



## *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

### **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**

<b>First Floor Rental (non-wedding/reception – groups over 50)</b>		
	<b>Rate (Tax Included)</b>	<b>Tax Exempt Rate</b>
4 Hour Block (minimum rental)	\$592.33	\$551.00
Each Additional Hour	\$92.45	\$86.00

<b>Individual Room Rental</b>		
	<b>Rate (Tax Included)</b>	<b>Tax Exempt Rate</b>
\$46 Per Hour + Tax		
3 Hour Block (minimum rental)	\$148.35	\$138.00
Each Additional Hour	\$49.45	\$46.00
40x40 Patio Add-On Hourly	\$29.03	\$27.00

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

<b>SEATING CAPACITY</b>	<b>Theater</b>	<b>Conference</b>	<b>Dinner</b>
Camellia Room	35	20	32
Magnolia Room	20	15	16
Dogwood Room		8	12

**Forms of Payment**

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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 3205  
 Thomasville Road  
 Tallahassee, Florida 32308

**Refund Policy**

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Deposit is refundable, via refund back to credit card, 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 in writing 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.

**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](mailto:Jessica.Hopper@talgov.com)  
 WEBSITE: Talgov.com/Parks

**MULTI-DATE INDIVIDUAL ROOM RENTAL CONTRACT**

DATE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

USER NAME: \_\_\_\_\_ ACTIVITY TYPE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (DAY) \_\_\_\_\_ EXTENSION: \_\_\_\_\_ INCLUDE SET-UP & BREAKDOWN TIMES RENTAL TIME: \_\_\_\_\_ # OF PEOPLE: \_\_\_\_\_

\_\_\_ 1<sup>st</sup> Floor House \_\_\_ CAMELLIA RM \_\_\_ MAGNOLIA RM \_\_\_ DOGWOOD RM FRONT PATIO RENTAL ADD-ON

ALCOHOL? YES NO

EVENT DATES:	EVENT DATES:	EVENT DATES:	EVENT DATES:

**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**

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

**AYMENT DETAILS**

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**

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 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 for details and alternatives to single-use plastics.
4. Open flames are not allowed in the park (including but not limited to candles, fire-pits, grills, etc.) Battery-powered candles permissible.
5. No smoking or vaping in the House, front porch or near entry doors.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. Outdoor bars and food tables may only be placed on hard surface areas. This helps us keep the grass areas green and plush.
12. **Event times are set at the time the Park is reserved. These scheduled times include setup, event hours and cleanup time.** Typically, we have two functions on the same day or the next morning; when this occurs, renter, caterers, & guests are to respect the other party. Early drop offs or later pick-ups will not be allowed, including outside rental items (tables/chairs/decor) beyond the contracted time.
13. 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 (850-891-3915) to make these arrangements.
14. 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.)

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RENTER'S SIGNATURE

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DATE

*Dorothy B. Owen Park*  
**RULES AND REGULATIONS (CONTINUED)**

15. **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.
16. Please refrain from using confetti or glitter including confetti filled balloons both indoors and on the grounds.
17. 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.
18. 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.
19. 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.
20. 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.**

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RENTER'S SIGNATURE

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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:*

Mantel - 6'10" long, 10" deep

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

Front Brick Patio - square 40' x 40'

