

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

**APPLICATION FORM – ACTIVITIES /RENTAL OF FACILITIES**  
**Barrett's Landing Bathrooms**

Name or Sponsoring Organization \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_  
e-mail address \_\_\_\_\_ Is this a Fund Raising Activity? Yes \_\_\_ No \_\_\_  
If yes, Purpose \_\_\_\_\_ Estimated Attendance \_\_\_\_\_  
Date (s) of Activity \_\_\_\_\_ Time (start/finish) \_\_\_\_\_  
Nature of Activity \_\_\_\_\_  
Requested Area \_\_\_\_\_  
Rental Fee 50 Security Deposit 50 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. 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. **Note: The security deposit is not refundable.****

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

A conference is required: \_\_\_ Approved \_\_\_ Disapproved \_\_\_

Facility not available \_\_\_ Police Officers required \_\_\_

\_\_\_\_\_  
Director of Parks & Recreation

\_\_\_\_\_  
Date

