



# COMMUNITY CENTER & PATIO RENTAL APPLICATION

The Community Center & Patio Rental is for Stonegate residents only. An adult resident must be in attendance during the entire function. Reservations may be requested up to 1 year in advance. Certain restrictions apply to blackout dates (holidays & community events). The Community Center is available Monday through Sunday, 5pm to midnight on weekdays and 10am to midnight on weekends. The rental is for a maximum duration of (7) hours, including both setup and teardown times. By 10pm the patio must be vacated and guests moved into the Community Center; thereafter vacating the Community Center no later than midnight. Maximum occupancy of the Community Center is (75) people, and (50) people for the patio. Parties larger than 75 people must conclude by 10pm due to maximum occupancy. Deliveries are accepted the day of the function and are the responsibility of the resident. A \$25.00 fee will be assessed to the resident if any party rentals are not picked up by noon on the next business day.

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

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

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

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

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

Number of people attending: \_\_\_\_\_ (Max. occupancy is 125 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 & Patio rental charge is \$350.00, payable by check or credit card. Credit card payments will include a 3% processing fee. In addition, a security deposit of \$500.00 is also required. SCA will either hold a deposit check on file or reserves the right to charge the same credit card for any violations of the agreement or damages. There will be an additional \$25.00 charge per each fireplace and heater used. Failure to comply with the terms of this contract or discrepancy from the information provided by renter on this form, may 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.

**PLEASE INITIAL EACH SECTION BELOW**

I understand that my security deposit will be forfeited if I fail to comply with the terms of this agreement. ↓ \_\_\_\_\_

I understand that my check on file will be deposited or my credit card in SCA's system will be charged in the event of any damages. ↓ \_\_\_\_\_

## RULES & REGULATIONS

1. The resident(s) represent(s) that he/she/they will be in attendance throughout the entire event ↓ \_\_\_\_\_
2. 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. ↓ \_\_\_\_\_
3. I understand that I am fully responsible for any damage and cleaning to the Community Center and/or Patio. If damage is assessed by 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 next business day after 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 may also be required to speak with the Stonegate Community Association representative on the next business day following the function to review charges. ↓ \_\_\_\_\_
5. NO access into the pool/spa area permitted after 10:00pm. Compliance with posted recreational amenity rules required. ↓ \_\_\_\_\_
6. Propping open entry gates is prohibited. ↓ \_\_\_\_\_
7. Glass containers are not allowed on the patio. ↓ \_\_\_\_\_
8. The only candles permitted are flameless candles in the Community Center and Patio. ↓ \_\_\_\_\_
9. In the Community Center: 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 10:00pm.  
Note: Volume control will be at the direction of the Recreational Area Monitor on duty and compliance with his/her direction is mandatory to avoid forfeiture of security deposit.  
Noise disturbances will not be permitted. ↓ \_\_\_\_\_
10. Stonegate provides a television set-up in the social room including a Blu-ray DVD player, Bose sound system, HDMI connections, and microphones. The pre-event meeting will demonstrate that this electronic equipment is in working order. Renter is responsible for equipment, even if it is not used. ↓ \_\_\_\_\_
11. 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. ↓ \_\_\_\_\_
12. Moving the function to another area is prohibited. ↓ \_\_\_\_\_

**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 and Patio.**

**Resident Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FOR OFFICE USE ONLY

Liquor License on file: _____	Proof of insurance on file: _____
Rental fee received on: _____	Check #: _____ Amount: _____
Deposit fee received on: _____	Check #: _____ Amount: _____
G/L #: _____	D/D: _____ Posted: _____