



Dorothy B. Oven Park

The history of the Dorothy B. Oven Park is as rich as the soil that nurtured the finest camellias in the area. The property was part of the Lafayette Land Grant awarded to General Marquis de Lafayette in 1824 by the United States Congress.

In the 1930's the Camellia Nursery, built by the late Breckenridge Gamble, Ritchie and Bill Rosa, was replaced by the house which was designed by Mr. Alfred Maclay and constructed in 1936. The property was donated by Mr. Will J. Oven, Jr. in 1985, to the City of Tallahassee through the Tallahassee Friends of Our Parks Foundation, Inc., in an unprecedented gesture of civic generosity, with the stipulation that it be developed as a city park, retaining the integrity of the area.

The Dorothy B. Oven Park Main House features a classic manor-style home with rare magnolia paneling, wooden floors, antique furniture and artwork, full kitchen facilities and a charming lanai. The House is available to the public for rental use for seminars, weddings, meetings and receptions.

The Park is located in the heart of more than six acres of lush North Florida garden filled with azaleas, camellias, palms and other local flora giving the park an ambience not found elsewhere. The park is open during regular business hours for tours and lease. The fees vary according to space and time requested.

It is truly a place to get away...within the City Limits.

Park hours; 8:00am - 11:00pm

Holidays could exclude rental availability

Fees & Charges

Refundable Deposit - Due at Time of Booking (no sales tax)	
32 Guests or less	\$100
33 Guests or more	\$250
All weddings and receptions	\$250

Cancellation & Deposit Refund Policy

All cancellation notices must be submitted in writing. Cancellations received 90 days or more prior to the scheduled event date will receive a full refund of all rental fees and the deposit. Cancellations received less than 90 days prior to the scheduled event date will result in the forfeiture of all rental fees and the deposit. No refunds will be issued.

Deposit Refunds: For events that take place as scheduled, the deposit is refundable provided there is no damage to the property and the renter, including all vendors, adheres to the rental times specified in the contract. The renter is responsible for ensuring vendor compliance. Deposit refunds will be processed within 7 days following the event. Payments made by credit card will be refunded to the original card. Refunds for all other forms of payment require a check request and will be mailed within approximately 4–6 weeks.

Public Record Disclosure

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials are public records available to the public and media upon request. The information you provide on this form may be subject to public disclosure.

Dorothy B. Owen Park

FEES & CHARGES – 7.5% STATE TAX INCLUDED

Weddings and/or Receptions - Entire House and Use of Grounds		
14 Hour Wedding (Saturdays & Sundays) 9:00am - 11:00pm		\$1,881.25
6 Hour Wedding (Weekdays & Sundays)		\$1,096.50
Each Additional Hour (Weekdays & Sundays)		\$182.75
Additional Wedding/Reception Amenities		
Day before interior load-in/set-up/decorate Based on availability (between 8am-4pm)		
4 Hour Block		\$559.00
First Floor Rental (non wedding/reception)		
	Rate (Tax Included)	Tax Exempt Rate
4 Hour Block (minimum rental)	\$602.00	\$560.00
Each Additional Hour	\$150.50	\$140.00

SEATING CAPACITY	Theater	Conference	Dinner
Camellia Room	40	20	32
Magnolia Room	20	15	16
Dogwood Room		8	12

Forms of Payment

We accept Cash, Check, Money Order, Credit & Debit Cards. Fees are due 90 days prior to the event. Credit Card payments incur a 2.6% convenience fee.

