



Sand Lake Sound HOA
RESIDENT EVENT REQUEST/KITCHEN ROOM RESERVATION FORM

Room schedules and reservation request forms are established and maintained by the Community Manager. Requests must be made and approved five (5) days in advance. No application will be accepted without the signed consent form, acknowledgement of the Terms & Conditions and a deposit check.

*Please mail completed application to Estates at Parkside
c/o Evergreen Lifestyles Management
2100 South Hiawasse Road, Orlando, FL 32835
Make checks and money order payable to Estates at Parkside HOA*

Room Reservation is for the exclusive use of the kitchen area only.
This rental DOES NOT include use of the Pool.

Type of Event: _____

Date of Event: _____ **Time of Event:** _____

Please allow for set up and clean up!

How many people will be in attendance at your event? _____

Maximum 20 people (including children)

Name: _____ **Contact Phone #:** _____

Address: _____

Email: _____

Deposit Check # _____ \$150.00 deposit
(Money Order or Cashier's Check **Only**)
(is refundable if the room is left clean and in its original condition)

Rental Check # _____ \$100.00 per four (4) hour
period of time reserved

Resident Access Card No. (s) _____ . Access will be granted the day of the event only.

Entertainers will not be permitted anywhere within the facilities or adjacent areas, except as specifically approved by the Board. If approved by the Board, the vendor and vendor's contact information or contract proposal must be attached. Please include a copy of the Liability Insurance listing the Association as an additional insured.

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)

Resident Signature: _____ **Dated:** _____

FOR EVERGREEN LIFESTYLES MANAGEMENT USE ONLY

Date request received: _____ **Date Approved/Denied** _____

Notes: _____

Management Signature: _____

Entered into community calendar: _____ **Access Cards Activated:** _____



TERMS & CONDITIONS FOR RESIDENT EVENTS

Room schedules and reservation request forms are established and maintained by the Community Manager and Lifestyles Team. Requests must be made and approved five (5) days in advance. No application will be accepted without the signed consent form, acknowledgement of the rules & regulations and a deposit check.

ROOM SCHEDULING POLICIES AND GUIDELINES

The Board will allow rental of the rooms for any purpose in keeping with the rules and regulations of the Association. Events that Management or the Board deem immoral, illegal or which interfere with resident use of the amenity will be prohibited.

- A. *Guidelines.*** Bi-partisan political events with a broad range of interest may use the Amenity as long as both sides have an equal opportunity to present their case within a reasonably short time of each other.

Residents may not use common area facilities to produce products or services for commercial gain. Residents are not allowed to hold events that provides commercial value and possible financial benefit to the host.

Residents may not use the amenity for regular religious services or meetings. Since religion and religious beliefs are such a personal and private matter, by their very nature, this type of meeting could exclude some residents.

Use of the facilities or any part thereof may be restricted any time by the Board or by Management Staff.

No commercial advertisements shall be posted or circulated at the facilities, and no solicitations of any kind shall be made within the facilities, except as specifically permitted by the Board.

No petitions shall be originated, solicited, circulated or posted at any time in the facilities.

All complaints, criticisms or suggestions of any kind relating to any of the operations of the facilities must be addressed to the Board and/or Management.

When scheduling meetings and/or events, the Amenities "Resident Event Request/Kitchen Room Reservation Form" must be submitted and approved.

- B. *Priorities for Scheduling Rooms.*** All reasonable efforts will be made to conform to the following order of priorities:

Scheduled Contracted Events take priority over subsequently scheduled meetings. Management will manage any potential conflicts.

Association's Board of Directors and Official Committees: Any meeting of the Association's Board of Directors, as well as all official committees of the Board, has priority over all other meetings. These scheduled meetings will be posted on the website.

Association sponsored or approved Events, Activities and Meetings: All special events, classes and meetings will be scheduled with the approval of the management staff and posted.

Resident Sponsored Private Events: Residents may reserve the amenity or sponsor a group for a private event after signing a reservation agreement that establishes the appropriate charges for the use of the amenities facilities upon the approval of Management staff.

