

**LEGAL ADVERTISEMENT**  
***Request for Qualifications***  
***RFQ #26-001-ED***  
***Presenting Partner for the Garden Theatre on Plant***  
*City of Winter Garden*  
*300 West Plant Street*  
*Winter Garden, FL 34787*  
*(407) 656-4111*

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The City of Winter Garden, Florida is soliciting statements of qualifications from experienced and visionary organizations or individuals to serve as the **Presenting Partner** for the **Garden Theatre on Plant**, a municipally owned performing arts venue located in the heart of historic downtown Winter Garden. The selected partner will collaborate with the City to deliver high-quality, family-friendly programming that supports the cultural, economic, and community development goals of the City.

**Qualification packages must be received no later than 4:00 p.m. (local time) on March 11, 2026.**

Any qualification packages received after the above-noted time will not be accepted under any circumstances. Any uncertainty regarding the time a qualification package was received will be resolved against the respondent.

Organizations or individuals interested in providing presenting services shall submit one (1) original and five (5) copies of their qualifications to the City of Winter Garden reception desk by the submission deadline to the attention of:

City of Winter Garden  
Attn: Marc Hutchinson, Economic Development Director  
300 West Plant Street  
Winter Garden, FL 34787  
RFQ #26-001-ED

No faxed or electronic submissions will be accepted.

All responses must be prepared and submitted in accordance with the instructions provided in this RFQ. Each response received will be reviewed to determine if it is responsive to the submission requirements outlined in the RFQ. A responsive submittal is one that follows the requirements of the RFQ, includes all documentation, supporting exhibits, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem your submittal non-responsive. The City reserves the right to amend or modify this RFQ via written addendum. Respondents are responsible for complying with any addendum issued to this RFQ and for reviewing the procurement website on a regular basis for potential addendums.

Questions regarding this RFQ must be submitted in writing to Marc Hutchinson, Economic Development Director via email at [mhutchinson@cwgdn.com](mailto:mhutchinson@cwgdn.com) by February 24, 2026. Responses will be posted publicly on the City's website.