

Oviedo Center Lake Park
Amphitheatre & Cultural Center
357 Center Lake Lane
Oviedo, FL 32765
www.cityofoviedo.net
Phone: 407-971-5585



Susan Goytia

Events Program Coordinator
sgoytia@cityofoviedo.net
407-971-5585

Felicity Baldwin

Events Program Coordinator
fbaldwin@cityofoviedo.net
407-971-5591

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)	160 people banquet style
No Dance Floor	175 people banquet style
Theatre Style	225 people

Ceremony - Small Stage, Event Lawn

We offer two (2) stunning outdoor sites for your intimate ceremony. The small stage has a fantastic backdrop of the lake which 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.

Updated 9/20/2023 by FB

Weekend Block Rates

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

Friday Evening Rental 8 hour block Rental	\$1,750 resident member / \$2,000 resident non-member \$2,000 nonresident member/ \$2,250 nonresident nonmember
Saturday Rental 8 hour block Rental	\$2,500 resident member / \$2,750 resident non-member \$2,750 nonresident members/ \$3,000 nonresident nonmember
Sunday Rental 8 hour block rental	\$1,750 resident member / \$2,000 resident non-member \$2,000 nonresident member/ \$2,250 nonresident nonmember
Sunday Rental ** Prior to a Monday Holiday 8 hour block rental	\$2,500 resident member / \$2,750 resident nonmember \$2,750 nonresident member/ \$3,000 nonresident member
Holiday rentals * (See below for more details) 8 hour block rental	\$3,000 resident member / \$3,250 resident non-member \$3,250 nonresident member/ \$3,500 nonresident nonmember
Entire Park Rental (Building, Amphitheatre, Small Stage) *8 hours	\$5,000 resident member/ \$6,000 resident non-member \$5,500 nonresident member/ \$6,500 nonresident nonmember
Entire Park Rental (Building, Amphitheatre, Small Stage) * 2 days	\$6,500 resident member / \$8,000 resident non-member \$7,500 nonresident member/ \$9,000 nonresident nonmembers
Entire Park Rental (Building, Amphitheatre, Small Stage) * 3 days	\$7,500 resident member/ \$9,000 resident nonmember \$8,500 nonresident member/ \$10,000 nonresident nonmember

*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.)

**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 \$2,500 Resident member/ \$2,750 Resident-nonmember \$2750 Nonresident member/ \$3,000 Nonresident nonmember would apply.)

Updated 9/20/2023 by FB

Weekday Block Rates- 4 Hour***All rental times must include set up & clean up times.**

Monday - Thursday Daytime Rental	8AM - 4PM	\$425 resident member/ \$475 resident nonmember \$475 nonresident member/ \$525 nonresident nonmember
Friday Daytime Rental	8AM - 2PM	\$425 resident member/ \$475 resident nonmember \$475 nonresident member/ \$525 nonresident nonmember
Monday-Thursday Evening	5PM - 10PM	\$625 resident member / \$650 resident nonmember \$675 nonresident member/ \$725 nonresident nonmember
Friday - Sunday- Rental 4 hours * (Rental has to be within 45 days of booking) *No more than 2 hours may be added to these rentals	10AM – 2PM 4:30PM – 8:30PM	\$550 resident member/ \$575 resident nonmember \$600 nonresident member/ \$625 nonresident nonmember

Holiday Rental Rate

Four-hour rental rates of \$750 resident member/ \$800 resident nonmember, \$875 Nonresident nonmember, and \$900 Nonresident nonmember would apply. Any holiday that falls during the week, the weekend rate will apply for that day.

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	\$125 resident member / \$150 resident non-member \$175 nonresident member/ \$225 nonresident nonmember \$175 resident member / \$225 resident non-member \$225 nonresident nonmember/ \$245 nonresident nonmember
Friday	8AM-2PM	\$225 resident member / \$275 resident nonmember \$275 nonresident member/ \$325 nonresident nonmember
Non-Profit Organization 501 C3 Monday - Thursday only	8AM-10PM	\$90 resident member / \$115 resident nonmember \$115 nonresident member/\$165 nonresident nonmember
Homeowners Association Monday – Thursday only	8AM-10PM	\$75 resident member/resident nonmember \$100 nonresident members/nonresident nonmember
Weekend Rentals Friday Evening-Sunday	Additional hourly fee	\$250 resident member / \$275 resident nonmember \$275 nonresident member/\$325 nonresident nonmember

Damage Deposits

Deposits are required for all rentals. Deposits 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.