Make Checks Payable To:

City of Tallahassee
ATTN: Dorothy B. Owen Park
3205 Thomasville Road
Tallahassee, Florida 32308

CITY OF TALLAHASSEE PARKS, RECREATION & NEIGHBORHOOD AFFAIRS

Dorothy B. Owen Park

3205 Thomasville Road - Tallahassee, Florida 32308

PHONE (850) 891-3915 EMAIL Jessica.Hopper@talgov.com

WEBSITE: Talgov.com/Parks

CONTRACT FOR WEDDINGS & PARTIES (HOUSE & GROUNDS)

DATE: _____ EMAIL ADDRESS: _____

USER NAME: _____ ACTIVITY TYPE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP + 4: _____

PHONE: _____ *INCLUDE SET-UP & BREAKDOWN TIMES CELL: _____

DATE OF EVENT: _____ *RENTAL TIMES: FROM _____ TO _____ # OF PEOPLE: _____

TIME OF EVENT: _____ CEREMONY LOCATION: _____

DAY OF CONTACT: _____ PHONE: _____

RENTAL COMPANY NAME & NUMBER: _____ TENT ON PATIO: YES NO ALCOHOL SERVED: YES NO (please select)

INDEMNIFICATION: USER AGREES TO INDEMNIFY FULLY AND SAVE AND HOLD HARMLESS THE CITY OF TALLAHASSEE, ITS OFFICERS, EMPLOYEES AND AGENTS, AGAINST ALL DAMAGE, CLAIMS, LIABILITIES AND CAUSES OF ACTION OF EVERY KIND AND NATURE, TO THE EXTENT THEY ARE CAUSED BY THE CONDUCT OF THE USER, ITS VISITORS, AGENTS OR EMPLOYEES. CITY SHALL GIVE USER PROMPT AND REASONABLE NOTICE OF ANY SUCH CLAIMS OR ACTIONS AND USER SHALL HAVE THE RIGHT TO INVESTIGATE, COMPROMISE AND DEFEND THE SAME TO THE EXTENT OF USER'S OWN INTEREST. IF THE USER IS A GOVERNMENTAL AGENCY, THE LIABILITY OF THE USER, AS SET FORTH IN THIS PARAGRAPH, IS INTENDED TO BE CONSISTENT WITH LIMITATIONS OF STATE LAW, INCLUDING THE STATE'S WAIVER OF SOVEREIGN IMMUNITY PURSUANT TO SECTION 768.28, FLORIDA STATUTES, AND NO OBLIGATION IMPOSED HEREBY SHALL BE DEEMED TO ALTER SAID WAIVER OR TO EXTEND THE LIABILITY OF THE USER BEYOND SUCH LIMITS.

WAIVER OF CLAIMS: CITY AND ITS AGENTS, EMPLOYEES AND CONTRACTORS SHALL NOT BE LIABLE FOR, AND USER HEREBY RELEASES ALL CLAIMS FOR DAMAGE TO OR LOSS OF PERSONAL PROPERTY SUSTAINED BY USER OR ANY PERSON CLAIMING THROUGH USER RESULTING FROM ANY FIRE OR ACCIDENT WHILE ON THE PREMISES/FACILITY OF WHICH THEY SHALL BE A PART OF, OR OF ADJOINING OR CONTIGUOUS PROPERTY OR BUILDINGS, PROVIDED SAME ARE NOT DUE TO NEGLIGENCE OF CITY, ITS AGENTS, EMPLOYEES, OR CONTRACTORS.

_____ CASUALTY DAMAGE TO PREMISES: IN THE EVENT THAT THE PREMISES COVERED BY THIS AGREEMENT SHALL BE DESTROYED, IN WHOLE OR IN PART, BY FIRE OR OTHER OCCURRENCE, CITY RESERVES THE RIGHT TO OFFER USER THE USE OF AN ALTERNATIVE FACILITY DESIGNATED BY THE CITY OR, AT USER'S OPTION, TO TERMINATE THIS AGREEMENT. IN THE EVENT CITY TERMINATES THIS AGREEMENT UNDER THE PROVISION OF THIS PARAGRAPH, AND SUCH TERMINATION OCCURS PRIOR TO THE COMMENCEMENT OF USER'S USE OF THE PREMISES, ANY MONIES PAID BY USER TO CITY FOR THE USE AS PERMITTED BY THIS AGREEMENT SHALL BE REFUNDED AND ALL OBLIGATIONS OF CITY HEREUNDER SHALL TERMINATE.

