

STONE CREST MASTER HOA

RESIDENT CLUBHOUSE RESERVATION FORM

Reservation request forms are established and maintained by Southwest Property Management.

Requests must be mailed to the office with enough time for the management company to process and approve applications **ten business (10) days before the event and no more than 4 months prior.**

***The Clubhouse Hours are 10am to 10pm Sun.-Thurs and 10am – 11pm Friday – Saturday**
If the alarm is triggered after hours because of a rental, the security deposit will be forfeited.

Room Reservation is for the exclusive use of the Clubhouse only. This rental does not include EXCLUSIVE use of the pool
RESERVATIONS WILL NOT BE CONFIRMED UNTIL ALL FORMS & PAYMENT ARE RECEIVED.

Name: _____ Contact Phone#: _____

Address: _____ Email: _____

Driver's License number- A Photocopy is Required and must be included with these forms: _____

Date of Event: _____ Rental Time Start: _____ AM/PM End: _____ AM/PM Brief description of Event: _____
30 min prior and 30 min after included for set-up and clean-up

Will alcohol be served/consumed at this event? YES or NO (circle one) How many people will attend? _____

If yes, renting party will need to follow guidelines as set by State of FL Liquor Laws Max. 40 people (including children)

IF alcohol WILL be served, there will a \$500 refundable deposit plus the \$75 rental fee for up to 4 hours

Rental Check# _____ Make checks payable to: **Stone Crest Master HOA** Amount of Check: _____

\$75 rental fee for up to 4 hours plus \$200.00 refundable deposit if no alcohol will be served.

Please include an additional \$75 if you would like to rent for 4 more hours (8 hour Maximum event)

*Refund of the deposit is at the sole discretion of the Board.

Will alcohol be served or consumed at this event? YES or NO (please circle one)

(If yes, responsible renting party will need to follow policies/guidelines as set by the State of Florida Liquor Laws)

Entertainers are not permitted anywhere within the Clubhouse facilities or adjacent areas.

For all rentals Owner agrees that he/she will personally be responsible for the cleaning of the Clubhouse at the end of the rental period. Owner's will use the attached checklist and will be responsible for all damages to the Clubhouse and any equipment during rental. The liability of the Owner in connection with cleaning and damages shall not be limited to the amount of the Deposit.

The Clubhouse event MUST stay within the reserved time, allowing time in your reservation for set-up and clean-up. The Association shall determine whether the Damage Deposit or any part thereof shall be retained by the Association to cover the costs of any needed cleaning or damages. In accordance with determination, the balance of the Deposit shall be refunded by the mail within ten (10) days following Owner's rental of the Clubhouse. Owner must notify the Association of any issues upon arrival and no later than 24 hours following the rental of the Clubhouse. Photo or video images may be requested/used as supporting documentation by either party.

The Homeowner renting the clubhouse MUST be present for the entire event.

THIS RENTAL AGREEMENT is made and entered into this _____ day of _____, 20____ by the Stone Crest Master HOA, Inc. (the "Association") and _____, a homeowner (please print your name) of (please circle): Fox Crest o Glynwood o Grovehurst o Grove Park o Regency Oaks

Mail all forms with your check to:

Stone Crest Master HOA
610 N. Wymore Rd. Suite 200
Maitland, FL 32751

Pickup KEYS in Winter Garden: DO NOT DROP OFF FORMS OR PAYMENT TO THIS ADDRESS

13350 West Colonial Dr, Suite 330
Winter Garden, FL 34787
Monday-Thurs 9-5, Friday 9-4

Use of the Clubhouse Owner agrees to accept full responsibility for all actions of guests using the Clubhouse and agrees that the Clubhouse will not be used for any unlawful purpose and that use of the Clubhouse will be in accordance with the current Bylaws of the Association.

a. Additionally, Owner agrees that use of the clubhouse is restricted to social events and that no business-related activities (i.e. company parties) or commercial use shall be permitted during the rental use of the clubhouse.

b. Owner agrees that they are the person for whom the clubhouse is being rented for and that true use of the rented clubhouse is restricted to persons who are in good standing and assessments are fully paid with their respective sub-association under the authority of the Association.

c. The Winter Garden Police Department is given the express right to enter the Clubhouse during any private party. If the police determine that occupancy is in excess of maximum capacity, or that the party is causing a disturbance of the peace or that any other violation of the law is occurring, Owner agrees that the party will be immediately terminated, and all persons will vacate the Clubhouse. In such event, Owner's Rental and Damage Deposit shall be forfeited. If the police are called upon to respond to complaints by residents of excessive noise or other disturbances, the Damage Deposit will be forfeited.

d. Owner agrees to the following conditions:

