



TOWN OF FRANKLIN

Post Office Box 1479
Franklin, North Carolina 28744
(828) 524-2516

Check List for Reserving the Gazebo

Requirements for Reserving Gazebo:

- 1.) Reservations are on a first come first serve basis.
- 2.) If you need a sound system you are responsible for set up and break down of system.
- 3.) If trash is generated from your event please clean up afterwards.
- 4.) If your event needs additional trash cans request those from Town Hall in advance.
- 5.) If your event requires a Street closing fill out separate form.

Name of organization or individual reserving Gazebo: _____

Phone number of organization or individual reserving Gazebo: _____

Purpose for reserving the Gazebo: _____

Date you would like to reserve the Gazebo: _____

Time you would like to reserve the Gazebo: _____

Additional Notes regarding your request:

Signature of individual reserving Gazebo

Date

For Official Use Only:

- Approved
- Denied

Town Manager

Date