_____ USER'S AUTHORIZED REPRESENTATIVE HAS RECEIVED AND READ A COPY OF THE RULES AND REGULATIONS GOVERNING DOROTHY B. OWEN PARK AND THE TERMS OF THIS CONTRACT AND AGREES TO ABIDE BY THESE RULES AND REGULATIONS AND THE TERMS OF THIS CONTRACT. USER IS RESPONSIBLE FOR ANY DAMAGES TO THE HOUSE, GROUNDS, OR FURNISHINGS, WHICH MAY OCCUR DURING THIS EVENT. IN THE EVENT OF A CANCELLATION, A NINETY DAY WRITTEN NOTICE WILL BE REQUIRED FROM THE USER TO THE CITY IN ORDER TO RECEIVE ANY REFUND.

PRINT NAME _____ SIGNATURE OF AUTHORIZED USER _____ DATE _____

FOR OFFICIAL USE ONLY

Deposit Amt. _____	Fee _____	Tax _____
Date Paid _____	Date Due _____	Date Paid _____
Rcvd. By _____	_____	Recvd. By _____

PAYMENT DETAILS

Fee + Tax _____

Grand Total _____
(INCLUDES DEPOSIT)

Action Taken
Refund Given _____ Date _____ Calendared Rec. 1 _____ Staff Initials _____

We accept Check, Money Order, Credit & Debit Card Payments. Please make checks payable to: City of Tallahassee.

Dorothy B. Owen Park

RULES AND REGULATIONS

Oven Park is a public park open to the public Monday-Sunday 7:00am-11:00pm. During rentals, staff is instructed to direct any visitors to areas of the park not in use. In order to maintain the House and Park in its pristine condition, all parties involved with events are to follow the rules listed below. **Please provide a copy to your decorator & caterer.**

1. Refund Policy: Deposit is refundable after your activity provided there is no damage to the property, and you adhere to the rental time on your contract. Refund checks arrive via mail within 4-6 weeks after rental date, credit card refunds within 4 days. Cancellation notice must be received 90 days prior to the event for a full refund, notices received less than 90 days will result in a forfeit of all deposit and rental fees. All notices of cancellation must be in writing.
2. Open flames are not allowed in the park (including but not limited to candles, fire-pits, grills, etc.) Battery-powered candles permissible.
3. No smoking or vaping in the House, front porch or near entry doors.
4. No parking on the grass or patios. Unloading may be done from the driveway. There are 39 parking spaces available on the property. If additional parking is needed, please discuss this with staff at time of contracting. Parking is not permitted along the drive.
5. The kitchen, rental rooms and grounds used by the rental party are to be cleaned at the conclusion of the function. This includes any service or preparatory areas.
6. Professional, licensed caterers are highly recommended to assist with your food service. They are expected to provide their own supplies such as garbage bags, detergents, paper towels, etc., needed to keep the House in good order. There are no serving or cooking pieces available at the Park.
7. There is no ice maker on site, please bring ice in coolers. Do not dispose of liquids or ice in any flower beds, on the grass or in the vents in the carport.
8. Rental items are to be set up and removed by that company, assigned vendor, or the rental party. Park staff will not be responsible for this service. The tables & chairs in the house are not available for outside use and must be secured from an outside vendor/rental company.
9. Outdoor bars and food tables may only be placed on hard surface areas. This helps us keep the grass areas green and plush.
10. **Event times are set at the time the Park is reserved. These scheduled times include setup, event hours and cleanup time.** Early drop offs or later pick-ups are not allowed unless you have included in contracted rental times. Typically, we have two functions on the same day or the next morning; renter, caterers, & guests are to respect the other party.
11. Outdoor Use: Rental equipment and furnishings may only be placed on the front brick patio (40' x 40') with prior approval. Placement of any rental items, including tables, chairs, tents, or other equipment, is prohibited on all lawn and landscaped areas. Tent installation and removal must be scheduled in advance with the Park office. Please have your tent rental company contact the Park office at (850) 891-3915 to arrange approved delivery, setup, and removal times.
12. Two antique wood tables with glass tops are located in the foyer. These tables may not be moved but are available for use. Hot food, chafing dishes, crockpots, coffee urns, or any heated items are prohibited on the tables, as they may cause the glass to crack or break. Cold beverages, ice buckets, and other items that may produce condensation must be placed on an absorbent or protective barrier (such as a cloth placemat, towel, felt pad, or cork trivets/coaster) to prevent moisture damage.
13. Alcohol Disclaimer: When alcohol is offered, it should only be served and never sold. It is the renter's responsibility to arrange for bartenders (this can be through your caterer). It is also the renter's responsibility that consumption levels are not excessive and that no minors are served (by ID Checks if necessary.)

