



14351 Stoneybrook Boulevard | Orlando FL 32828
Management (407) 249-7010 | Fitness Center (407) 249-7930

SECTION I: (To be completed by the Homeowner requesting to use the Room or Rooms)

Date of Event: _____ Day of Week: _____ Number of Guests: _____

Time Reserved: From _____ AM/PM To _____ AM/PM Guest Arrival Time: _____

Purpose/Type of Event: _____

Vendors on Site: _____

The terms of this agreement agreed to by:

(Homeowner Signature)

(Print Name)

Address: _____

Phone: _____ Email: _____

<u>ROOM REQUESTED</u> (Circle One)	<u>1-3 HR FEE</u>	<u>3-6 HR FEE</u>	<u>6-9 HR FEE</u>	<u>9-12 HR FEE</u>	<u>12+ HR FEE</u>
Pinehurst Lanai (Capacity 15)	\$120	\$135	\$155	\$180	\$240
Pebble Beach (Capacity 50)	\$165	\$250	\$315	\$375	\$435
Augusta (Capacity 60)	\$200	\$280	\$350	\$410	\$470
Pebble Beach & Augusta (Capacity 110)	\$290	\$375	\$490	\$690	\$810

Room(s): _____ Total Hours: _____

Round Tables (11 avail): _____ # 6ft Rectangle Tables (14 avail): _____ # Chairs (110 avail): _____

High Top Tables (\$8/table up to 6): _____ Projector Rental (\$25): _____ Addt'l After-Hours Charge (\$60/hour): _____

Total cost of Event (Room Rental Rate + Rentals + After-Hours): _____ + \$200 deposit

SECTION II: (To be completed by Staff)

Date: _____ Received & Entered into Calendar By: _____

Deposit Check #: _____ Deposit: _____
(Amount Received)

Payment Type: _____ Payment: _____
(Include Check Number If Paid by Check) (Amount Received)

Checked by Management: _____



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Activities Room Reservation Agreement and Rules & Regulations

Activities Room Reservation Agreement, Form, and Rules & Regulations (“Agreement”) contains the terms and conditions that must be followed when reserving any Multi-Purpose/Social Room (“Room” or “Rooms”) within the Stoneybrook East (“Stoneybrook”) Fitness Center (“Fitness Center”).

Available activity rooms within the Fitness Center may only be reserved by a Stoneybrook resident (“Resident”) in good standing, as defined by the Stoneybrook Master Association of Orlando, Inc. Reservations are limited to social events for which the Resident is hosting, attending, and is assuming full responsibility for all costs and liabilities. This includes, but is not limited to, weddings, graduations, birthdays, holiday parties, and home demonstration parties (e.g., Tupperware, Mary Kay).

1. The Resident sponsoring the event (“Host”) is responsible for the behavior of all attendees and guests (hereinafter collectively referred to as “guests”) and **must** remain in attendance and be part of the event during the **entire** time the room has been reserved. INITIAL _____
2. A guest list must be entered into your account at www.GateAccess.net prior to your event. All guests must provide the Resident’s name and property address at the gate—not the Fitness Center address—in order to be admitted into Stoneybrook. If using the Resident’s address is not feasible for your event, please contact Management in advance so we can assist with coordinating gate access for your guests. INITIAL _____
3. All guests must remain within the Room or Rooms reserved. Guests may not wander outside the reserved space or use the fitness room, sauna, tennis courts, pool, or any other amenity without prior approval from Stoneybrook Management. Additionally, no setup, gathering, or activities are permitted in the entry lobby, hallways, or any other common areas. INITIAL _____
4. No glass containers are allowed outside of the Room or Rooms reserved, on the pool deck or in any common areas. INITIAL _____
5. No barbecue grills, outdoor cookers, or cooking appliances of any kind may be used on the Fitness Center property or in any common areas. Only warming devices intended solely for keeping food heated (e.g., chafing dishes, warming trays) are permitted. INITIAL _____
6. No decorations may be hung or displayed outside of the Room or Rooms reserved. No tape is allowed on any walls, doors, door frames, or the ceiling. INITIAL _____
7. DJ’s, CD players, live bands or stereos may be utilized to provide entertainment for your function. Volumes are to be kept at a level so as not to disturb other residents or other events being held at the same time. The sound equipment is available to you, but must be controlled by a Stoneybrook staff member whose judgment as to the appropriate volume shall be final. INITIAL _____
8. In the event the Resident engages any third-party vendor or service provider (including but not limited to caterers, decorators, entertainers, rental companies, or similar), the Resident shall ensure that the vendor provides a valid Certificate of Insurance (COI) naming “Stoneybrook Master Association, Inc., 14351 Stoneybrook Blvd., Orlando, FL 32828” as additionally insured. The COI must be submitted to Management in advance of the event. Failure to submit the required COI may result in the vendor being denied access to the premises and/or cancellation of the event without refund. INITIAL _____
9. The sale of alcoholic beverages is not permitted. Alcoholic beverages may be served if no charge or donation is required. If alcoholic beverages are served, it is the sole responsibility of the Host to ensure that no underage persons are allowed to consume alcohol. Stoneybrook reserves the rights to have any of its management staff members ask for ID in cases where an individual’s age is in question. If an underage person is discovered consuming alcohol at your event, the event will end immediately, all fees and deposits will be forfeited and the authorities will be notified. The consumption of alcohol will be limited to the Room, Rooms, or other area which has been reserved for your event. **Under no circumstances will the consumption of alcohol be permitted in any common areas, such as the pool deck, foyer or any other area outside of the one that has been rented for your event.**

