



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; 7:00am - 11:00pm

Holidays could exclude rental availability

Fees & Charges

| Refundable Deposit - Due at Time of Booking (no sales tax) | |
|---|-------|
| 48 Guests or less | \$100 |
| 49 Guests or more | \$200 |
| All weddings and receptions | \$200 |

Refund Policy

Deposit is refundable, via check from City's Revenue Department, after your activity provided there is no damage to the property and you adhere to the rental time on your contract. Cancellation notice must be received 90 days prior to the event for a full refund, notices received less than 90 days will forfeit the deposit, any cancellation received 2 weeks or less from the event will result in a forfeit of all deposits and fees. All notices of cancellation must be in writing.

Dorothy B. Owen Park

FEES & CHARGES – 7.5% STATE TAX INCLUDED

First Floor Rental (non-wedding/reception – groups over 50)

| | Rate (Tax Included) | Tax Exempt Rate | |
|-------------------------------|---------------------|-----------------|--|
| 4 Hour Block (minimum rental) | \$563.30 | \$524.00 | |
| Each Additional Hour | \$87.08 | \$81.00 | |

Individual Room Rentals

Monday - Friday Daytime (8:00am - 5:00pm)

| | Rate (Tax Included) | Tax Exempt Rate | |
|-------------------------------|---------------------|-----------------|--|
| 2 Hour Block (minimum rental) | \$87.08 | \$81.00 | |
| Each Additional Hour | \$21.50 | \$20.00 | |
| 40x40 Patio Add-On Hourly | \$21.50 | \$20.00 | |

Evenings after 5:00pm & Weekends

| | Rate (Tax Included) | Tax Exempt Rate | |
|-------------------------------|---------------------|-----------------|--|
| 2 Hour Block (minimum rental) | \$93.53 | \$87.00 | |
| Each Additional Hour | \$26.88 | \$25.00 | |
| 40x40 Patio Add-On Hourly | \$26.88 | \$25.00 | |

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

Forms of Payment

We accept Cash, Check, Money Order, Visa, and MasterCard. Fees are due 30 days prior to the event.

Make Checks Payable To:

City of Tallahassee
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
INDIVIDUAL ROOM RENTAL CONTRACT

DATE: _____ EMAIL ADDRESS: _____

USER NAME: _____ ACTIVITY TYPE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: (DAY) _____ EXTENSION: _____ CELL: _____

DATE OF EVENT: _____ RENTAL TIME: FROM _____ TO _____ # OF PEOPLE: _____

RENTAL TYPE:

___ CAMELLIA RM ___ MAGNOLIA RM ___ DOGWOOD RM ___ AZALEA RM ___ FRONT PATIO RENTAL ADD-ON

FIRST FLOOR RENTAL (INCLUDES FRONT PATIO) /REQUIRED FOR ATTENDANCE # OF 50+ PEOPLE

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 OFFICAL USE ONLY

2021 PAYMENT DETAILS

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

Fee + Tax _____

Grand Total _____
(INCLUDES DEPOSIT)

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

We accept Check, Money Order, Visa & MasterCard Payments. Please make checks Payable to: City of Tallahassee.

Dorothy B. Owen Park

RULES AND REGULATIONS

Dorothy B. Owen Park is a public park and is open to the public Monday-Friday 7:00am-11:00pm. Since most of the events booked are private, 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.

1. Refund Policy: Deposit is refundable, via check from City's Revenue Department, 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. Cancellation notice must be received 90 days prior to the event for a full refund, notices received less than 90 days will forfeit the deposit, any cancellation received 2 weeks or less from the event will result in a forfeit of all deposits and fees. All notices of cancellation must be in writing.
2. Anyone who is sick, experiencing symptoms of, or has been exposed to COVID-19, should be directed to stay home.
3. **City Commission Policy 170: Single-use Plastics for rentals of 50 guests or more.** Single-use plastics are no longer permitted for food and beverage service on City property or at City events. Please refer to policy flier included in rental packet for details and alternatives to single -use plastics.
4. No smoking or vaping in the House, front porch or near entry doors.
5. No parking on the grass or patios. Unloading may be done from the driveway.
6. 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.
7. 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.
8. 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.
9. Rental items are to be set up and removed by that company, the caterer, 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.
10. Event times are set at the time the Park is reserved. These scheduled times include setup, time for your event and cleanup time. On occasion, we have two functions on the same day; when this occurs, the caterers and guests need to respect the following or previous party. Early drop offs for the latter party will not be allowed. Likewise, the earlier party will not be permitted to leave any items, including rentals beyond the contracted time.
11. Rental tents may only be placed on the front patio (40' x 40') with prior approval and will not be allowed on the lawn areas. All tents must be erected during a prearranged time. Please have your tent company call the Park office (891-3915) to make these arrangements.
12. Open flames are not allowed in the park (including but not limited to candles, firepits, grills, etc.) Battery-powered candles permissible.
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. Oven Park