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*

## **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.

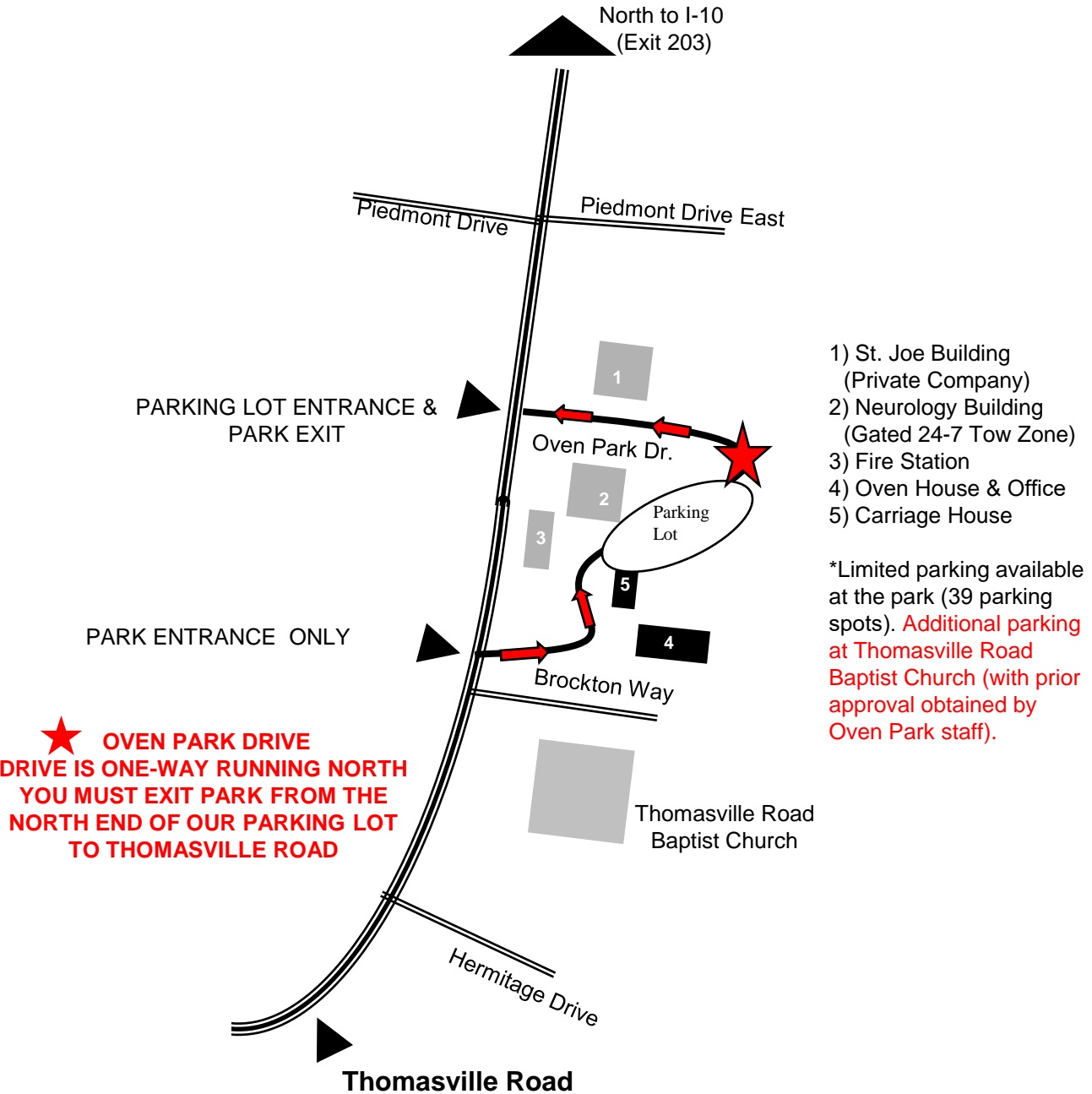
## Special Circumstances

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





Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Set up Time: \_\_\_\_\_