Entire Park	\$1000
Friday Evening, Saturday, Sunday, Holiday Building Rental (8-hour block)	\$500
Weekend Exterior Rentals	\$500
Saturday and Sunday (4-hour block)	\$250
Side Lawn rentals (2 & 4 hour block)	\$250
Weekday Daytime or Evening	\$250
Amphitheatre/Small Stage	\$250
Continuous Contracts	\$100
Lakeside Stage	\$50

Amphitheatre Rates

Amphitheatre Rental (8-hour block)	\$800 resident/nonresident
Amphitheatre Rental (4-hour block)	\$500 resident/nonresident
Amphitheatre Rental (1-hour block)	\$200 resident/nonresident
Amphitheatre Rental (1 hour with building rental)	\$125 resident member/ \$150 resident nonmember \$175 nonresident member/ \$225 nonresident nonmember
Amphitheatre & Great Lawn (5 hours)	\$1,000 resident / \$1,200 nonresident
Amphitheatre & Great Lawn (8 hours)	\$1,500 resident / \$1,700 nonresident
Cultural Center Side Stage (2-hour block)	\$125 resident member/ \$150 resident non-member \$140 nonresident member/\$175 nonresident nonmember
Cultural Center Side Lawn (2 hour block)	\$125.00 resident member/ \$150 resident nonmember \$140 nonresident member/ \$175 nonresident nonmember
Cultural Center Side Lawn (4 hour block)	\$250.00 resident/nonresident
Small Lakeside Stage (2-hour block)	\$125 resident member/ \$150 resident non-member \$140 nonresident member/\$175 nonresident nonmember
Parking Lot rental – entire lot (8 hours)	\$1,750 resident/nonresident
Park Lot rental- half lot (4 hours)	\$1000 resident/nonresident
School “SPECIALS”	
Amphitheatre Stage (2-hour block)	\$250.00
Great Lawn rental (2-hour block)	\$250.00
Deposit for Amphitheatre/Great Lawn	\$250.00

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 contracts are available Monday –Thursday, 8:00 a.m. to 11:00 p.m. and Fridays 8:00 a.m. to 2:00 p.m. 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	Contact	Name
Arthurs Creative Events & Catering	407-331-1993	Mark@Arthurscatering.com	Event Planner
Big City Catering	407-438-3488	Tom@BigCitycatering.com	Madeline Lee
John Michael Wedding & Special Events	407-894-6671	Giselle@JohnMichaelEvents.com	Giselle Grande
Levan's Catering	407-699-9900	Events@Levanscatering.com	Brandy
Puff 'n Stuff Events Catering	407-629-7833	Events@PuffNStuff.com	Emily/Heidi
River City Catering	407-324-4343	Rccinc@RCcatering.com	Kailey Neeley
4Rivers Smokehouse	321-972-1888	Catering@4rsmokehouse.com	
Cuisiniers Catered Cuisine & Events	407-975-8763	info@cuisinierscater.com	Kathie Capp
Dominick's Restaurant	407-366-3375		Nicole Comnesso
Rock & Brews	407-956-4124	Tavo.mendez@rockandbrews.com	Tavo Mendez

Non-Catered Events

Monday – Thursday 8AM-10PM and Friday 8AM-2PM
Saturday – Sunday 4-hour rentals only

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, and 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 and wine are 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 are 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 and Cultural Center accept bookings up to twelve (12) months in advance. Bookings 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 twelve (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 forty-five (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 setup 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.

