

**TARA WOODS HOMEOWNERS ASSOCIATION  
CLUBHOUSE RESERVATION REQUEST**

TODAY'S DATE: \_\_\_\_\_

NOTE: Management reserves the right to reschedule/cancel events based on other priorities.  
Your signature on this reservation, acknowledges you understand and agree to this rule.

ACTIVITY/FUNCTION: \_\_\_\_\_

DAY/DATE REQUESTED: \_\_\_\_\_ TIME EVENT STARTS: \_\_\_\_\_

(If you are reserving multiple dates, please use the two-sided reservation form provided  
and mark the months and dates on the calendar)

TOTAL EVENT USE: START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

DATE TO SET-UP/DECORATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ TO: \_\_\_\_\_

KITCHEN PREP USE: DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ TO: \_\_\_\_\_

Please check rooms/areas needed:

MAIN HALL \_\_\_\_\_ CARD ROOM \_\_\_\_\_ BILLIARD ROOM \_\_\_\_\_ MEETING ROOM \_\_\_\_\_  
KITCHEN \_\_\_\_\_ LIBRARY \_\_\_\_\_ VERANDA \_\_\_\_\_ GRILLS \_\_\_\_\_ POOL \_\_\_\_\_  
OTHER \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE: Chairperson or responsible person(s)

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

(Please print)

PLEASE NOTE: THE PERSON(S), CLUB, OR ACTIVITY IS RESPONSIBLE FOR CLEAN-UP IMMEDIATELY  
FOLLOWING THE EVENT. CLEAN-UP AND MAINTENANCE INSTRUCTION REQUIREMENTS WILL BE PROVIDED.

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**CHANGES, CANCELLATIONS OR**  
QUESTIONS, CONTACT:  
JANET DALY 239-567-2285  
2590 TARA BLVD. LOT 224  
E-MAIL: janetdaly@yahoo.com

Contact at least a week before the event:  
Kitchen supplies: Janet Daly 239-567- 2285  
Sound & Lighting: Microphones/Projector/Lights:  
Jeff Lessmiller 813-699-9248  
Chuck Poveromo 815-979-3467

**CONFIRMATION SLIP**

DATE & TIME RESERVED: \_\_\_\_\_

CONFIRMED BY: \_\_\_\_\_

RECORDED & SCHEDULED: \_\_\_\_\_

CONFIRMATION FORM DELIVERED: \_\_\_\_\_

CONFIRMATIONS WILL BE SENT BY E-MAIL  
COPIES OF RESERVATIONS WILL BE PROVIDED UPON REQUEST