Event Times: \_\_\_\_\_

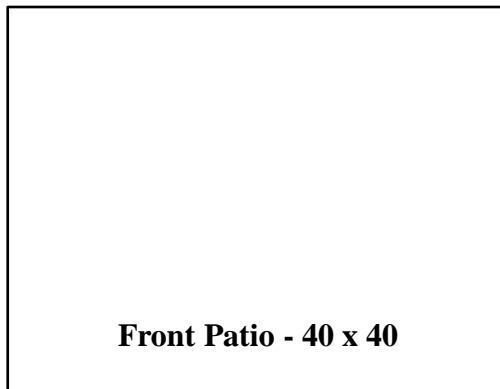
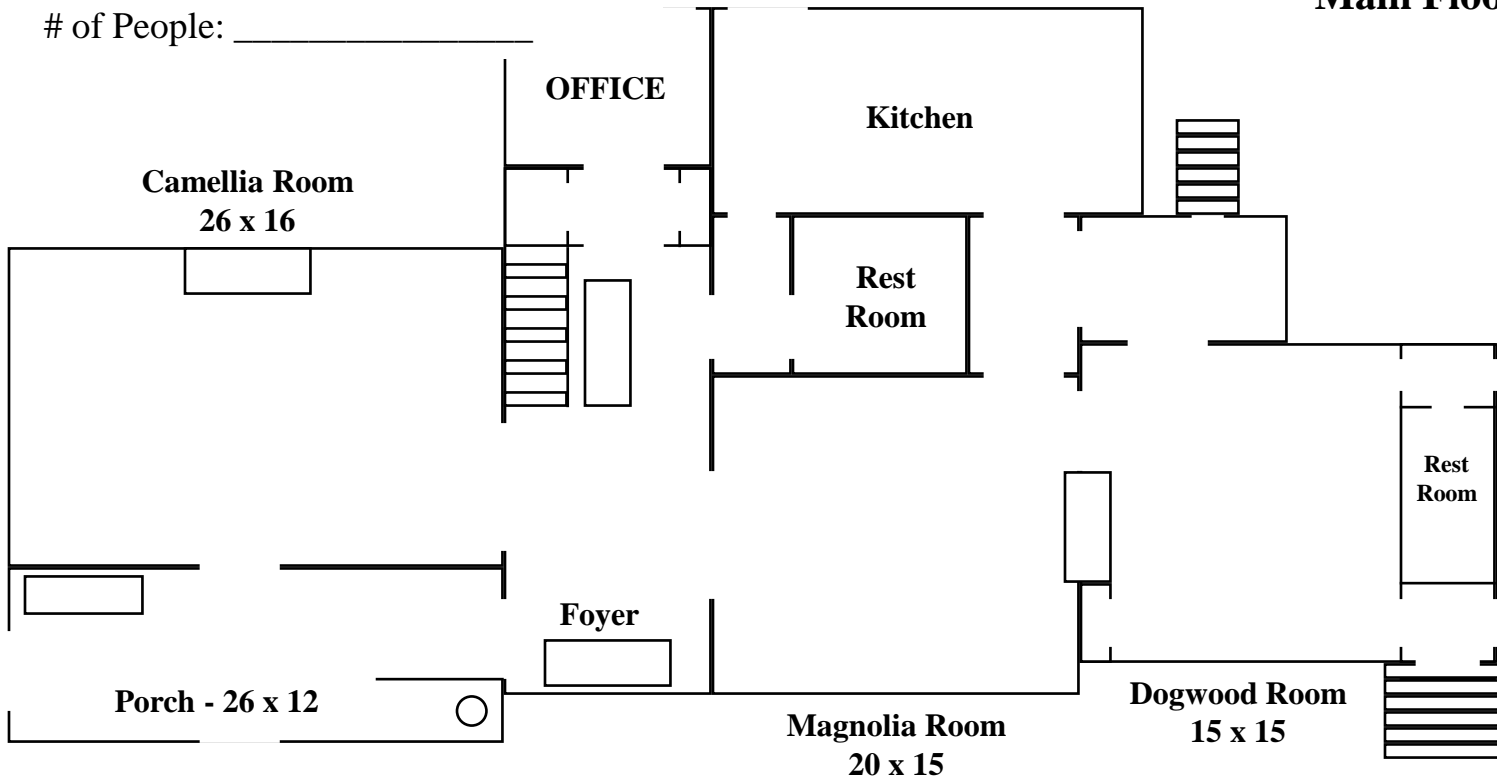
# of People: \_\_\_\_\_

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

Email to: [Jessica.Hopper@talgov.com](mailto: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