Use by the Declarant: As long as the Declarant owns any land within Estates at Parkside, the Declarant may use the amenity to sponsor special events subject to the following conditions:

1. The availability of the amenity at the time requested;
2. The Declarant shall pay all costs and expenses incurred and shall indemnify the Association against any loss or damage resulting from the special event; and
3. The Declarant shall return the facilities and any personal property used in conjunction with the special event to the Association in the same condition as existed prior to the special event.

C. Room Charges: Association and Official Committee Meetings, Clubhouse Sponsored Activities and Other Resident Groups will not be charged for the use of the Amenity, except that these activities may be required to reimburse the Association if their activity incurs extra costs for set-up, cleaning, etc. All other meetings and/or activities may be subject to the current schedule of rental fees and policies available from Management.

D. Private Parties

1. The Kitchen Room is available for private parties sponsored by Residents for personal or social reasons provided they do not conflict with other scheduled functions and or meetings. The Kitchen Room is not available for parties for outside organizations even though sponsored by an owner or resident, unless approved in advance by the Board.
2. All requests for use of the Kitchen room must be made by written application through the Manager and approved five (5) days in advance. Use of the amenity will be granted on a first to request basis.
3. A deposit of \$150.00 must accompany the application for Kitchen Room use. This deposit will be held by the Manager to cover possible cleaning costs and/or damage upon inspection by the Manager.
4. Access to the kitchen will be by the use of the pool access cards. The Resident must give the access card number to the manager to activate for the event. Once the event has concluded, the access card will no longer open the doors to the kitchen room.
5. The Kitchen Room is available between the hours of Dawn to Dusk. Clean-up must be completed (i.e. removal of personal items, food, beverages, decorations, etc.) and all guests must exit the clubhouse by Dusk at which time the alarm system will be automatically activated. The undersigned is responsible for fees charged by Law Enforcement and alarm monitoring company for setting off the alarm after activation.
6. Parties are limited to **20 people only!** Ratio of children to adults must be no greater than 4 children to one adult. Adults must accompany children at all times.

7. Maximum rental is **8** hours, to include set up and clean up. All Groups or individuals using the Kitchen Room must leave the premises locked and in a neat, clean and orderly condition. All trash **MUST** be removed from the premises and shall not be disposed of in any community trash receptacles.
8. Please have a copy of the approved application with you when at the event. Applicant is to remain on-site for the full duration of rental.
9. 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.
10. All reservations are subject to the approval of the Estates at Parkside HOA Board of Directors or their assigned representative.
11. Estates at Parkside HOA reserves the right to cancel a reservation in the event that the facilities suffers damage or a system failure that cannot be repaired in time for the scheduled use. In the event of such a cancellation, the rental fee and security deposit will be returned in full.
12. Events can **ONLY** be scheduled in the the kitchen area during the approved hours of scheduled use. The pool and bathrooms will remain open to the community and their guests.
13. The bathrooms will remain open for your guests to use, but use of the pool deck is strictly prohibited. We remind you again the rental is for exclusive use of the Kitchen Room only. During daylight hours the pool deck and pool will remain open to the residents and their guests. Under no circumstances may residents and/or your guests be on the pool deck after dusk.
14. Decorations (mounted type) may be displayed in approved areas within the Kitchen Room. Only Scotch Brand removable hooks or painters tape shall be used for decorations purposes. The use of gummed tape, tacks, thumb tacks, nails, pins, suction cups, etc. cannot be used to mount decorations. The plaster walls and glass doors of the kitchen shall not be decorated at any time. Please make sure all decorations are removed and no damage to the walls has occurred.
15. No food items are to be left anywhere in the amenity, including the refrigerator.
16. Do not overload circuits by using 3-way plugs that will allow the plugging in of (for example) 2 coffee pots and a toaster in one socket.
17. The Amenity is a smoke-free environment. Smoking is prohibited in all areas of the facilities but is permitted in designated outdoor areas. The Board has the right to designate specific outdoor smoking areas adjacent to the pool by posting appropriate signs.
18. Use of the Kitchen Room DOES NOT include exclusive use of the pool or deck area.
19. No Amenity property may be removed without written approval by the Board.
20. The Board reserves the right to require a staff member, security or law enforcement to be present during private rentals. Any and all costs of such personnel shall be paid in advance by the sponsor of the event.
21. It is the responsibility of the resident to supervise their guests at all times. Your guests may use the pool, but **must be dry** when entering the kitchen. The actions of members and guests are

