

**GREEN DOLPHIN COMMONS, INC.**  
**CLUBHOUSE RESERVATION AGREEMENT**  
**GENERAL INFORMATION**

***All normal Clubhouse rules always apply, these are additional requirements to be followed:***

1. The Clubhouse may not be reserved to solicit business or provide any services for pay
2. Owners or lessees may reserve the clubhouse for private events and must be in attendance for the duration of the event. all events must be of a nature that could be hosted in your own home. The Owner or lessees are responsible for their guests and their behavior during the event. Maximum number of guests allowed for any event is: 80 in Main Hall, 30 in Small Conf. Room. The Green Dolphin Commons General Liability Terms & Conditions mandate that a separate special events insurance policy be purchased for every private event held by an owner or lessee. **ABSOLUTELY NO EXCEPTIONS WILL BE MADE TO THIS REQUIREMENT.**
3. A Special Events Policy may be ordered by contacting <https://www.theeventhelper.com/>
4. The clubhouse is available every day of the year for events between 8:00 am and 10:00 pm
5. Events are scheduled on a first come first serve basis
6. Reservations are for the MAIN HALL, KITCHEN, SMALL CONF ROOM and REST ROOMS only! Attendees are not allowed in any other areas of the clubhouse
7. You may use the refrigerator for cooling food
8. There is no cooking of any kind allowed. Portable/countertop cooking appliances may not be used. This is per the Tarpon Springs Fire Marshal.
9. No smoking, including e-cigarettes or chewing tobacco, anywhere in the Clubhouse or within 30' of the Clubhouse
10. No open flames are permitted
11. If you are serving alcohol, it must be served by the glass, it may not be offered or consumed by anyone not of legal age
12. Alcohol is not allowed to be sold
13. All vehicles must be parked in appropriate, marked parking spots. absolutely – no parking on the grass, street or sidewalks. parking is restricted in all other areas unless you have permission from an owner. Please leave quietly.
14. The air conditioner temperature is pre-set at 78o in the summer and heat set at 68o in the winter. If you adjust the temperature, please return it back to its pre-set temperature when you leave.
15. Ceiling fan controls are mounted near the sliding doors
16. Any wall decorations must not be attached with anything that will penetrate or damage the walls. No current wall hangings or flags may be removed.
17. If the event is to be catered and the caterer's personnel are on the premises, a copy of the caterer's Certificate of Insurance must be received by the Secretary at least 10 days prior to the event
18. You are responsible for leaving the clubhouse in as good or better condition than you found it. All trash must be taken out and disposed of in **your association trash bin/s**, and all doors locked by 11:00 P.M.
19. Prior approval for any such event must be obtained from the Secretary and event scheduled at least four (4) weeks in advance
20. A deposit of two hundred and fifty dollars (\$250.00) payable to Green Dolphin Commons must be provided with each request. The \$250.00 will be returned not more than fourteen (14) days after the event, providing all the above provisions are met and the premises passes an inspection

I AGREE TO THE ABOVE TERMS AND UNDERSTAND THAT I WILL LOSE MY DEPOSIT IF I VIOLATE ANY OF THESE RULES AND REGULATIONS, A COPY OF WHICH I HAVE IN MY POSSESSION.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Approved March 27, 2025  
Green Dolphin Commons BOD

**GREEN DOLPHIN COMMONS, INC.**  
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DATE OF EVENT \_\_\_\_\_

TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

DEPOSIT REC: \$250.00 CHECK # \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

# OF GUESTS \_\_\_\_\_

WILL FOOD & DRINKS BE SERVED? Yes ☐ No ☐

ALCOHOL? Yes ☐ No ☐

IS THIS EVENT FOR GREEN DOLPHIN PARK RESIDENTS ONLY? Yes ☐ No ☐

MAIN HALL ☐ SMALL CONF ROOM ☐ KITCHEN ☐

SPECIAL EVENTS CERTIFICATE ISSUED: \_\_\_\_\_ By: \_\_\_\_\_  
(Date)

APPROVAL DATE: \_\_\_\_\_ BY: \_\_\_\_\_