RENTER'S SIGNATURE

DATE

Dorothy B. Owen Park

RULES AND REGULATIONS (CONTINUED)

13. **Decorations:** If there is a question regarding decorations, please contact the Park office.
- a. Staples, tacks, nails, tape, hooks, etc. are prohibited at our facility, both indoors & outdoors on any walls, doors, ceilings or structures.
 - b. The furniture and paintings in the House are rare and should be treated as such. They should not be moved, nor are they to be used as support for any decorations.
 - c. The Gazebo & Archway located in the park were donated and hold special significance; do not mar these structures to secure decor. The Gazebo has hooks for your use, but you may not add any staples, tacks, nails, etc.
14. Please refrain from using confetti or glitter including confetti filled balloons both indoors and on the grounds.
15. Please use one of the following approved items for showering the couple leaving wedding celebrations: bubbles; fresh or freeze-dried flower petals. Please call the office to discuss alternatives should you have one. No bird seed, candy, confetti, glitter, sparklers or artificial flower petals.
16. Musicians will be asked to keep the volume of music at a reasonable level. This will be left to the discretion of the staff on duty. Amplified music will not be allowed on the back patio. All outdoor music must be turned off and bars closed by 10:00 pm.
17. The park is constantly changing, new plants are being added, and new garden areas designed. The months of October - December traditionally have holiday lights installed. Please check with staff to see what is being planned in the Park near the time of your special event.
18. Tables and chairs are available for indoor use only. Any tables and chairs for outdoor use must be provided by the renter or contracted by an outside vendor.

NOTE: LINENS, SERVINGWARE & ICE ARE NOT AVAILABLE AT OUR FACILITY.

RENTER'S SIGNATURE

DATE

Tables & Chairs available for indoor use:

8 - 60" round tables	8 - 6' banquet tables	6 - 48" round tables
4 - 36" square card tables	8 - 19" wide, 6' skinny tables	2 - 8' banquet tables
70 - vinyl upholstered chairs (color: cement gray)	2 - 3x5 foyer tables- stationary/can't be moved (6' rectangular linens fit)	

Tables available for indoor or outdoor use: 6 - 30" high top cocktail tables

Measurements you may be interested in:

Camellia Room Mantel - 6'10" long, 10" deep

Stairway Banister - Pole 4', from pole to landing 11'

Front Brick Patio - square 40' x 40'

Gazebo - width of decorative trellis at top of gazebo 1'; from ground to top of trellis 9'

from outside post to outside post at gazebo entrance 5'5"

inside post to inside post at at gazebo entrance 4'5"

from the hooks on posts to the ground 7'75"

from the circle on pathway to the gazebo ~60 ft. the circle is an 8' diameter.

Fountain - From the front porch of the main house to the entrance of the fountain ~171', the brick walkway to the fountain (as you make a right) ~48'.

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OUTDOOR EVENTS - LIGHTNING WARNING SYSTEM

The City of Tallahassee Parks, Recreation & Neighborhood Affairs Department Staff will monitor weather conditions throughout rental hours. If inclement weather occurs, participants will be directed to seek shelter indoors. Once weather conditions improve and it is safe, the event may continue outdoors.

