



Tanglewood

EVENT REQUEST FORM

Submission Date: _____

This completed form is to be submitted to Tanglewood's Activities Director at the Clubhouse or the Community Office. For any questions related to your event request, please call (863)402-1500 or email acummins@hometownamerica.net

EVENT HOST (Resident, Committee, Association)

Name(s) _____
Address _____ Site # _____
Cell Phone _____ Email _____

EVENT INFORMATION

Date Requested: _____ Number of Guests: _____

Location/Amenity Where Event will be held: _____

Hours of Event (including preparation and clean-up): Start Time: _____ End Time: _____

Must be within normal Clubhouse hours of 8:00 am – 11:00 pm

Description of Purpose of Event: _____

Is it a private event or open to the Community? _____

Will it be open to the public/outside guests with no community/resident affiliation? _____

Are you charging a fee? _____ If so, what is the fee for? _____

Will there be alcohol at the event? _____

Please list any equipment you plan to use during your event (i.e. tables/chairs, sound system, kitchen, etc.):

Management reserves the right to allow the use of the recreational facilities on occasion to host non-resident individuals and groups from the Sebring area and/or residents from Buttonwood Bay Manufactured Home & RV Resort. If approved, Management will provide a special gate code for the main entrance gates prior to the event. Under no circumstances are events allowed to be advertised publicly to the outside or on social media unless the event is clearly advertised for Tanglewood residents and their invited guests. Management reserves the right to cancel the event reservation if the Clubhouse needs to be closed due to severe weather, a maintenance emergency or any other unforeseen condition, or if Management learns of false information provided on this form.

Management will endeavor to give as much notice as possible if a reservation needs to be cancelled.

Clubhouse Rental Rules and Regulations

- _____ 1. The Function shall be for the private enjoyment of the Permitted Guests.
- _____ 2. Event Host shall immediately report any material risks, problems or issues to Hometown's on-site Manager.
- _____ 3. Decorations shall be subject to the Manager's prior approval and shall not be affixed to Facility structures with nails, screws, or pins. No confetti, silly string or permanent adhesives are allowed. Helium balloons are prohibited.
- _____ 4. Event Host is responsible for ensuring attendees adhere to the Community rules and regulations.
- _____ 5. No vehicles or trailers are permitted to park on the grass at any time.
- _____ 6. The Swimming pool may not be used during the event unless Manager provides advance written approval.
- _____ 7. All lights in the Facility must be turned off after the event when you leave.
- _____ 8. All tables and chairs used during the event must be cleaned with sanitizer and returned to their original location.
- _____ 9. No pet animals are permitted in the Clubhouse.
- _____ 10. Doors may not be propped or held open during the event.
- _____ 11. Please check the restrooms for any belongings/debris from your event and dispose of it properly.

SIGNATURES

Host Signature _____ Date _____

EVENT REQUEST: APPROVED DENIED

Tanglewood Representative Signature _____ Date _____