

**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 _____ VERANDAH _____ 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
Microphones/Projector: Jeff Lessmiller 813-699-9248
Lighting: Chuck Poveromo 815-979-3467

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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