The system has two alerts:

Lightning Advisories: There is a potential for cloud to ground lightning with a 15-mile radius in the next 20 minutes. Advisories will include a Start Time and Expiration Time and will be delivered by email and text messaging. **You do not have to do anything when you receive an ADVISORY but be aware there is potential for a lightning warning to follow.**

Lightning Warnings: The Lightning detection system has detected cloud to ground lightning that is occurring within an 8-mile radius. Warnings will include a Start Time and Expiration Time and will be delivered by email and text messaging. **All supervised activities must be suspended immediately until the warning expires or is cancelled.**

In the event that a "Lightning Warning" alert is sent to the Rental Park Supervisor via phone, he or she will immediately stop play and evacuate the outdoor event space. All guests, participants, and/or attendees should immediately seek shelter indoors. Once the alert has expired the Supervisor will contact the organizers to inform them that the outdoor event activities may resume.

ANNOUNCEMENT BY RENTER/HOST/EVENT ORGANIZER

Ladies and Gentlemen,

The City of Tallahassee has received a lightning warning from the SkyGuard Warning system. The system indicated lightning strikes within 8 miles of Owen Park. In accordance with safety procedures, we must shut down all outdoor activities and ask that everyone seek shelter. Please seek shelter in your personal vehicle or inside the Owen House. An announcement will be made when the activities can resume. We appreciate your cooperation with this request.

RENTER'S SIGNATURE

DATE

Dorothy B. Owen Park

Warming Kitchen Rules and Regulations

Please share with your caterer in advance of your event. We are always available to meet with you and your caterer in advance of your event.

Upon arrival, the kitchen should be clean and ready for use. If you find anything unsatisfactory, please alert staff on site.

Park Supplies: The Park will provide toilet tissue, hand towels and trashcans will be lined with garbage bags at the start of the event.

Catering Supplies to bring: Caterer (if no caterer, then renter) is expected to provide their own supplies such as detergents, dish rags, food storage bags, paper towels, etc., needed to keep the kitchen in good order. There are no serving or cooking pieces available at the Park.

Food Preparation: All food must be prepared offsite. Our kitchen provides warming capabilities only. Outdoor frying may be done on the back patio. A protective tarp must be placed under all fryers. Grease or greasy substances may not be disposed of in sinks or on Park property.

Leftover Food & Supplies: All leftover food, dishes, utensils, etc. must be removed immediately after the event. The refrigerator/freezer must be emptied and wiped down after use.