- **Maximum occupancy of the Clubhouse is 40 people.** Owner will not allow this occupancy limit to be exceeded.
- Owner agrees to be always present in the Clubhouse during any party hosted by the Owner pursuant to this Rental Agreement.
- Owner may not owe any assessments to their community at time of rental agreement. This rental agreement will be cancelled if owner is arrears more than 60 days, until balance is paid in full.
- Owner agrees not to perform or permit any practice which may cause a nuisance to the surrounding homes. Loud activities, including music, must be kept to a reasonable level and not be heard by the surrounding homes.
- Inform all guests of designated parking spots.
- Ensure all guest parking is only in the designated parking lot area. Guests shall not park on the grass or impede use of the surrounding walkways for fellow residents.
- No gambling or fundraising of any sort is allowed in the Clubhouse.
- No smoking is allowed in the Clubhouse or on the Clubhouse premises.
- Pets, bicycles, skateboards, and skates are not allowed in the Clubhouse.
- All guests of the Owner shall always maintain appropriate attire.
- In the event there are minors (under the age of 18) present at the function, Owner must maintain a ratio of one adult for every nine minors.
- Stone Crest Master is not responsible for any lost, stolen or damaged personal property.
- Owner agrees not to access or allow his/her guests to access the storage rooms in the Clubhouse.
- Owner agrees not to allow open flames to be used at the Clubhouse (with exception of cake candles).
- Owner agrees not to display any for-profit advertisements outside the Clubhouse
- Owner agrees **not to move any Clubhouse interior furniture outside!**
- Owner agrees that all doors and windows to the Clubhouse remain closed, while air conditioner unit is running.
- Owner agrees not to use tape, tacks or nails on or in the Clubhouse. The only exception to this rule is the use of painter's tape (which should be removed upon completion of event).

The following cleaning is required at the conclusion of the rental period:

- Bag all trash and remove from clubhouse.
- Removal of all painter's tape and party decorations, including balloons and glitter.
- Return all furniture to its original location.
- Pick up and remove all trash around the clubhouse area (inside and outside).
- Clean refrigerator, microwave and any other appliance present in the Clubhouse.
- Sweep, mop, and/or vacuum Clubhouse.

Owner is responsible for locking all exterior doors to the Clubhouse and returning all keys to the Association representative from which the Clubhouse was rented. Keys need to be picked up at the Southwest Property Management office in WG on the business day prior to the party and the return of keys should be made by next business day. Owner agrees to work with the CLUBHOUSE COORDINATOR to complete both the pre and post party checklists, which are conditions of refund of Damage Deposit.

Pool and Pool Facilities. Owner's rental of the clubhouse does not include the exclusive use of the pool.

Alcohol. If beer, wine or liquor is served, Owner agrees to comply with all laws of the State of Florida and City of Winter Garden, including, without limitation, and that no alcohol will be served to any person under 21 years of age. Owner agrees that Owner shall check the identification of all persons who are served alcohol to ensure compliance with above stated statues.

Videotaping and Surveillance. To ensure and secure the safety and continued enjoyment of the Clubhouse, security cameras have been installed in and around the Clubhouse and other Association-owned premises and which are operated continuously, and by entering these premises, you understand that you may be photographed, filmed, or videotaped. The Association has the right to take pictures and/or recordings of you and your guests and you hereby on behalf of yourself and your guests grant the perpetual right to use your likeness, image, photo (collectively, "image") without compensation or any liability to or recourse against the Association, its directors, officers, agents or employees for the broadcast or other exhibition in any medium and to put the finished pictures/recordings to any legitimate use without limitation or reservation. Owner hereby waives, releases and forever discharges the Association, its directors, officers, agents or employees from and against any and all claims, damages, losses, injuries, awards, or actions arising out of or resulting from any use of your image, and its use in forfeiture of your Damage Deposit, suspension of your rental privileges, and or litigation arising out of improper use the Clubhouse or violation of this contract.

Cancellation. If cancellation occurs 72-hours or more in advance of the scheduled date of use, the rental fee and security deposit will be returned in full. If cancellation occurs less than 72-hours in advance of the scheduled date of use, the rental fee will be forfeited; however, the security deposit will be returned in full.

This Agreement will not be binding until it has been signed below. If any of these rules are violated, Owner's deposit shall be forfeited & the Association reserves the right to suspend Owner's future rental privileges.

IN WITNESS WHEREOF, the parties have executed this Rental Agreement the day & year first above written.

I _____, (Homeowner Print Name) STONE CREST MASTER HOMEOWNER, HAVE READ THIS AGREEMENT AND AGREE TO ITS TERMS. Initial: _____ Date: _____

Accepted by: _____ Homeowner signature

IMPORTANT NOTICE!!

**THE HOMEOWNER MUST PICK UP THE KEYS
BEFORE THE EVENT DURING REGULAR
BUSINESS HOURS!**

SOUTHWEST PROPERTY MANAGEMENT
M-THR 9AM- 5:00PM; FRI 9AM-4:00PM
CLOSED DAILY FROM 12-1pm FOR LUNCH.

IF YOU FORGET TO PICK UP THE KEYS,
YOU MAY NOT BE ABLE TO HOLD YOUR EVENT
OUR OFFICES ARE NOT OPEN AFTER HOURS,
ON WEEKENDS, OR HOLIDAYS!

IF A STAFF MEMBER IS AVAILABLE AFTER HOURS
TO MEET YOU AT THE OFFICE TO PICK UP THE KEYS,
A \$150 SERVICE CHARGE WILL BE
REQUIRED!!

CASH ONLY!