



Department of Parks & Recreation
683 Oak Street • Post Office Box 179 • Franklin, Virginia 23851
• (757) 562-2475 • E-mail- mdavis@franklinva.com

APPLICATION FORM – ACTIVITIES /RENTAL OF FACILITIES

Name or Sponsoring Organization _____
Address _____ City _____
Contact Person _____ Telephone # _____
e-mail address _____ Is this a Fund Raising Activity? Yes _____ No _____
If yes, admission price _____ Estimated Attendance _____
Date (s) of Activity _____ Time (start/finish) _____
Nature of Activity _____
Requested Area _____
Rental Fee _____ Security Deposit _____ Date paid _____
Will food and beverages be served? Yes _____ No _____ Will food be sold? Yes _____ No _____
Will ABC license be applied for? Yes _____ No _____

NOTE: The applicant may not consider this application approved until the applicant receives a copy of this form with the appropriate box checked and signed. Once the application is approved and the applicant notified, if the event is a rental, the applicant has two weeks to pay the rental fee & security deposit. If not paid within this time period, the application for the event will be voided. All special equipment such as tables, chairs, stage, p/a system, etc, will have to be arranged by the sponsoring organization. For all activities/rentals of department facilities, in which food will be sold, a special events packet from the Franklin health department will be given to the contact person of the event. It will be the applicant's responsibility to contact the health department and apply for a temporary food permit.

Signature of Applicant

Date

A conference is required: _____ Approved _____ Disapproved _____

Facility not available _____ Police Officers required _____

Director of Parks & Recreation

Date