



STOREY CREEK

Where your story unfolds.

Storey Creek Clubhouse Event Reservation & Use Policy

Reservation Date: _____

Reservation Time: _____

Name of Group: _____

Resident Host: _____

Rental Space: _____

of Attendees: _____

Type of Event: _____

IMPORTANT POLICIES – READ CAREFULLY

Booking Requirements

- All reservations **must be submitted and approved at least 7 days prior to the scheduled event date.** No exceptions.
- Only Storey Creek residents may reserve the Clubhouse. The resident host is responsible for all aspects of the event, including setup, cleanup, guest conduct, and any damages.
- A **non-refundable \$150 deposit** is required to hold the date and will be applied to your final invoice. This will be charged to the credit card on file at the time of booking.
- A signed copy of this reservation form and a completed credit card authorization form are required to confirm the reservation.

Clubhouse Use Rules

- **Use of the pool during private events is strictly prohibited.**



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- Clubhouse rental does **not** restrict other residents from using amenities such as the gym or pool.
- **Music must be kept at a moderate volume** at all times. It must not interfere with the enjoyment of other residents, especially those using the **pool or gym**.
- **Alcohol is strictly prohibited** anywhere on the premises during private events. **If there is any evidence of alcohol present or consumed during your event, you will be charged a \$100 penalty fee.**
- If any **rules—whether from the HOA or these rental policies—are violated**, you and your party **will be permanently ineligible to book the Clubhouse for any future events.**

Event Times & Fees

- Clubhouse rental hours:
Monday – Friday: **4:00 PM to 10:00 PM**
Saturday – Sunday: **12:00 PM to 10:00 PM**
(Earlier/later times may be approved only by the Staff Coordinator.)
- Clubhouse rental (up to 30 guests):
\$320 for 4 hours | \$85 per additional hour
- Maximum rental duration: 3 consecutive days per week (with prior approval only).

Arrival & Parking

- Complimentary guest parking is available. Limited spaces apply; no special pass required.
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Decorations & Set-Up

- Do not use nails, tacks, glue, or tape on walls, windows, or doors.
 - Doors must remain **closed but unlocked** during the event.
 - **Do not prop open any doors**—this violates fire code.
 - Contact staff for temperature adjustments.
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Equipment & Services

- All rental equipment and services **must be pre-approved** by the Staff or Lifestyle Coordinator.
 - No early deliveries or pickups from outside vendors without prior written approval.
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Clean-Up & Damage Fees

- The resident host will be charged a **\$250 cleaning fee** if the space is left in poor condition or requires excessive clean-up.
 - **Any damages** to furniture, flooring, equipment, or property will be billed to the card on file. If declined, the charge will be added to your HOA account.
 - Storey Creek is **not responsible** for any lost or damaged property.
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Additional Guidelines

- Advertising for events must not imply sponsorship or endorsement by Storey Creek Clubhouse.
- No political campaigning, religious promotion, or solicitation of any kind is permitted.



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- Public behavior must be respectful and family-appropriate at all times. Inappropriate conduct may result in removal from the property.
- In case of inclement weather, all rentals are non-refundable.

Acknowledgement & Agreement

By signing below, I certify that I am a current resident of Storey Creek and that I have read, understand, and agree to all terms outlined in this Event Reservation & Use Policy. I accept full responsibility for compliance and any financial consequences resulting from damages or policy violations.

Resident Signature: _____

Print Name: _____

Today's Date: _____

Group/Event Name: _____

Event Date & Time (Start & End): _____

Contact Phone #: _____

For questions or assistance, please contact:

 storeycreek@artemislifestyles.com |  407.705.2190 Ext. 652