



The history of the Dorothy B. Owen 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. Owen, 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. Owen 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 - 7.5% State Sales Tax included in fees

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

Weddings and/or Receptions - Entire House and Use of Grounds	
14 Hour Wedding (Saturdays & Sundays)	\$1540.00
6.5 Hour Wedding (Weekdays & Sundays)	\$955.00
Each Additional Hour	\$85.00

First Floor Rental (non wedding/reception)		
	Rate (Tax Included)	Tax Exempt Rate
4 Hour Block (minimum rental)	\$550.00	\$511.63
Each Additional Hour	\$85.00	\$79.07

Forms of Payment

We accept Cash, Check, Money Order, Visa, and MasterCard.

Make Checks Payable To:

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

Fees are due 30 days prior to the event.

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. Oven Park

Rules and Regulations

Dorothy B. Oven 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. 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. No smoking in the House and no parking on the grass or patios for any reason. Unloading may be done from the driveway and once unloaded, all vehicles should be parked in the parking lot.
3. 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.
4. 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.
5. Please pick-up any trash and leave the areas used by your group clean.
6. There is no ice maker on site, please bring ice in coolers. Since various liquids can be harmful to the foliage please do not dispose of liquids or ice in any flower beds, on the grass or in the vents in the carport.
7. Any items rented from a rental company 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 chairs in the house are not to be taken outside.
8. 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. Drop offs for the latter party will not be allowed until after the earlier party exits the premises. Likewise, the earlier party will not be permitted to leave any items such as rental materials in the house beyond the contracted time. There is a rental shed on the property to store items until they can be picked up. The rental party will be responsible for placing any rental items in the shed. Any items left, personal or rental will be held for no more than two weeks.
9. 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.
10. Linens required for the tables are not available at the Park and must be obtained from local rental companies. Refer to the second page for sizes.
11. 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. The window treatments have pull down shades, which may be used if necessary. If there is a question regarding decorations, please contact us at 891-3915.
12. We prefer you use battery-powered candles to decorate. If you use regular candles, they must be contained or enclosed in a glass container. Tiki torches may be used outdoors, please check with staff for placement.

13. When alcohol is served at parties, it should only be served and never sold. It is the renters or caterer's responsibility to arrange for the bartenders. Please be sure no minors (by I.D. checks if necessary) are served and that consumption levels are not excessive.
14. Please use one of the following approved items for showering the couple leaving wedding celebrations: bubbles; freeze-dried flower petals; or butterflies to be released. **No bird seed, candy, confetti, glitter, sparklers, fresh or artificial flower petals.**
15. Our staff will always be on hand to assist, but their primary responsibility is to our facility and the Park. They should not be regarded as waiters, waitresses, bartenders, or kitchen help. All caterers should come with a full complement of staff.
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. There are 39 parking spaces available on the property. If additional parking is needed, please discuss this with staff as soon as possible.
18. 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.**
19. Outdoor bars and food tables may ONLY be placed on hard surface areas. This helps us keep the grass areas green and plush.
20. 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.
21. 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'.

Please be aware that some of the tables listed below could be out of service at the time of your event, it would be best to call, the week of your event, to verify they are all in working order.

22. **Tables and chairs are available for indoor use only.** You must rent tables and chairs for outdoor use.
- | | | |
|--|---------------------------------|-----------------------|
| 8 - 60" round tables | 6 - 6' banquet tables | 4 - 48" round tables |
| 4 - 36" card tables | 8 - 19" wide, 6' banquet tables | 4 - 8' banquet tables |
| 70 - upholstered chairs (grey) 2- 3x5 foyer tables- stationary (6' rectangular linens fit) | | |

NOTE: **LINENS & ICE ARE NOT AVAILABLE AT OUR FACILITY**
DISHES, GLASSES, UTENSILS, NAPKINS, SERVING/COOKING PIECES ALSO NOT AVAILABLE

RENTER'S SIGNATURE _____ Date _____
 Print Name _____

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 prior to 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 PARKS, RECREATION & NEIGHBORHOOD AFFAIRS

Dorothy B. Owen Park

3205 Thomasville Road - Tallahassee, Florida 32308

PHONE (850) 891-3915 - FAX (850) 891-3917 or (850) 891-0851

website: talgov.com; email: JessicaE.Brown@talgov.com

CONTRACT FOR WEDDINGS & PARTIES (HOUSE & GROUNDS)

DATE: _____ EMAIL ADDRESS: _____

USER NAME: _____ ACTIVITY TYPE: _____

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

PHONE: (DAY) _____ NIGHT: _____ CELL: _____

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

TIME OF EVENT: _____ WEDDING LOCATION: _____

CONTACT PERSON: _____ PHONE (DAY & EVENING): _____

ALCOHOL SERVED: YES NO (PLEASE CIRCLE)

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

2020 PAYMENT DETAILS

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

Fee + Tax _____

Grand Total _____

Action Taken
Refund Given _____

Date _____

Calendared Rec. 1 _____

(includes deposit)
Staff Initials _____



Alcohol Disclaimer Private Events

Date of Application: _____

A. General Information

1. Date of Event: _____

Location of Event: _____

2. Name of Applicant or Applying Organization (Serving Alcohol): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (H): _____ (W): _____ (Mobile): _____

Fax: _____ Web Site: _____

Non-Profit Status ID# _____

3. Name of Contact (if same, please write: "SAME"): _____

Address: _____ City: _____ State: _____ Zip: _____ Phone (H):

_____ (W): _____ (Mobile): _____ Fax:

_____ E-mail Address: _____

B. Disclaimer Information

When alcohol is served at parties, it should only be served and never sold. It is the renters or caterer's responsibility to arrange for bartenders. Please be sure no minors (by I.D. checks if necessary) are served and that consumption levels are not excessive.

