

**ORCHID SPRINGS MANAGEMENT COMPANY  
2045 SAN MARCOS DRIVE  
WINTER HAVEN, FL 33880  
863.293.7400**

**RULES AND REGULATIONS FOR  
PRIVATE FUNCTIONS  
AT  
ORCHID SPRINGS COMMUNITY CLUBHOUSE**

- 1) The Orchid Springs Clubhouse may be rented for private use by Orchid Springs residents and non-residents as approved by Orchid Springs Management Company.
- 2) Interested parties wishing to use the clubhouse for a private function must submit, in writing at least fifteen (15) days prior to the date of the proposed function, detail for which they wish to use the facilities, to the Orchid Springs Management office. These details must include the purpose for which they wish to use the facilities, the number of guest they intend to invite, the date, time and hours they wish to use the facilities.
- 3) Use of the Clubhouse for private functions is limited to a maximum of 79 people. Although the Clubhouse is being rented for a private function, all approved residents of Orchid Springs shall still be entitled to the use of the pool and bath facilities during normal business hours of operation as posted.
- 4) There will be a non-refundable fee in the amount of \$50.00 required for use of the facilities by 5 to 15 people; \$75.00 for 16 to 35 people; \$100.00 for 36 to 50 people; \$125.00 for 51 to 79 people. A \$125.00 refundable security deposit will also be required and will be returned to the individual after the function has been held, and after the premises have been inspected by the staff of Orchid Springs Management Company to insure the premises are in the same condition as prior to its use, reasonable wear and tear are expected. Fees must be paid in cash or by two (2) separate checks, one for the non-refundable fee and one for the refundable fee and must accompany the signed rental agreement after approval of the function. Checks for these fees are to be made payable to "Orchid Springs Management Company."
  - a) **In the event there is damage to the facilities in an amount exceeding the required deposits, the individual using the facilities for a private function must agree they will be held solely responsible for the full amount of any repairs**
- 5) All functions must be hosted by at least on adult who will be present at all times and held responsible for this function.

- 6) The attached "AGREEMENT FOR USE OF ORCHID SPRINGS CLUBHOUSE FOR PRIVATE FUNCTION" must be signed immediately upon approval of request by Orchid Springs Management Company.
- 7) ALL GUEST/ATTENDEES/RESIDENTS shall and do hereby assume and agree to indemnify and same harmless Associations/Board Members/Residents/Owners/Employees, their successors and assigns, from and against all loss, cost, expense, claims suits and/or judgments whatsoever in connections with injury to or death of any person or persons or the loss or damage to property caused by or in any way connected with Guest/Attendees use of the premises whether such injury, death or damage results from any cause whatsoever. This indemnification shall extend to all costs, including by not limited to reasonable attorney's fees, which Associations/Board Members/Residents/Owners/Employees may incur in the defense of any such claim, suit, or action, or in attempting to be dismissed as a party defendant to same.
- 8) All guests attending this private function shall park in the designated guest parking spaces ONLY (including the designated "office parking" spaces directly in front of the clubhouse). Anyone parking in a designated parking space may result in that vehicle being towed. Retrieval of a towed vehicle shall be at the owner's expense.
- 9) CHILDREN UNDER THE AGE OF SIXTEEN (16) WILL BE REQUIRED TO HAVE THE SUPERVISION OF A RESPONSIBLE ADULT IN ATTENDANCE AT THE CLUBHOUSE AREA AT ALL TIMES. FAILING THIS, THEY WILL NOT BE ALLOWED IN THIS AREA.
- 10) Bicycles and other vehicles, including skateboards, are prohibited in the clubhouse/pool area.
- 11) ANIMALS OF GUEST (with the exception of service animals) ARE NOT ALLOWED IN THE CLUBHOUSE/POOL AREA AT ANYTIME.
- 12) Use of the clubhouse for a private function shall be discontinued by 10:30 p.m. Orchid Springs is a residential community and the privacy and quiet enjoyment of the neighborhood must be respected!
- 13) Proper dress and attire is mandatory for the clubhouse. Proper attire shall include shirts and/or cover-ups and foot attire. **No wet bathing suits are allowed in the clubhouse.**
- 14) Trash (cans, bottles, paper, and all other litter) must be disposed of in the containers provided for this purpose.

- 15) **NO GLASS containers** are allowed in the pool or in the fenced area surround the pool.
- 16) Horseplay and/or rowdiness will not be permitted under any circumstances. Posted pool rules must be adhered to at all times.
- 17) Violations of any of the above rules will immediately result in the suspension of the violator's clubhouse privileges by any authorized personnel authorized Orchid Springs Board member; and/or further appropriate action that may be deemed necessary by the Orchid Springs Management Company including forfeiture of any security deposits associated with the rental of these facilities.

ALL PERSONS USING THE POOL MUST SWIM AT THEIR OWN RISK.

THE INDIVIDUAL AND THE CLUB/ORGANIZATION THEY REPRESENT RELIEVES THE ORCHID SPRINGS MANAGEMENT COMPANY AND THE ASSOCIATIONS OF ANY AND ALL RESPONSIBILITY OR LIABILITY FOR SUPERVISION OF THIS PRIVATE FUNCTION.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**Club/Organization**

\_\_\_\_\_  
**Title**

**AGREEMENT FOR USE OF THE ORCHID SPRINGS  
COMMUNITY CLUBHOUSE FOR PRIVATE FUNCTION**

I HEREBY AGREE TO BE BOUND BY THE Rules and Regulations for use of the Orchid Springs Community Clubhouse as attached hereto and made a part hereof for private function to be held by myself on \_\_\_\_\_, 20\_\_\_\_. This function will be held during the hours of \_\_\_\_\_ (am/pm) till \_\_\_\_\_ (am/pm), and there will be \_\_\_\_\_ people in attendance.

I understand that the clubhouse shall be cleaned immediately after the scheduled event, or the entire security deposit may be forfeited to cover this expense.

I understand that all rules and regulations must be abided by all persons attending this function. Violations of any of the Rules and Regulations may result in the entire security deposit being forfeited and shall be determined at the sole discretion of the Orchid Springs Management Company.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
CLUB/ORGANIZATION

\_\_\_\_\_  
TITLE

I, \_\_\_\_\_, acting in the capacity of agent for Orchid Springs Management Company hereby accept the above agreement, and further, acknowledge receipt of the rental fees in the amount of \$ \_\_\_\_\_ and the security deposit in the amount of \$250.00. These fees are for the use of the Orchid Springs Community Clubhouse for the above referenced private function only.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME