

City Hall/City Commons Plaza Reservation Application

Location(s) Requested: Plaza/Rotunda Date(s) Requested: June 5/6, 2026

Expected Attendance: 1500 Type of Event: 5k/Community Market

Applicant: Chandra Griffin

Email: chandra.griffin@orlando.gov Phone: (W) 2118 (C) 407-713-1217

Address: Street 400 S. Orange Ave City Orlando State FL Zip 32801

Person/Organization responsible for charges (if different than above): _____

Email: _____ Phone: (W) _____ (C) _____

On Site Representative: Chandra Griffin

Email: _____ Phone: (W) _____ (C) _____

Name of Event/Meeting: CommUNITY Rainbow Run 2026

Description of Activities: 5k will start and finish in the Plaza with community festival; VIP area in the Rotunda

Event Date(s)	Set Up Time	Event Time	Break Down Time
<i>Ex: 00/00/00</i>	<i>Ex: 10:00am-12:00pm</i>	<i>Ex: 12:00pm-7:00pm</i>	<i>Ex: 7:00pm-8:00pm</i>
6.6.2026	6.5.2026 8a - 5p	6.6.2026 6a - 11a	6.6.2026 11a - 1p

(Facility Reservation Fees will be charged for Set Up and Break Down Time)

The following activities/uses may require permit, fee and/or additional documentation. Please check all that apply to your event:

1. Public Assembly over 100 people (Special Event Permit Required)*	<input checked="" type="checkbox"/>	9. Inflatable devices	<input checked="" type="checkbox"/>
2. Amplified Sound	<input checked="" type="checkbox"/>	10. Stage(s)	<input type="checkbox"/>
3. Sales of Food, Goods, Services	<input checked="" type="checkbox"/>	11. Tents/Banners/Signs (Exhibit C: Tent Permit Required)	<input checked="" type="checkbox"/>
4. Street, Lane, Sidewalk Closure	<input checked="" type="checkbox"/>	12. Commercial Filming or Photography (permit required)	<input type="checkbox"/>
5. Police Officers	<input checked="" type="checkbox"/>	13. Donations/Contributions required	<input type="checkbox"/>
6. Distribution or service of food to 25 people or more (Exhibit A: Group Feeding Permit Required)	<input type="checkbox"/>	14. Parade	<input type="checkbox"/>
7. Alcohol dispensed (Exhibit B: Alcohol Beverage Waiver Application Required)	<input checked="" type="checkbox"/>	15. Live Animals	<input type="checkbox"/>
8. Electricity (fee required)	<input checked="" type="checkbox"/>	16. Amusement Rides	<input type="checkbox"/>

If you checked any of the above items, list them by number below and provide a complete description of the activity or need.

1.) Large group; 2.) DJ; 3.) food trucks and vendors, 4.) Orange Ave closed between South and Anderson, 5.) extra presence needed;

7.) VIP access only; 8.) need electric on; 9.) inflatable displays 11.) tents (10x10; 12x12; 10x20)

***Note: If a Special Event Permit, Free Speech Permit, or Loudspeaker Permit is required, please contact the Special Events Office at 407-246-2590 at least 60 days prior to event.**

Is this event open to the public? Yes No If yes, please give a brief description with contact information (may be used for promotional purposes so use business phone# and/or email).

This is a community 4.9K and festival to honor the victims and survivors of the Pulse Nightclub tragedy. Registration opens at 6 am. The run starts at 7:30 and the Festival ends at 10am

Facilities Covered

Second Floor Meeting Rooms, capacity: 45
City Council Chambers, capacity: 183
City Hall First Floor Rotunda, capacity: 80 seated or 200 standing
City Commons Plaza, capacity: 1000

Security/Custodial Fees

Security Guards: \$60.00 per hour for two guards
Custodial Fee: \$35 per day
Labor Charge-Facility Rental: \$25 per hour
Damage Deposit: per event
Outdoor Electric Fee: \$25 per hour

General Meeting/Event Rules and Information

- To reserve space at City Hall, the event or meeting must be hosted by a governmental agency, 501(c)(3) non-profit organization or non-commercial, community-based group.
- Meetings can be held in meeting rooms Monday through Friday, 8 a.m. to 10 p.m.
 - City employees or employees of another governmental agency, acting in their official capacity, may reserve space upon availability.
 - 501(c)(3) non-profit organizations and non-commercial, community-based groups, can reserve meeting space once every six months.
 - All non-city employees attending a meeting must first check in at the security guard's desk.
 - Council Chambers shall be used only for governmental entities/officials.
- Events can be held Monday through Friday, 5 p.m. to 10 p.m. and Saturday through Sunday, 8 a.m. to 10 p.m.
 - Events can be held in the City Hall Rotunda or City Commons Plaza only, upon availability.
 - Events held during normal business hours must be for city business only.
 - 501(c)(3) non-profit organizations and non-commercial, community-based groups, may reserve event space once every calendar year.
- City Hall facilities are not specifically equipped to serve as banquet/event halls and reservations are subject to available resources.
- No message center is available.
- The City requires that each room/space is returned to its original setup.