RULES AND REGULATIONS (CONTINUED)

14. The furniture and paintings in the Dorothy B. Oven House are rare and should be treated as such. The paintings and the furniture should not be moved, nor are they to be used as support for any decorations requiring tape or tacks. Likewise, the paneling is not to be marred with tape or tacks. If there is a question regarding decorations, please contact the Park office.
15. Please refrain from using confetti, glitter or confetti filled balloons both inside the house and on the grounds.
16. Please use one of the following approved items for showering the couple leaving wedding celebrations: bubbles; fresh or freeze-dried flower petals; or butterflies to be released. **No bird seed, candy, confetti, glitter, sparklers or artificial flower petals.**
17. 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.
18. 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.
19. The Archway and Gazebo located in the Park were donated and hold special significance;
PLEASE DO NOT MAR THESE STRUCTURES WITH STAPLES, TACKS OR NAILS
20. Outdoor bars and food tables may only be placed on hard surface areas. This helps us keep the grass areas green and plush.
21. 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.
22. 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 | 6 - 6' banquet tables | 4 - 48" round tables |
| 4 - 36" card tables | 8 - 19" wide, 6' skinny tables | 2 - 8' banquet tables |
| 70 - upholstered chairs (grey) | 2 - 3x5 foyer tables- stationary (6' rectangular linens fit) | |

Tables available for indoor or outdoor use:

6 - 30" high top cocktail tables

Measurements you may be interested in:

Mantel - 6'10" long, 10" deep

Front Brick Patio - square part 40' x 40'

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

Banquet tables - 29" high, 30" wide.

Gazebo - width of stars 1'; from floor to top of stars 9',

from outside post to outside post at ramp 5'5",

inside post openings at either side of ramp 7'3",

from the second front door to the round part of the brick walkway ~150 ft

from the circle area 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'.

Dorothy B. Owen Park

LIGHTNING WARNING SYSTEM FOR OUTDOOR USE

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 Oven 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.



**CITY OF
TALLAHASSEE**

City Commission Policy 170: Single-use Plastics

Effective June 2, 2021



Single-use plastics are no longer permitted for food and beverage service on City property or at City events.

Why are we making this change?

Single-use plastic is a growing sustainability issue. Plastic creates litter that ends up in our waters and landfills. The City is a sustainability leader and wants to model best practices for the community.



What is a single-use plastic?

Any food or beverage service-related product made from plastic that is designed to be used only once in the same form and then disposed of or destroyed.



Examples of single-use plastics



**Polystyrene
Containers
(Styrofoam)**



**Plastic
Straws**



**Plastic
Utensils**



**Plastic
Cups**

Alternatives to single-use plastics

- Replace plastic wrap with aluminum foil
- Use reusable products
- Purchase bioplastic cups, bowls, plates, and utensils
- Paper straws and wood stirrers
- Plant-based to-go containers instead of polystyrene



**Metal
Straws**



**Paper
Cups**



**Paper
Clamshell**

What should my business do? What about my event?

Single-use plastic food service products are not to be distributed on City property or at City events. There are many alternative options that are allowed:

- Reusable items made from ceramic, steel, etc. that can be washed and reused
- Disposable items made from biodegradable material such as paper, sugarcane, etc.

