



# COMMUNITY CENTER RENTAL APPLICATION

Community Center rental is for Stonegate residents only. An adult resident must be in attendance during the entire function. Reservations may be requested up to six (6) months in advance. Certain restrictions may apply to blackout dates (holidays & community events). The community center is available Monday through Saturday, 5pm to 12am. Deliveries are accepted the day of the function and are the responsibility of the resident, who may receive deliveries on the south patio. A \$25.00 fee will be assessed to the resident if party rentals are not picked up by noon on the next business day. Maximum occupancy is seventy five (75) people.

Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Type of function: \_\_\_\_\_

Time of function: \_\_\_\_\_ to \_\_\_\_\_ Date of Event: \_\_\_\_\_

# of people attending: \_\_\_\_\_ (Max. occupancy 75 people)

Decorations? (please explain) \_\_\_\_\_

Will food be served? YES NO Name of caterer: \_\_\_\_\_

Will alcohol be served? YES NO Rental company? \_\_\_\_\_

Entertainment: \_\_\_\_\_

**Payments, forfeitures and termination of event:** Community Center rental charge is \$350.00. A security deposit of \$350.00 is also required. An additional \$25.00 charge for the use of the fire place. I understand that I am responsible for any damage and all cleaning. Failure to comply with the terms of this contract or variance from the information provided by renter on this form (such as number of people attending) will result in forfeiture of the security deposit and/or termination of the event by SCA. All fees are required at time of booking. Please make checks payable to Stonegate Community Association.

I understand that my security deposit will be forfeited if I fail to comply with the terms of this agreement. Initial: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Warning acknowledgement.** Time: \_\_\_\_\_ Initial: \_\_\_\_\_

## **RULES AND REGULATIONS**

1. The resident(s) represent(s) that he/she/they will be in attendance throughout the entire event. Please initial: \_\_\_\_\_
2. The Stonegate Community Association shall be indemnified by the resident booking the event from any claims or liability caused by acts from the function and/or guests. Please initial: \_\_\_\_\_
3. I understand that I am fully responsible for any damage and cleaning to the community center. If damage is assessed by the Stonegate Community Association, Stonegate will retain the entire deposit. If damage occurs in excess of the amount of the security deposit, I will pay the excess in accordance with SCA policies. Any decorations must be removed by the end of the scheduled function. THIS IS A NON-SMOKING FACILITY.
4. Prior to the function, a preliminary meeting needs to be scheduled with the Stonegate Community Association representative to discuss arrangements. I am also required to meet with the Stonegate Community Association representative on the next business day following the function to review charges.
5. Compliance with posted recreational amenities (ie: pool, spa, tennis) rules is required.
6. Propping open entry gates is prohibited and will result in the forfeiture of security deposit.
7. Failure to utilize the assigned space and move the function to another area will result in the forfeiture of security deposit.
8. A disc jockey and/or taped music is allowed. Entertainers are permitted, but may only perform using unplugged instruments or equipment. Doors must remain closed, music may not be heard beyond 30 feet of the building, and music must cease by 11:00pm. Outside on the patio: Soft music which cannot be heard beyond 30 feet of the patio is permitted until 10:00 p.m. Note: Volume control will be at the direction of the Recreational Areas Monitor on duty and compliance with his/her direction is mandatory to avoid forfeiture of security deposit. Noise disturbances will not be permitted.
9. Stonegate provides two televisions. The TV set-up in the social room includes a Blu-ray DVD player and Bose sound system. The pre-event meeting will demonstrate that this electronic equipment is in working order. Renter is responsible for it, even if it is not used.
10. If a caterer is responsible for serving liquor at a resident function, a liquor license is required. Proof of insurance must be provided by caterer stating Stonegate Community Association as additionally insured. All liquor must be removed from the premises by the end of the scheduled function.
11. NO access into the pool/recreational area permitted after 10:00 pm.

In signing below, I acknowledge that I have read, do understand, and will abide by the Rules and Regulations established for use of the Community Center.

Resident signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Liquor License on file: \_\_\_\_\_ Proof of insurance on file: \_\_\_\_\_

Rental fee received by: \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_

Deposit fee received by: \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_

G/L #: \_\_\_\_\_ D/D: \_\_\_\_\_ Posted: \_\_\_\_\_