(250) Banquet Chairs
(23) 6-foot Round Tables
(12) 6-foot Rectangle Tables
(22) 42-inch High Top Cocktail Tables
(2) 36-inch Round Cake Tables
(1) Small Square Table
(1) ¼ Circle Table
(3) Serpentine Table
(1) Console Table

(4) 2-Tier Buffet/Bar
(1) 5-foot half round Sweetheart Table
(7) Televisions with AV Hookup
(1) Podium (includes microphone)
(3) Easels
(6) Barstools
(1) Green room access

Testing of AV equipment use is complimentary for one (1) 30-minute session; for additional time the renter will be charged \$30.00 for 30 minutes. Testing must be scheduled at least ten (10) days prior to the scheduled event date with the Cultural Center staff. Renter is responsible for all cords and accessories. The 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 sixty (60) days before the date of the rental.
- Rental time must include all setup and clean-up times needed.
- Decorations are permitted within reason. They must be approved by Cultural Center management.
- Tape, tacks, nails, staples, command strips 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 Cultural Center property must be removed. The Cultural Center is not responsible for any materials left behind.
- Additional cleaning staff is available at a cost of \$30.00 per person / per hour.
- Heating Elements are not permitted for Non-Catered events.
- All balloons and/or arches must be taken away after event. Balloons are NOT to be deflated or popped inside the building.
- Balloons cannot contain confetti, glitter, or other decorative material that may spill onto floor. Additional cleaning fee will be charged.

Center Lake Park Amphitheatre & Cultural Center Frequently Asked Questions

How far in advance can I book a rental?

The Center Lake Park Amphitheatre and Cultural Center accepts bookings up to twelve (12) months in advance. When making a reservation for twelve (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 twelve (12) months in advance. Courtesy holds are not offered on dates that have re-opened 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 a.m.

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 Renter must make arrangements with the City staff and the selected caterer. Otherwise, all deliveries and setups 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 setup a time to meet to make sure that the building is available, (407) 971-5585.

How may I decorate?

Decorations are permitted within reason and must be approved by the Cultural 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 Renter agrees that no smoking or the use of tobacco products, e-cigs, or vaping will occur on City facilities.

What is a Recreation Membership?

City staff has implemented a new Recreation membership which is available to all citizens on an individual basis. While a membership fee will not be required to register for activities or daily use of the facilities, individuals who pay the Membership Fee will be granted a discounted rate, or benefit for activities, daily fees, passes, as well as rental fees.

Membership Fees -

All Resident memberships are \$30.00 per person. Membership is valid for 1 year of the date purchased.

All Non-resident membership fees are \$60.00 per person. Membership is valid for 1 year of date of purchase.

****INFORMATION SUBJECT TO CHANGE**
AS OF 10/1/23**

Additional Items Available for Rental

Item	Quantity	Price	Notes
Black/White 6ft Rec. Tablecloth	20 each	\$200/\$300	\$200 (1-15 Tablecloths) \$300 (16+ Tablecloths)
Black/White 6ft. Round Tablecloth	20 each		
Black/White Fitted Rec Tablecloth	20 each		
Hi-Top Black/White Fitted Tablecloth	21		
Tablecloths * Specialty Order		\$20 each	Special order other than Black/White
Dance Floor 16x16	1	250.00	
White Folding Chairs (Outdoor)	100	\$100/\$150	\$100 (1-50 Chairs) \$150 (51-100 Chairs)
Pipe and Drape	1	\$10 per foot	Available color: Black
GIFN Photo Booth	1	\$150/\$175 \$200/ \$225	Resident member/ resident nonmember Nonresident member/ nonresident nonmember
A-Frame w/o slide	4	\$25 Each	
Outdoor Picnic Tables		\$25 Each	
Swan Boats	2	\$100 / 4 hours \$200/ 8 hours	Hourly rate includes 2 boats Hat & Veil additional \$25
Limo Cart with Driver (4 hour)	1	\$250	
Limo Cart with Driver (8 hour)	1	\$400	
Lawn tent		See Terri	
Stanchions used on property	12	\$10 Each	Minimum of 2
Stanchions used off property		\$20 Each	
Cones		\$2.00 Each	
Outside lanterns		\$5/\$10 Each	\$5 small/\$10 large
Barricades	20	\$5 Each	
Beverage Dispensers	4	\$10 Each	
Standard Coffee Urn		\$25	
Upgraded Coffee Urn		\$35	
Chaffing Dishes w/Sternos		\$20 Each	
Pot belly Warmers		\$20 Each	
Hi-Tops used off property w/o tablecloths	20	\$25 Each	\$1000 refundable deposit