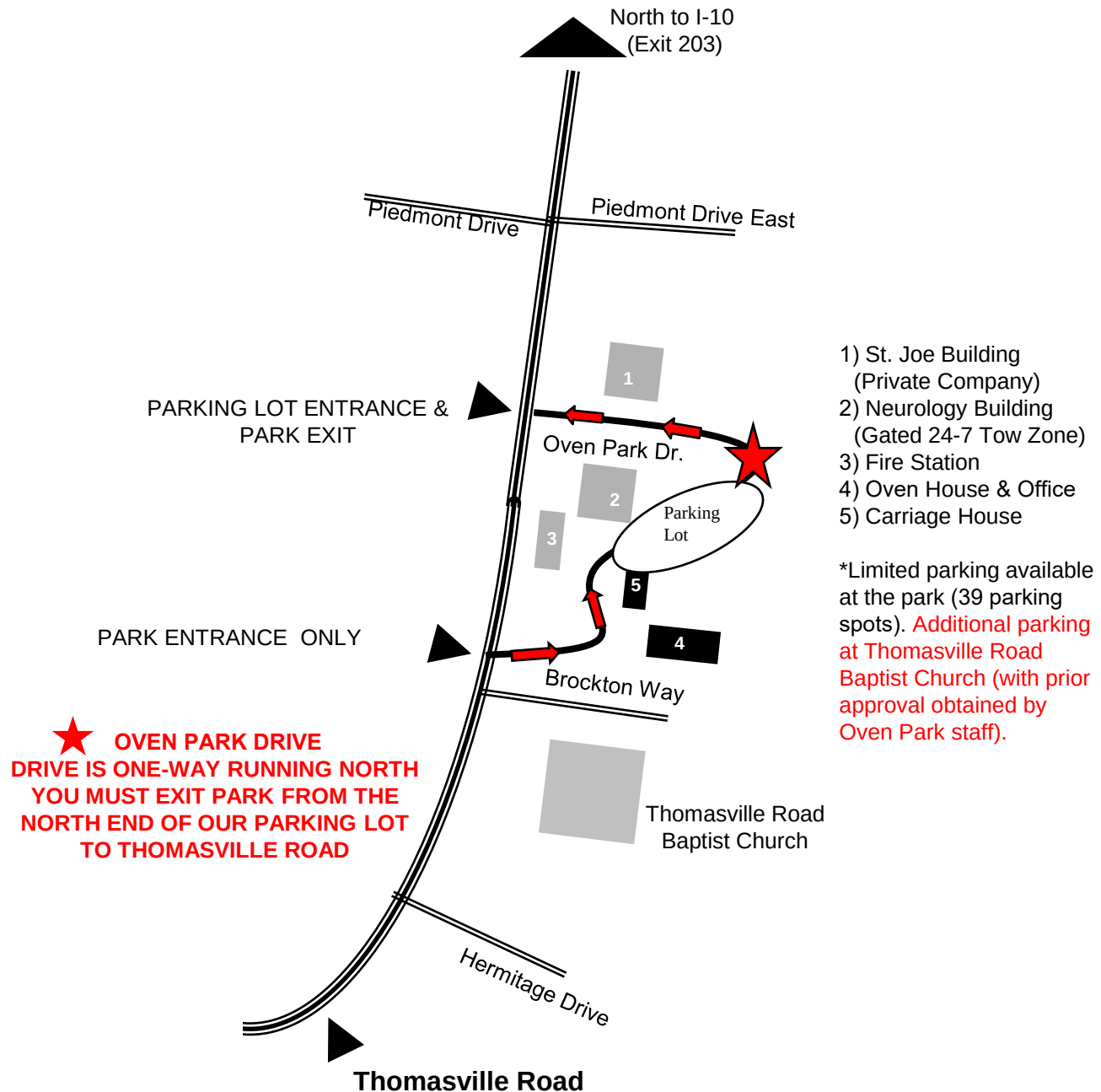
Cleaning: The kitchen and all areas used by the rental party are to be cleaned at the conclusion of the function. This includes any service or preparatory areas (i.e., countertops and sinks, microwave, stovetop/oven & refrigerator.)

Trash: Please pick-up any trash and leave the areas used by your group clean. It is the responsibility of the caterer/bartender/renter to remove trash and place in the dumpster (boxes must be broken down). Park staff onsite can provide a rolling cart for trash removal and show Catering staff dumpster location.

Our staff will always be on hand to assist with facility needs. They should not be regarded as waiters, waitresses, bartenders, or kitchen help. All caterers should come with a full complement of staff.

