



# 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 [BPena@hometownamerica.net](mailto:BPena@hometownamerica.net).

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### EVENT HOST (Resident, Committee, Association)

Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Site # \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

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### 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.):

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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.

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## 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.
- \_\_\_\_\_ 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. The A/C thermostat must be set back to 76 degrees in Summer and 72 degrees in Winter when you leave.
- \_\_\_\_\_ 9. All tables and chairs used during the event must be cleaned with sanitizer and returned to their original location.
- \_\_\_\_\_ 10. No pet animals are permitted in the Clubhouse.
- \_\_\_\_\_ 11. Doors may not be propped or held open during the event.
- \_\_\_\_\_ 12. Please check the restrooms for any belongings/debris from your event and dispose of it properly.

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### SIGNATURES

Host Signature \_\_\_\_\_ Date \_\_\_\_\_

EVENT REQUEST: ☐ APPROVED

☐ DENIED

Tanglewood Representative Signature \_\_\_\_\_ Date \_\_\_\_\_