

Oviedo Center Lake Park
Amphitheatre & Cultural Center
357 Center Lake Lane
Oviedo, FL 32765
www.cityofoviedo.net
Phone: 407-971-5590 or 407-971-5588



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Center Lake Park Amphitheatre and Cultural Center is the new crown jewel within the City's new Oviedo on the Park redevelopment area. Located off Oviedo Boulevard at 357 Center Lake Lane, the Cultural Center provides the ideal location for weddings, receptions, banquets, parties, retreats and performances.

The cultural center includes a grand ballroom, large Amphitheatre, outdoor patio and beautiful views overlooking Center Lake.

Facility Capacity - (Square Footage 3,100)

With 16 x 16 Dance Floor (66 people)

180 people banquet style

No Dance Floor

210 people banquet style

Theatre Style

300 people

Ceremony- Small Stage, Event Lawn

We offer two stunning outdoor sites for your intimate ceremony. The small stage has a fantastic backdrop of the lake is great for your photos on your special day. Our event lawn is an outdoor covered patio which provides a more intimate feel, with abundant open lawn area for your guests.

Cocktail Hour -Outdoor Patio

Have your guests enjoy the ambiance of the lake and the fountain while mingling with guests as you serve cocktails and appetizers on the outdoor patio.

Reception- Cultural Center

The beautiful 3,100 square foot room features: windows overlooking the lake and fountain; exposed wood ceiling beams that provide an open and airy feel; warm neutral colors, a built in stage and an ample wooden dance floor designed to make YOU the focus of your special occasion.

Weekend Block Rates

**All rental times must include set up & clean up times.*

Friday Evening 8 hour block Rental	\$1,500 resident / \$1,700 non-resident
Saturday 8 hour block Rental	\$2,200 resident / \$2,400 non-resident
Sunday Rental 8 hour block rental	\$1,500 resident / \$1,700 non-resident
Sunday Rental ** Prior to a Monday Holiday 8 hour block rental	\$2,200 resident / \$2,400 non-resident
Holiday rentals * (See below for more details) 8 hour block rental	\$2,200 resident / \$2,400 non-resident
Entire Park Rental (Building, Amphitheatre, Small stage) *8 hours	\$4,500 resident / \$4,500 non-resident

*Holidays include New Year's Eve, New Year's Day, Memorial Day, Independence Day, Veterans' Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day.

(If a holiday falls on a weekend, the holiday rate is applied to previous Friday or following Monday.)

*Saturday Holiday Rates are \$2700 resident / \$2900 non-resident

**These Sundays are the Sunday prior to:

Martin Luther King Day, President's Day, Memorial Day, Labor Day and Columbus Day.

(If any other holiday (listed above) falls on a Monday, the rate of \$2200 would apply - i.e. 4th of July, Veteran's Day, etc.) Any holiday that falls during the week, the weekend rate will apply for that day.

Weekday Block Rates- 4 Hour

**All rental times must include set up & clean up times.*

Monday - Thursday Daytime Rental	8AM- 5PM	\$350 resident / \$375 non-resident
Friday Daytime Rental	8AM - 2PM	\$350 resident / \$375 non- resident
Monday-Thursday Evening	5PM - 10PM	\$550 resident / \$575 non-resident

Hourly Rates-Building Rental

**All rental times must include set up & clean up times.*

Room may be rented on an hourly basis with a two-hour minimum rental period.

Monday-Thursday	8AM-5PM 5PM-10PM	\$100 resident / \$125 non-resident \$150 resident / \$175 non-resident
Friday	8AM-2PM	\$200 resident / \$225 non-resident
Non-Profit Organization 501 C3 Monday - Thursday only	8AM-10PM	\$75 resident / \$100 non-resident
Homeowners Association Monday - Thursday only	8AM-10PM	\$50 residents ONLY

Amphitheatre Rates

Amphitheatre Rental (4 hour block)	\$500 resident/non resident
Small Stage Amphitheatre (2 hour block)	\$100 resident / \$150 non-resident

Damage Deposits

Deposits are required for all rentals deposit are held separate from the rental fees and are not applied toward account balances. Deposits are refunded 4-6 weeks after the event unless the deposit or a portion of the deposit is retained due to violation of contract rules and regulations specified in the rental agreement.