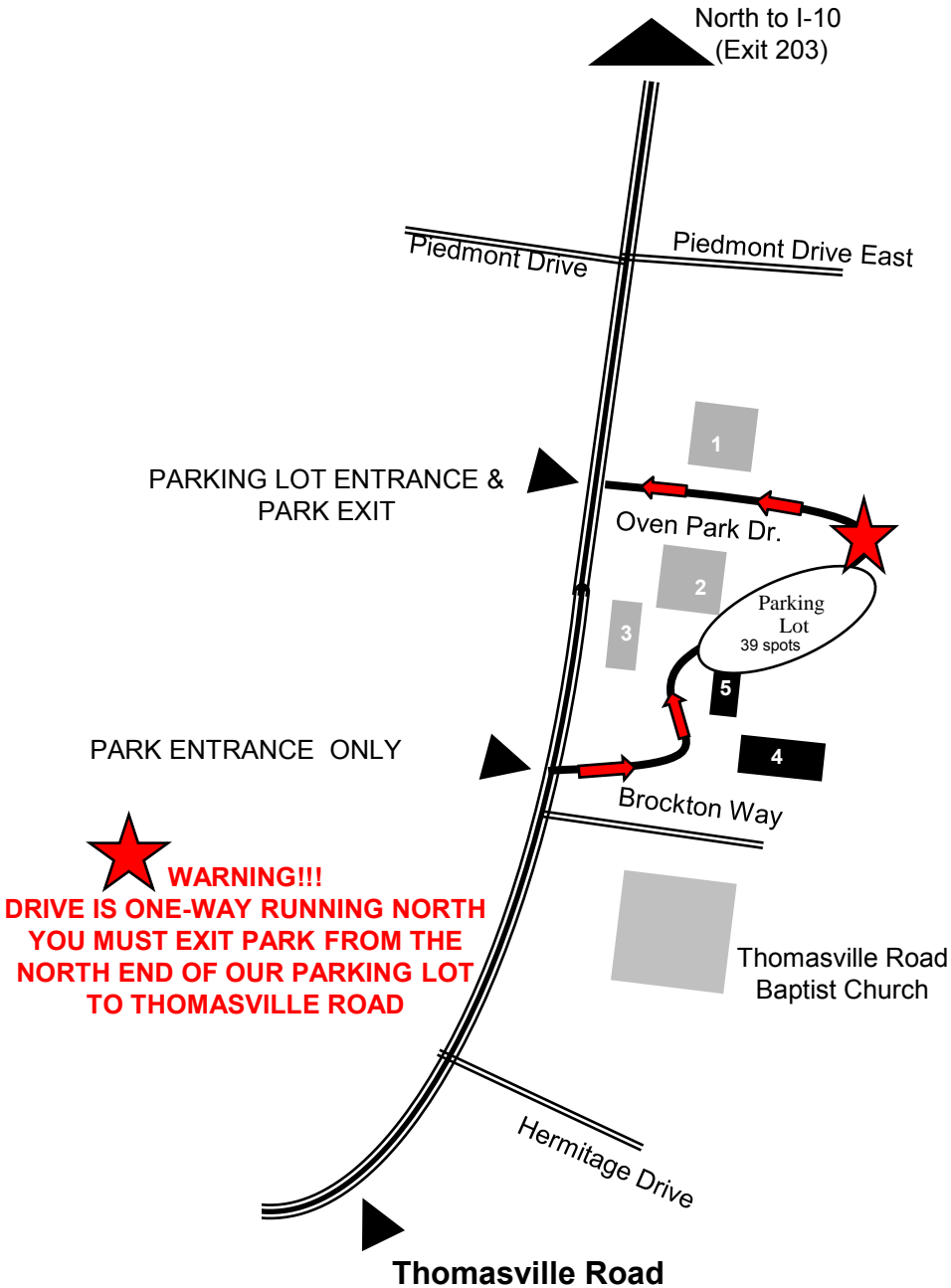
Special Circumstances

There are some exceptions to the single-use plastic policy:

- Plastic straws may be requested by an individual.
- Single-use plastics may be used during a declared state of emergency.
- Single-use plastic utensils or containers used in pre-packed food or beverages that have been filled and sealed before receipt by the vendor or permittee are allowed.
- Single-use plastics used to safely wrap and store raw meat, poultry, or fish are allowed when the product is not to be consumed on City property.

Dorothy B. Owen Park

Location Map



- 1) St. Joe Building
(Private Company)
- 2) Neurology Building
(Gated 24-7 Tow Zone)
- 3) Fire Station
- 4) Main House
- 5) Carriage House

*Limited parking available at the park (39 parking spots). **Additional parking at Thomasville Road Baptist Church (with prior approval obtained by Oven Park staff).**