- video monitored at all times while inside or outside of the Estates at Parkside facilities, with the exception of the restroom facilities.
22. The person signing this application/agreement assumes full responsibility for the conduct and personal injury liability of self and all guests.
 23. Estates at Parkside HOA has the right to have a member of the Board of Directors, a Committee Member, management staff member, security guard or guards, or law enforcement officers to be present or visit the facilities during the rental period. I agree to pay the cost of such personnel, which is estimated to be _____.
 24. Parking is restricted to designated areas only. In the event this rule is violated, the undersigned agrees to pay actual repair costs to be posted to his account, should damages exceed the amount of the security deposit.
 25. Large inflatable activities (bounce houses etc.) are not permitted.
 26. **No glass** is allowed on the pool deck.
 27. No outside music can be played on the pool deck. Please use personal headphones. Music and noise within the facilities will be limited to a level that does not create a disturbance to homeowners.
 28. The nature of the events will be family oriented. Adult content is prohibited.
 29. All amenity doors will remain closed to avoid excessive air conditioning costs, entry of flies/pests and the entry of non-authorized persons.
 30. If alcoholic beverages are brought onto the premises for consumption by self and/or guests during the rental period, the undersigned taxes full responsibility for the conduct of any person consuming alcohol, that no alcohol will be sold on the premises, that no alcohol will be served to minors or intoxicated persons, and that all alcoholic beverages will be removed immediately following the event for which the amenity is rented.
 31. The following items are prohibited on the premises at all times: Fireworks, Firearms, Tobacco Products, Smoking, Gambling, Pets (except for disability assistance), Confetti, Rice, and Glitter.
 32. The tables and chairs are available for use, and must be returned to the same location. If any furniture is moved, it must also be returned to its original position.
 33. Tables, chairs, counters, refrigerator and floors shall be left clean of debris and spills; restrooms shall be left clean with absence of cups, napkins, party items, etc.
 34. All lights in the main area, kitchen and restrooms will be turned off prior to leaving the building.
 35. All facility doors will be locked prior to leaving the building.
 36. The undersigned agrees to notify a member of the Board of Directors or the management company of any problems encountered and/or any damages to the amenity or grounds that occurs during the scheduled event.
 37. Please be respectful of other residents using the facility.

38. The undersigned agrees to defend, indemnify and hold harmless the Estates at Parkside Homeowners Association, Inc., its officers, directors, members, contractors, agents and employees from and against any suit, claim, loss or cause of action arising out of, or in conjunction with the utilization of the facilities, or the areas in proximity to the facilities, by undersigned pursuant to this agreement. In addition, the undersigned agrees to reimburse the Estates at Parkside HOA for any and all damages including, but limited to equipment, fixtures, furniture or other property, either real or personal arising out of the utilization of the facilities, pursuant to this agreement, without regard to whether such damage is caused by the undersigned or is the result of negligence or other fault of the undersigned or the undersigned's guest. The Estates at Parkside Homeowners Association, Inc. assumes no liability whatsoever to undersigned for any mechanical or electrical failure, natural disaster, riot, act of God or any other development which may prevent, disrupt, limit or frustrate the undersigned's use of the facilities and is not liable for the loss or damage to the undersigned's personal property.
39. Any violations of these terms and conditions will result in termination of the party and may include suspension of privileges to use the amenity center.

Declaration

I hereby declare that I am a Resident of the Estates at Parkside Community. I further declare that I enter into this agreement having read and fully understanding its terms and obligations; and that I and my guest(s) agree to abide by all rules, policies, procedures and regulations which govern the Estates at Parkside Amenity and recreational facilities. **If I am a renter**, I acknowledge that I must attach written permission from the owner to this application. Reservations will not be confirmed without the proof of owner's permission in writing.

I have read, signed and fully understand the above rules and agree to abide by them during the rental period. I understand that I will be responsible for all damages to the clubhouse during the rental period. Estates at Parkside HOA and the Management Company are not responsible for any articles that may be left behind or thrown away as a result of the renter not removing them when they depart.

Print Residents Name: _____

Resident Signature: _____ **Dated:** _____

Management Signature: _____

If you have any further questions or concerns, please do not hesitate to contact Community Manager, Gaby Steffenson at GSteffenson@Evergreen-LM.com.