Dorothy B. Owen Park

Location Map



Name: _____

Event Date: _____

Set up Time: _____

Event Times: _____

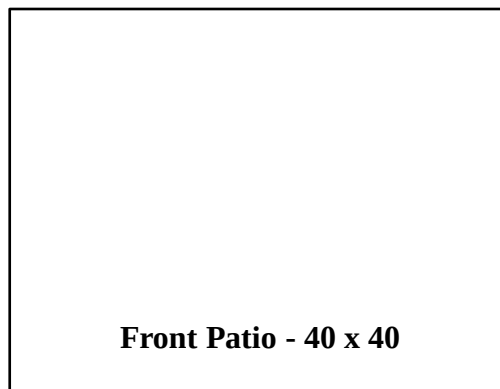
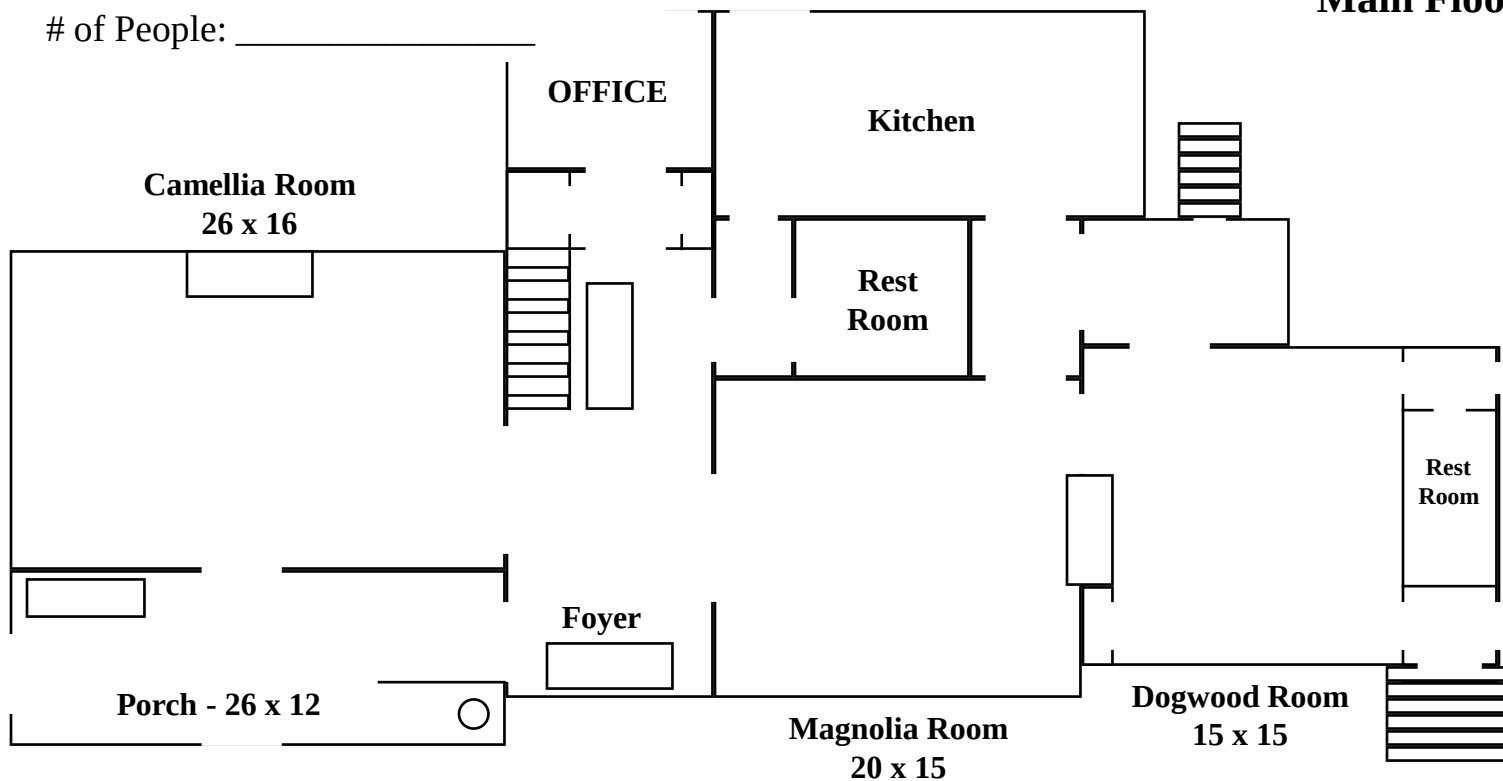
of People: _____

Please submit rental floor plan with table & chair totals/layout 14 days prior to rental date.

Email to: Jessica.Hopper@talgov.com

Dorothy B. Owen Park

Main Floor Plan



For Staff Use:

Ceremony Location & Time: _____

Rental Co.: _____

Will Tent be Used on Patio? ____ Yes ____ No

Will Patio be Used? ____ Yes ____ No

If Yes: Staff Checklist:

____ Blow off patio if needed

____ Outdoor Trashcans Out

____ Private Event Signs Out