WARNING!!!
DRIVE IS ONE-WAY RUNNING NORTH
YOU MUST EXIT PARK FROM THE
NORTH END OF OUR PARKING LOT
TO THOMASVILLE ROAD

Name: _____

Event Date: _____

Set up Time: _____

Event Times: _____

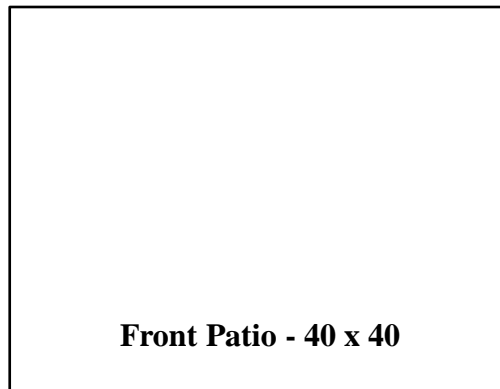
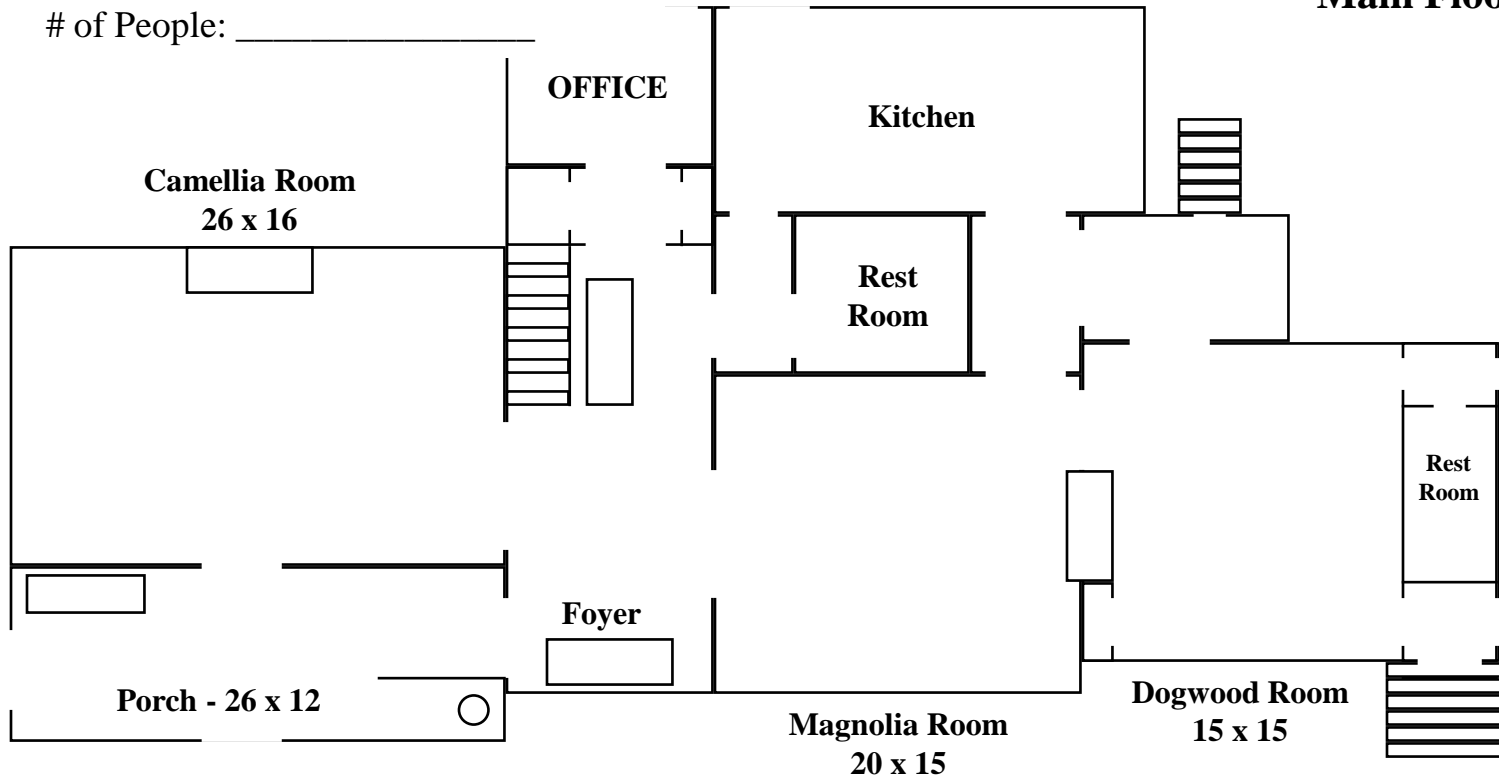
of People: _____

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



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