



## Special Events Policy

### Who Is Eligible

Owners/Owner-Sponsored Guests

Registered Rental Guests (25% Bed Nights required)

### Areas Available

Magnolia House Green

Town Green

Beach Pavilion

### Hours/Dates

10:00 am to 10:00 pm  
Actual Event shall not exceed 5 Hours  
"Wedding Only" Event shall not exceed 2 Hours  
Only 2 Events Permitted in one month

Events prohibited:  
Memorial Day Weekend, July 3<sup>rd</sup> – 5<sup>th</sup>  
Annual Meeting Weekend in November

### Number of Guests & Parking Permits - Tram Use - Security Staff

Up to 75 Guests

Special Tram Use for Guests available provided  
use is not during normal operational hours  
*see fees for pricing*

One DPOA Security person must be in  
attendance for duration of Event; additional  
Security personnel is available upon request,  
but must be approved by Management  
*see fees for pricing*

Up to 35 Parking Permits in Designated Parking  
Area(s) Only will be issued

### Tents – Catering – Entertainment

Tents may be set up no earlier than  
the day prior to the Event and must  
be removed the day after the Event;  
for Saturday Events, tent must be  
removed no later than noon the  
following Monday

Caterer is responsible for all  
removal of food/beverage from  
the property

Only qualified bartenders  
are permitted

Up to 6 Musicians/Vocalists are  
permitted; amplification must  
conform to municipal code

### Fees & Deposits

Wedding Only (2 Hour Maximum)  
No Fee for Owners/Owner-Sponsored Guests  
\$500 Fee for Registered Rental Guests  
\$250 Refundable Security Deposit

Event/Wedding & Reception  
\$1,000 Fee for Owners/Owner-Sponsored Guests  
\$2,000 Fee for Registered Rental Guests  
\$250 Refundable Security Deposit

Security Personnel  
\$200 minimum for first 3 hours  
\$40 each add'l hour, up to 5 hours (\$200 max)  
Additional Security Personnel \$40 per hour

Special Tram Use \$25 per hour

### General Requirements

Reservation Requests must be made 30 days in advance with Security  
Deposit paid and Credit Card on file

Conference required 14 days before the Event

Cancellations less than 14 days prior to Event will forfeit Security Deposit

List of Guests and Staff must be submitted no later than 10 days before the  
Event; any person not on the list will be denied entrance to Destin Pointe

Event Fee must be paid 14 days prior to event  
*see fees for pricing*

Requestor is ultimately responsible for all clean-up related to the Event;  
failure to do so, will forfeit Security Deposit

### Scheduling an Event

To schedule an event, please contact Virginia Taylor with Progressive  
Management at vtaylor@pmainfo.com or (850) 664.6000 x206

A request form will need to be completed and returned with the applicable  
Security Deposit payable to Destin Pointe Owners' Association, Inc.



## Special Events Request Form

Today's Date: \_\_\_\_\_

- Owner/Owner-Sponsored Guest    Submit \$250 Refundable Security Deposit with Completed Request Form to Confirm Reservation
- Registered Rental Guest         Submit \$250 Refundable Security Deposit with Completed Request Form to Confirm Reservation

Name: \_\_\_\_\_ Lot/Unit Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*To Return Security Deposit Check*

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Preferred Method of Contact regarding this Request:     Email     Phone

Requested Event Date: \_\_\_\_\_ Requested Event Time: from \_\_\_\_\_ to \_\_\_\_\_

Requested Event Location:     Magnolia House Green     Town Green     Beach Pavilion

Number of Guests: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

Will Tent(s) be set up?     Yes     No

*Provided by:* \_\_\_\_\_

Will there be Catering?     Yes     No

*Provided by:* \_\_\_\_\_

Will Alcohol be served?     Yes     No

*Provided by:* \_\_\_\_\_

Will there be Entertainment?     Yes     No

*Provided by:* \_\_\_\_\_

Will you need Tram Service?     Yes     No

*Provided by:* \_\_\_\_\_

Do you want Additional Security?     Yes     No

*Provided by:* \_\_\_\_\_

I have received and read a copy of the Destin Pointe Owners' Association, Inc. (DPOA) Special Events Policy and fully agree to abide by all of its terms and conditions; in addition, DPOA will not be liable for any damages to the property of, nor for injuries resulting from any accident that may occur in or on the premises during the event and will not be held responsible for acts of theft, vandalism, or other damages.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