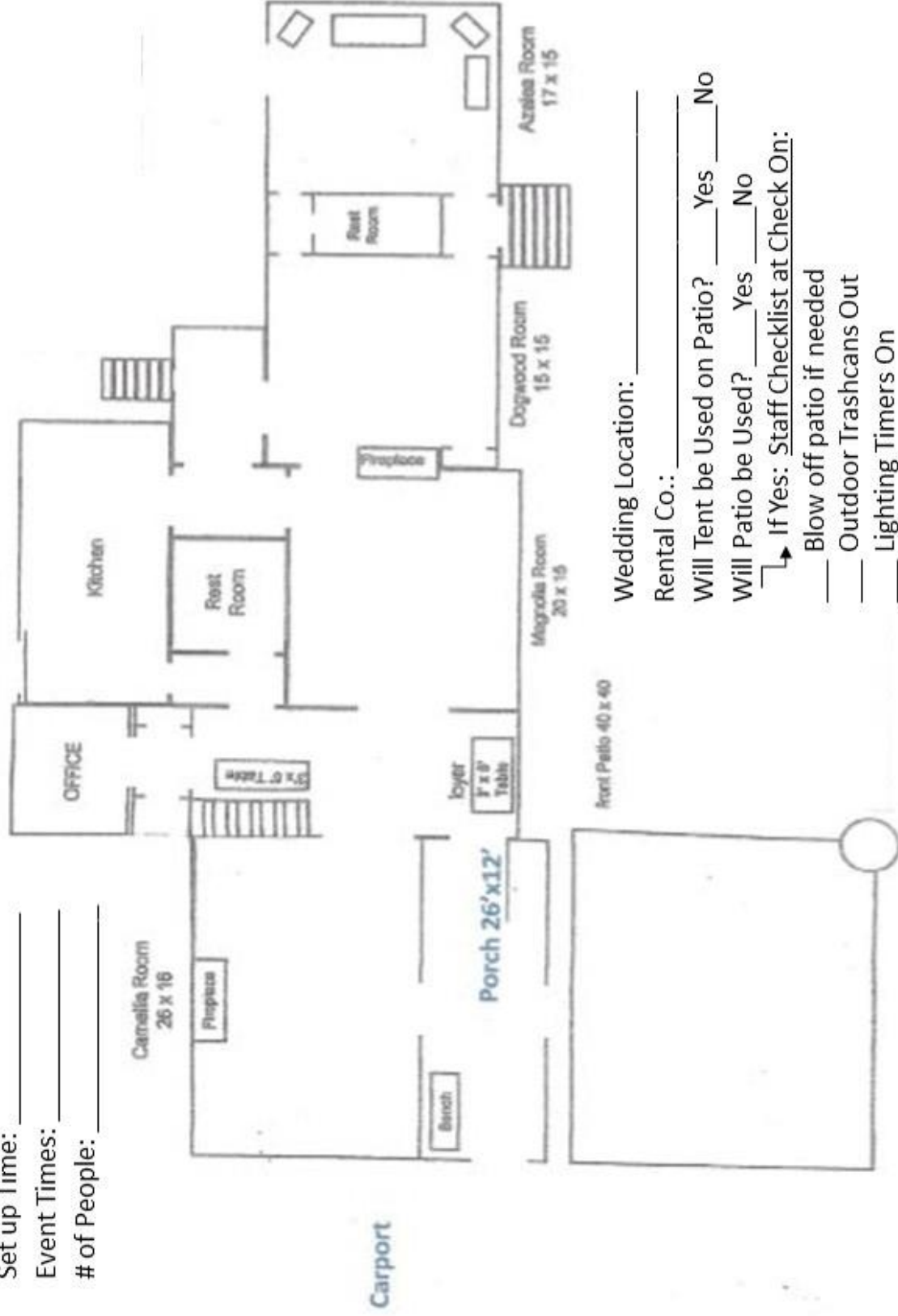
I acknowledge that all of the above information is true and correct and that I understand the alcohol disclaimer set forth. I will abide by all rules and regulations governing the City of Tallahassee Parks system. I will not have alcohol served to minors (under the age of 21) and **will cease consumption 30 minutes prior to my event ending.**

Signed: _____ Date: _____

Name: _____
 Event Date: _____
 Set up Time: _____
 Event Times: _____
 # of People: _____

Dorothy B. Owen Park

Floor Plan



Wedding Location: _____
 Rental Co.: _____
 Will Tent be Used on Patio? Yes No
 Will Patio be Used? Yes No
 If Yes: Staff Checklist at Check On:
 _____ Blow off patio if needed
 _____ Outdoor Trashcans Out
 _____ Lighting Timers On
 _____ Private Event Signs Out