Note: The pool deck is defined as the brick paver area around the pools. The concrete area around the outside bar is NOT part of the pool deck. The brick border outlining the concrete area around the outside bar shall be the line of demarcation of the pool deck. INITIAL _____

Effective 11/24/2025



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10. There shall be absolutely no smoking or vaping inside the Fitness Center, activities room, on the pool deck, around the outside bar, or in/on any common areas! INITIAL ____
11. The Room(s) reserved must be left in a clean and orderly condition as determined at the sole discretion of Stoneybrook management staff. Any furniture which may have been moved must be returned to its original position. If the Room reserved includes the kitchen or the outside bar, it must be left clean. Any and all debris or spillage must be wiped from all tables, the floor, etc. The floor must be swept and entry door mats vacuumed (a broom and vacuum are in the storage closet). Any tape on windows or glass doors must be removed including residue if any. No tape is permitted on any wall's doors, door frames, or the ceiling at any time. INITIAL ____
12. All trash must be removed from the Room(s) reserved as well as the surrounding areas, including the bathrooms and parking lot. Trash should be placed in plastic bags and must be disposed of in the dumpster located in the parking lot at the left side of the Fitness Center. INITIAL ____
13. The hours for use are from 9:00 a.m. until 10:00 p.m. Mon-Sat, and 11:00 a.m. until 9:00 p.m. Sun. Parties may run until 12:00 a.m. but will be charged an additional fee of \$60.00 for each hour after closing time, in addition to the Room Rental Fee. **Set-up and Clean-up is included within the time booked. Any use of the Facility exceeding the contracted end time shall result in the assessment of an additional hourly rental charge, billed at the applicable hourly rate.** INITIAL ____
14. In order to secure a party in our reservation system, the resident must provide completed paperwork, payment and deposit for his/her room rental. All payments and deposits must come from the Resident reserving the room. The room rental fee will be immediately deposited and applied to the resident's account, and the deposit (\$200) would be stored in the safe and returned in full provided the resident meets all terms of this agreement. INITIAL ____
15. Any violation of this Agreement will result in a forfeiture of your security deposit. However, in the event there is any damage and/or cleaning is required exceeding your \$200.00 security deposit, the resident's account will be billed for the additional amount. **An inspection of the Fitness Center and surrounding areas will be made after your event and the determination of the Stoneybrook management staff shall be final as to the condition of the Room, Rooms, or any other Fitness Center area that an attendee may have damaged.** INITIAL ____
16. All Stoneybrook Membership Guide provisions shall also apply and shall be incorporated herein by reference. Scan below to review the Stoneybrook Membership Guide:



- INITIAL ____
17. Facility doors must be **secured at all times and cannot be left ajar or pinned open**. Resident is in charge of guests gaining entry to facility. INITIAL ____
18. Cancellation Policy –
- All payments will be returned if the resident cancels before 30 days.
 - A resident may cancel less than 30 days but would forfeit his/her entire room rental fee and the security deposit will be returned. INITIAL ____