Friday Evening, Saturday, Sunday, Holiday Building Rental	\$500
Weekday Daytime or Evening	\$200
Continuous Contracts	\$100
Amphitheatre/Small Stage	\$50

Continuous Contracts

Continuous Contracts are available to rental parties that wish to rent the center on a reoccurring basis. Reoccurrence of rental must be AT LEAST once monthly and for a minimum of six (6) months. Continuous contract are available Monday -Thursday 8AM-11PM and Fridays 8AM-2PM. Friday evenings, Saturdays, Sundays and Holidays are not available for continuous contracts.

Catering, Food & Beverage

Catering

All food and beverage for weekend rentals must be provided by one of the select caterers. The select caterers have been chosen to provide a wide variety of menus and services and to accommodate diverse tastes, budgets, and occasions. Please see the catering list for the select caterers.

Kitchen facilities, including refrigerators and microwaves, are available ONLY to the Select Caterers.

Caterer	Phone	Website	Name
Arthur's Creative Events & Catering	407-331-1993	www.ArthursCatering.com	Caitlin
Big City Catering	407-438-3488	www.BigCityCatering.com	Tom
John Michael Weddings & Special Events	407-894-6671	www.JohnMichaelEvents.com	John Michael
Levan's Catering	407-699-9900	www.Levans.com	Kimberly Moore
Puff 'n Stuff Events Catering	407-629-7833	www.PuffnStuff.com	Amy Pryor
River City Catering	407-324-4343	www.RCCatering.com	DeShay Hoffman
Streets 407	407-704-0936	www.streets407.com	Terry Dumas

Non-Catered Events

Monday - Thursday 8AM-11PM and Friday 8AM-2PM

For non-catered events, the rental party may bring in and serve simple prepared food items. The following are examples of simple or prepared food items: continental breakfast, boxed lunches, sandwiches, pizza, party trays. No heating elements are permitted. The renter is responsible for all setup, serving, and cleanup; all of which must occur during the rental period. The kitchen and all equipment, including refrigerators and microwaves, are off-limits to all but the select caterers.

Alcohol Beverage Policy

For catered events, all alcohol beverages must be served via your selected caterer.

For non-catered weekday events only, beer & wine is permitted with proof of liability insurance as well as a \$500 alcohol deposit. Plans to have alcohol must be expressed when completing the rental contract.

Facility Rental Information

Reservations are taken on a first come first serve basis. A signed event contract and room deposit is required to secure your date. (Unless the reservation is made within 30 days of the rental date, in which case the deposit and total rental fee would be due). The Amphitheatre & Cultural Center takes bookings up to 12 months in advance. Booking will be available the first day of the month for the next year's rental.

Courtesy holds may be accepted and held for a maximum of five (5) days, at which time the hold will expire without notice. Courtesy holds may be made in person or by telephone. No courtesy holds will be accepted on the first business day of the month when booking 12 months in advance.

Rental balance fees are due sixty (60) days prior to the event.

Cancellation Policy

Renter must submit written notice of cancellation at least forty five (45) days prior to the event date. Cancellations less than 45 days will forfeit any fees paid. All cancellations for any reason will result in loss your deposit. **Date changes are treated as cancellations.**

What does my rental include?

Your rental includes the use of our tables and chairs listed below. Staff will set up and breakdown these tables and chairs as requested on a floor plan submitted by you. Please keep in mind that the Cultural Center does not supply linens or chairs covers. There will also be access to the 2 bride and grooms room

250 Banquet chairs	1 2 Tier Buffet/Bar
23 6 ft. Round Tables	1 5ft. half round Sweetheart table
12 6 ft. Rectangle tables	7 Television with AV hookup
22 42" High Top cocktail tables	1 Podium includes wireless microphone
2 36" round cake table	4 Easels
1 Small square table	6 Barstools
1 1/4 Circle table	16x16 Wooden Dance floor
1 Serpentine table	
1 Console table	

AV equipment use is complimentary and must be scheduled at least 10 days prior to the scheduled event date with Center Staff. Renter is responsible for all cords and accessories. Oviedo Cultural Center does not provide laptops, laptop cords. VGA cords, extension cords etc.

