

VENUE REQUEST FORM FOR 2025-2026

SPECIAL EVENT or PRIVATE PARTY

DATE SUBMITTED: _____

You must complete both sides of this form.

REQUESTED BY: Name _____

Park Address: _____ Phone: _____

Email Address _____

DESCRIBE ACTIVITY (i.e. birthday party, fish fry, etc.) _____

Do you plan to have entertainment: YES or NO

If yes, Band* DJ* Other _____

REQUESTED LOCATION: ☐ RH -REC Hall ☐ CP – Café Pad ☐ PL=Pad by the Lake ☐ GA=Grove Area
☐ CC=Community Center ☐ CRE=Craft Room East ☐ CRW=Craft Room West ☐ CR2= Craft Room Both

Date (mm-dd-year)	Day of the Week	Start & End Time Including Setup Time & Cleanup	Actual Start Time of Activity if Different	Number of Residents to be Invited to Attend

Venue Committee Notes

I understand as a resident of Buttonwood Bay I am being allowed to use a common usage area/facility as indicated to host a special event or private party and I accept the following:

1- I understand my event/party is not a Master Activity Committee (MAC) sanctioned event and is not covered by MAC's General Liability insurance policy, and I am responsible for any damage to property that occurs because of this event.

2- I understand park facilities are for the use of BB residents only and my event/party is not open to the public. Registered family members or out-of-town guests staying with me in my home overnight may attend.

3- I understand participants attending my event/party may not be charged an entrance fee. **My event is not for profit**, but I may charge a "cost share fee" to recoup my costs.

4- I understand that I am responsible for the clean-up after my event/party has ended. This includes returning any furniture moved to its original location or configuration and sweeping and spot mopping (if necessary) floors. Cleaning also includes the kitchen area of the CC (if used), emptying all trash cans and wiping down the tables. All trash must be bagged and taken to the dumpster located at the RH for pickup. Extra tables and chairs utilized will be returned to designated storage areas. These conditions also apply to the Café Pad, Pad by the Lake and the Grove. Failure to comply may result in disallowing future use.

5- I understand that illegal drugs are not to be allowed and alcohol may not be sold.

6- I understand that my event/party must adhere to the park rules and regulations including adherence to quiet time hours from 11pm to 7am or as set by park management for a venue request which includes a band or DJ. "No nuisance or annoyance shall interfere with the peaceful enjoyment of the residents."

7- I understand that guests at my event/party will be able to use the restroom facilities at the CC; bathhouse facilities at the Grove and the restrooms at the RH with one exception: the women's restroom at the RH will be locked during any large event due to fire safety codes, i.e. Saturday Night Dance, Winter Special Events, 50th Anniversary.

8-In the event of inclement weather, I understand I may be permitted to move my event to the RH *if* the RH has not been scheduled for any other priority event one week or earlier prior to my event.

Signature of Event/Party Requestor

Date

****Signature of Park Manager (required for events with Bands or DJ's) Date***

Does your event/party involve games of chance for money? Circle one: YES or NO

If yes, you must review and sign the Gambling Restrictions requirement stated below.

Name of Person Requesting Venue (printed):

Name of Gaming Activity Sponsored by the Above Person:

I, (above named person) understand that non-residents, temporary guests, former residents and absent homeowners (not living on site) may not play games of chance in Buttonwood Bay properties. I agree to ensure that any gambling type gaming activities conducted under my leadership in any common use area of Buttonwood Bay will comply with the definition of "penny-ante" games as defined in the 2024 Florida Statutes Title XLVI Chapter 849 Gambling. Specifically:

"Penny-ante" games are defined as "a game or series of games of poker, pinochle, bridge, rummy, canasta, hearts, dominoes, or mah-jongg in which the winnings of any player in a single round, hand, or game do not exceed \$10 in value."

Further restrictions to the penny-ante games include:

- 1) The game must be conducted in a dwelling. ["Dwelling" means residential premises owned or rented by a participant in a penny-ante game and occupied by such participant or the common elements or common areas of a condominium, cooperative, residential subdivision, or mobile home park of which a participant in a penny-ante game is a unit owner, or the facilities of an organization which is tax-exempt under s. 501(c)(7) of the Internal Revenue Code.]
- 2) A person may not directly or indirectly charge admission or any other fee for participation in the game.
- 3) A person may not solicit participants by means of advertising in any form, advertise the time or place of any penny-ante game, or advertise the fact that he or she will be a participant in any penny-ante game.
- 4) A penny-ante game may not be conducted in which any participant is under 18 years of age.

I understand that this is a requirement for being allowed to use the common use facilities at Buttonwood Bay.

Signature: _____

Date: _____

MS Word/MAC Master File/MAC Forms/Venue Request Form for Special Event or Private Party 2024-2025

Form Effective Date 2/1/2025