



ORO Booking Request

Booking requests are required only for events that seek promotion through ORO communication channels or for use of the Upstairs Clubhouse. Reservations are **not required** for informal or casual gatherings in the Lower Clubhouse that are not intended for the broader ORO community and do not involve event promotion. All booking requests must be submitted one (1) month prior to the date of the event. Completed forms can be submitted via email to Info@ORO-Orlando.com or in person at the office.

The **Upstairs Clubhouse is the only ORO facility available for private bookings**. All other ORO common spaces are designated for shared community use and are **not eligible for private reservation**.

All booking requests are subject to availability, established scheduling priorities, and compliance with ORO policies and procedures. Submission of a booking request does not guarantee approval.

PRIMARY ORGANIZER INFORMATION			
NAME	LOT No.	PHONE NUMBER <input type="checkbox"/> ACCEPTS TEXT MSG	E-MAIL ADDRESS
ALTERNATIVE ORGANIZER'S INFORMATION (IF APPLICABLE)			
NAME	LOT No.	PHONE NUMBER <input type="checkbox"/> ACCEPTS TEXT MSG	E-MAIL ADDRESS
EVENT INFORMATION			
EVENT LOCATION <input type="checkbox"/> Upstairs Clubhouse <input type="checkbox"/> Downstairs Clubhouse <input type="checkbox"/> Clubhouse Parking Lot <input type="checkbox"/> Other please specify: _____			
NAME OF EVENT		DESCRIPTION OF EVENT	
EXPECTED ATTENDANCE:			
DAY(S) OF THE WEEK – SELECT ALL THAT APPLY <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
EVENT START DATE ____/____/20____ <small>MM DD YY</small>	MAINTENANCE SETUP COMPLETED BY ____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	EVENT START TIME ____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	EVENT END TIME ____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM
IS THIS EVENT REOCCURRING? <input type="checkbox"/> No/Not Applicable <input type="checkbox"/> Yes		IF REOCCURRING, WHEN IS THE LAST SESSION? ____/____/20____ <small>MM DD YY</small>	
PUBLICATION OF EVENTS: MARK ALL AREAS IN WHICH YOU WOULD LIKE YOUR EVENT PUBLICISED. <input type="checkbox"/> Private – do not publish my event anywhere <input type="checkbox"/> ORO Website <input type="checkbox"/> Printed Events Calendar			
ORO PROCESSING – ADMIN ONLY			
DATE FORM RECEIVED ____/____/20____ <small>MM DD YY</small>	DATE SENT TO SCHEDULERS ____/____/20____ <small>MM DD YY</small>	DATE APPROVED BY SCHEDULERS ____/____/20____ <small>MM DD YY</small>	DATE SENT TO MAINTENANCE ____/____/20____ <small>MM DD YY</small>

***THIS IS A DOUBLE SIDED FORM BOTH SIDES MUST BE COMPLETED**



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TERMS AND CONDITIONS – ORO BOOKINGS

BY SIGNING BELOW, I ACKNOWLEDGE AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

General Responsibility and Care of Premises

- I agree to leave the clubhouse, including all furnishings, fixtures, equipment, and common areas, in the same condition as received. All tables and chairs must be cleaned.
- All decorations, food, beverages, and personal materials must be removed immediately following the event.
- I acknowledge full financial responsibility for any damage to the clubhouse, furnishings, equipment, or premises caused by me, my guests, vendors, or invitees.

Alcohol, Illegal Substances, and Smoking

- All alcohol consumption must comply with Florida law and Association policies.
- No illegal substances are permitted on the premises at any time.
- Smoking and vaping are prohibited inside the clubhouse and in any areas designated as non-smoking.

Occupancy Limits and Fire Code Compliance

- I agree to comply with all posted occupancy limits, local fire codes, and safety regulations as required under Florida law.
- Maximum occupancy limits are strictly enforced as follows:
 - Upstairs Clubhouse: Maximum of 160 persons
 - Downstairs Clubhouse: Maximum of 63 persons
- Exceeding capacity limits may result in immediate event termination and forfeiture of any deposit.

Conduct and Supervision

- I am responsible for the conduct and supervision of all attendees, including minors.
- Disorderly conduct, excessive noise, or behavior that disrupts residents or violates community rules may result in immediate termination of the event.

