable without thirty days prior written notice to the City.

Applicant assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any event covered under the agreement; and agrees to indemnify and hold harmless the City, from all damages, costs and expenses in law or equity for or on account of any patented, trademarked or copyrighted materials, equipment, devices, processes or dramatic rights furnished or used by applicant in connection with this Agreement and will defend the City from any such suit or action, regardless of whether it be groundless or fraudulent.


Applicant's Signature

6/27/16
Date

RADON GAS NOTICE: Radon is naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed Federal and State guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from the Orange County Health Department. FS 404.056(8).

APPROVED:


CITY REPRESENTATIVE



6/29/16
DATE

the Orlando Fire Safety Management Division no less than one week before the event.

- City insurance requirements must be met (\$500,000 bodily injury, \$100,000 property). A copy of the Certificate of Insurance must be submitted with the City Hall Use Application; or, insurance may be purchased through a policy the City has available.
- All necessary permits (including use of alcoholic beverages, tents, loudspeakers, music, and commercial filming) must be obtained by the group and copies submitted for inclusion with the Use Application no later than 48 hours prior to the event.
- Events on the City Plaza of more than 100 attendees require a Parks and Outdoor Public Assemblies permit (18A). An application for the permit must be filed with the Orlando Police Department 60 days prior to the event.
- Pursuant to Sec. 43.70 of the City Code, no sign, signpost or other advertising device of like nature shall be erected upon the City Plaza.
- Non-governmental groups are limited to one function use per calendar year.
- **Fundraising events may not be held in the Orlando City Hall facilities.**

General Rules for Functions

- Use of decorations exceeding 8' in height (including balloons of any type) **MUST** be pre-arranged.
- No kitchen facilities or storage areas are available.
- Objects may not be put in City Hall's Plaza Fountain or in any landscaped area.
- Fireworks and pyrotechnics are not allowed.
- The user is responsible for providing easels, flipcharts, blackboards, and other audio/visual equipment (TV/VCR, slide projector, sound system, podium with microphone, laptop, cassette or CD players).

SECURITY/CUSTODIAL FEES

After-Hours Events Inside City Hall

Less than 50 attendees:	No Charge
50 or more attendees	\$26.73 per hour – Security Guard + \$35.00 Custodial fee

(NOTE: Price schedule amended 11-3-08, Council Agenda Item D-9. Effective as of the anniversary date of the agreement, November 26, 2008.)

AGREED:

BDK
PLEASE INITIAL
6/27/16
DATE

Exceptions to these guidelines may be made only by the Mayor or designee.