Reservation Requirements

Is the event organization a:

- Governmental Group Federal Tax ID: _____
- 501(c)(3) non-profit organization Federal Tax ID: _____
- Non-commercial, community-based group Federal Tax ID: _____

The City of Orlando requires insurance for facility reservations. Does event organization have current insurance for these activities? Yes No **Yes:** provide proof of coverage, identifying the City of Orlando as certificate holder and additional insured at 400 South Orange Avenue, Orlando, Florida 32801.**(A minimum \$1,000,000 combined single limit policy shall be provided)****No:** you will have to purchase insurance through the City with variable rates dependent on expected attendance and activities.Does event organization have a Florida State Sales Tax Exempt? Yes No **Yes:** you must provide a copy of the Florida State Sales Tax Exempt Certificate at time of payment. (A 501C3 Federal ID number is not the same as a Florida State Sales Tax Exempt Certificate.)Has the event organization reserved a City Hall Facility previously? Yes No

If yes, please provide date(s): _____

Will tables and chairs be set up? Yes No **Yes:** Floor/Site plan must be submitted with application.**Reservation Policies:**

- All reservations must be paid in full to secure and lock in the date.
- Checks cannot be accepted for payment within fourteen days of event (cash or credit card only).
- Damage, clean up, rules deposit (refundable) may be charged depending on the event.
- Entertainment/Inflatable Companies: A certificate of insurance listing the City as holder and additional insured must be submitted.
- No alcoholic beverages allowed without permit waiver and copy of license.
- A 25% administrative fee (not to exceed \$25.00) will be charged for cancellations other than same day. Same day cancellations will not be refunded other than inclement weather.
- If event is cancelled due to inclement weather, a full refund will be issued.
- The City of Orlando reserves the right to cancel any event without penalty.
- Payments made by cash or check will be refunded in the form of a check issued by the City of Orlando and could take up to 4 weeks to process.
- Payments made by credit card will be credited back to the same card and could take up to 14 business days to process.

Payment reserves date, but final contract is not approved until all permits and/or documentation are received by the City Clerk's Office.**Applicant Signature** Chandra Griffin Digitally signed by Chandra Griffin
Date: 2026.02.06 15:44:12 -0500' **Today's Date** 2.6.2026

Special Event Guidelines

(initial each)

1. A completed rental application, and meeting with a city representative are required to hold a special event. crg
2. The City of Orlando reserves the right to refuse any event inconsistent with City Hall's primary purpose as a government office building. crg
3. Space at City Hall cannot be reserved for fundraising, political, private or profit-generating events. crg
4. No alcoholic beverages of any kind are permitted in City Hall Facilities without an alcohol waiver. crg
5. If an alcohol waiver is approved, sponsors must fence off a pre-approved area (beer garden) for the serving and consumption of alcohol.
 - a. Signs must be posted at each entrance with the following information:
no alcohol permitted outside the fenced area.
 - b. An OPD officer must be stationed at each beer garden entrance/exit. crg
6. Under no circumstances is driving allowed inside City Commons Plaza other than designated areas. This includes rental companies, caterers, guests, etc. crg
7. Objects may not be put/attached in City Hall's Plaza Fountain, in any landscaped area, to the City Hall building or surrounding public art and/or structures. crg
8. Event sponsors are required to fence the City Plaza Fountain if reserving the City Plaza. crg
9. Event sponsors are responsible for all costs to repair or replace event related damages for the grounds or other elements of the facility. crg
10. No trees or other plant material may be trimmed solely to accommodate any element of an event. No plant materials are to be removed, relocated or otherwise disturbed in any way for the sole benefit of an event. crg
11. No heavy structure, material or vehicle may be placed within the interior two thirds (2/3) of the drip line of a tree, or no closer than ten (10) feet to the trunk of a tree, whichever is greater. crg
12. Any wires, cables or hoses laid across paved walking surfaces must be covered for the entire length on the paved surface with stage/electrical cord mats taped down to the paved surface or extension cord channel ramps. crg

- 13. Sponsors are required to provide portable toilets, dumpsters, trash barrels or other sanitary measures based upon the type, length and projected attendance of event. Sufficient number is to be determined by City staff. crg
- 14. Tents must be weighted down or sandbagged, no staking is permitted. A tent larger than 120sq' must have a permit from the City of Orlando Permitting Department. crg
- 15. Signs and banners must be pre-approved and then removed at the end of the event. No signs/banners can be posted or attached to any City property without prior approval. crg
- 16. No balloons may be used in the City Hall Rotunda. Failure to comply may result in a false alarm fee by the Fire Department. crg
- 17. Use of decorations exceeding 8' in height must be pre-arranged. crg
- 18. No kitchen facilities, water hook-ups, or storage areas are available. crg
- 19. Sponsors are responsible for providing adequate and required traffic control, crowd control, and security as is appropriate for the event. crg
- 20. Fireworks and pyrotechnics are not allowed. crg
- 21. Flames (including candles) are not allowed in City Hall. crg
- 22. For events larger than 100 people, or if the event includes vending, the Special Events Office must be contacted regarding special event permit requirements (407-246-2590). Guidelines of the special event permit must be abided by. crg
- 23. Occupancy limits will be adhered to. crg
- 24. Event sponsor should have the final contract on hand at the event. The contract includes contact telephone numbers for city employee to be reached on the day of the event if needed. crg

I have read and agree to the above Special Event Guidelines:

Chandra Griffin Digitally signed by Chandra Griffin
Date: 2026.02.06 15:45:48 -05'00'
Signature

Chandra Griffin
Printed Name

2.6.2026
Date