Things to Know

- Floor plan must be submitted no less than ten (10) days before your rental to the rental office.
- Rental fee is due 60 days before the date of the rental
- Rental time must include all set up and clean up times needed.
- Decorations are permitted within reason. They must be approved by Center management.
- Tape, tacks, nails, staples, etc. are not permitted to attach your decorations.
- The rental facility must be returned to the condition it was provided to the renter.
- Tables and chairs must be cleared of all debris.
- All equipment and materials that are not Center property must be removed. The Cultural Center is not responsible for any materials left behind.

Center Lake Park Amphitheatre & Cultural Center Frequently Asked Questions

How far in advance can I book a rental?

The Center Lake Park Amphitheatre & Cultural Center takes bookings up to 12 months in advance. When making a reservation for 12 months in advance, booking opens the first business day of the month.

What is the process for reserving a rental space?

All rentals are first come, first serve. A signed contract and payment of the deposit will secure a date.

Can you pencil me in for a rental?

Courtesy holds may be accepted and held for a maximum of five (5) days, at which time the hold will expire without notice. Courtesy holds may be made in person or by telephone. Courtesy holds will expire on the fifth (5th) day of the hold. No courtesy holds will be accepted on the first business day of the month when booking 12 months in advance. Courtesy holds are not offered on dates that have reopened because of cancellation.

Is there a Damage or Security Deposit in addition to my rental charge?

Yes. The deposit that you pay at the time of reservation is your security/damage deposit and will be returned to you unless there was a violation of contract rules.

How late can I stay?

Your event must end and all guests must vacate the premises by the end of your rental period. Additional time must be pre-arranged with the rental office.

What if we're having a great time and stay later than our rental period?

The standard hourly rental rate for each area rented will be doubled and charged for any time you are in the building past your contracted rental period (no discounts apply). No events past 12:00 AM.

Will I receive a refund if we leave early?

There are no refunds for early vacation. Please plan your events as accurately as possible.

Can I choose my own vendors?

Caterers: All catering services must be provided by one of the listed Select Caterers. No other catering services are permitted. Kitchen facilities, including refrigerators and microwaves, are available ONLY to the Select Caterers.

Other Vendors: You may choose your own DJ, florist, photographer, and other vendors. Each outside vendor will need to provide additional insurance for the event.

Can I have items delivered, such as from my caterer, florist, DJ, etc.?

The facility will not be open prior to the scheduled use for any vendors. If the user has any vendors needing to enter the facility prior to the use, the user must make arrangements with the City staff and the selected caterer. Otherwise,

all deliveries and set-ups must occur during the period of use. No one is permitted to enter the facility prior to the rental period.

Can I come anytime to view the building, to meet my caterer or florist, etc.?

Please call the office to set up a time to meet to make sure that the building is available. (407) 971-5590.

How may I decorate?

Decorations are permitted within reason and must be approved by the Center management. Decorations are permitted only in the space you have reserved. It is the responsibility of the renter to remove ALL decorations immediately after your event.

No rice (including puffed rice or biodegradable rice), birdseed, confetti, glitter or other similar materials may be used inside or outside at the cultural center. Flower petals are only permitted inside; however they must be cleaned up by a member of the rental party. Decorations may not be affixed to the walls, doors, windows, window coverings, chairs, painted surfaces or hung from the ceiling. Fog machines, dry ice and bubbles are permitted outside only.

City Policy on Religious Services

The City of Oviedo's policy states that the Cultural Center cannot be used for church/religious services of any kind.

Smoking Policy

By entering the facility use agreement, the user agrees that no smoking or the use of tobacco products will occur on City facilities.