



# Town of Franklin Gazebo Reservation

*Reservations must be received a minimum of two (2) weeks prior to reserve date*

**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 clean up and trash removal is required.
- 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 and Town Council must approve.
- 6.) Applicant must check with Franklin Police Chief to ensure all safety protocols are adhered too.

**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:** \_\_\_\_\_

**Detailed Description of Proposed Use of the Gazebo:**

\_\_\_\_\_  
**Signature of individual reserving Gazebo**

\_\_\_\_\_  
**Date**

**Franklin Police Department**

- Yes, Applicant is in compliance with all safety measures
- No, Applicant is not in compliance with all safety measures

\_\_\_\_\_  
**Police Chief**

\_\_\_\_\_  
**Date**

**Town Managers Office**

- Approved
- Denied

\_\_\_\_\_  
**Town Manager**

\_\_\_\_\_  
**Date**