Vendors and Decorations

- All vendors (e.g., caterers, entertainers) must comply with Association rules and applicable laws.
- Decorations must not cause damage and may not be affixed using nails, screws, tape, or adhesives that could damage surfaces.
- Candles, open flames, fireworks, fog machines, or pyrotechnics are strictly prohibited unless explicitly approved in writing.

Liability and Indemnification

- I agree to assume full responsibility for any injury, loss, or damage arising from the use of the clubhouse during my event.
- I agree to indemnify and hold harmless ORO, its Board, officers, staff, and agents from any claims, liabilities, damages, or expenses arising from my event, except where caused by gross negligence or willful misconduct.

Right of Entry and Event Termination

- ORO reserves the right to enter the premises at any time during the event to ensure compliance with these Terms and Conditions.
- Failure to comply with any term may result in immediate termination of the event, loss of booking privileges, and forfeiture of any deposit.

ADDITIONAL TERMS FOR UPSTAIRS CLUBHOUSE BOOKINGS

Facility Closing and Utilities

- I agree to ensure all exterior doors are locked, lights are turned off, and the thermostat is returned to its original setting (if adjusted) prior to vacating the premises.

Supplies and Cleaning Materials

- I acknowledge that users must provide their own consumables, including but not limited to condiments, plastic wrap, aluminum foil, dish soap, and cleaning supplies, unless otherwise expressly stated in writing by ORO.

Event Priority and Scheduling

- ORO Staff, the ORO Board, and the Entertainment / Events (E/E) Committee retain scheduling priority over all member-run events.
 - E/E Committee events are typically finalized by the first week of July.
 - The Association will make a best effort to honor member-submitted dates and to limit rescheduling ("bumping") to no more than three (3) occurrences per season.
 - Member-run events will be posted to the upstairs calendar following the confirmation of E/E Committee events.

Booking Submission and Deposits

- This completed request form must be submitted to the ORO Office (info@oro-orlando.com) no less than seven (7) calendar days prior to the event date.
- For renters or non-ORO owners, a refundable security deposit of \$50.00 is required at the time of submission.
 - Deposits will be returned following a satisfactory post-event inspection of all areas used.
 - ORO reserves the right to withhold all or part of the deposit to cover cleaning, repairs, or damages.

Seasonal and Recurring Bookings

- Groups approved for seasonal or recurring use may be required to relinquish their reserved time slot up to, but not more than, three (3) times per season due to priority scheduling needs.
- When requesting another group to relinquish a reserved time slot, a minimum of four (4) weeks' written notice must be provided.

Organizer Name

Organizer Signature

Organizer Date
(MM/DD/YYYY)



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UPSTAIRS CLUBHOUSE MAINTENANCE REQUEST

EVENT INFORMATION			
EVENT LOCATION	<input type="checkbox"/> Upstairs Clubhouse <input type="checkbox"/> Downstairs Clubhouse <input type="checkbox"/> Clubhouse Parking Lot <input type="checkbox"/> Other please specify: _____		
NAME OF EVENT	DESCRIPTION OF EVENT		
EXPECTED ATTENDANCE:			
DAY(S) OF THE WEEK – SELECT ALL THAT APPLY			
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
EVENT START DATE	MAINTENANCE SETUP COMPLETED BY	EVENT START TIME	EVENT END TIME
____ / ____ / 20____ <small>MM DD YY</small>	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM
IS THIS EVENT REOCCURRING?		IF REOCCURRING, WHEN IS THE LAST SESSION?	
<input type="checkbox"/> No/Not Applicable <input type="checkbox"/> Yes		<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	
____ / ____ / 20____ <small>MM DD YY</small>			

After maintenance has finished setting up the tables, then you can setup for your event.
 Typically doors open ½ hour prior to start time unless you specify differently.
 Make sure you are completely finished by end time for the next activity.

Items requested: <small>(No Sterno or stoves unless there is ORO health-certified oversight or liability waiver.)</small>	
<input type="checkbox"/> Refrigerator <input type="checkbox"/> TV <input type="checkbox"/> Microphone	<input type="checkbox"/> Sound system <input type="checkbox"/> Coffee Pots <input type="checkbox"/> Warmers
Room Setup:	# Long tables: ____ chairs per: ____ # Card Tables: ____ chairs per: ____ <input type="checkbox"/> Meeting/Lecture – just chairs with center aisle. Chairs will face stage unless specified otherwise. <input type="checkbox"/> No setup needed, will use any setup or will do it ourselves.

Illustrate your setup below:

