



# CITY OF FRANKLIN PARKS DEPARTMENT

## ***PAVILION RESERVATION APPLICATION PROCESS***

Please review the pavilion reservation application (page 2) to determine which pavilions are available to reserve. If you would like to use a pavilion that is not on the list, please note that all others are first come first serve from dawn to dusk.

**How to reserve a pavilion:**

1. Choose a City of Franklin Park location, pavilion, and date
2. Complete the City of Franklin Parks Pavilion Reservation Application (**page 2**)
3. Complete and submit application by fax, mail or drop off to the City of Franklin Parks office at least 30 business days prior to requested date. Payment must be completed at time of application submittal.

<b>Drop Off Address:</b> City of Franklin Parks 1368 Eastern Flank Circle Franklin, TN 37064 Mon.-Fri. 8AM - 4:30PM	<b>Mailing Address:</b> City of Franklin Parks P.O. Box 305 Franklin, TN 37064	<b>Other:</b> City of Franklin Parks 615-794-2103 Fax: 615-791-3250 <a href="http://www.franklintn.gov/parks">www.franklintn.gov/parks</a>
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4. Parks staff will review requests and follow-up with you regarding the status of your application. Please note that all applications are subject to review and may require submission of additional information. Submittal of an application does not grant you a permit.
5. Applicants are required to inform the City of Franklin Parks of any and all amendments to the original application prior to the date of your reservation.
6. Once the City of Franklin Parks requirements have been fulfilled, including all documents and full payment, a pavilion reservation permit will be issued. Please be aware, the City of Franklin Parks are public spaces and are open to use by the community during park hours. A permit guarantees use of pavilion, not all surrounding areas of a pavilion.

### **Rules and Regulations**

- Respect wildlife and natural park features.
- No alcoholic beverages, fireworks, metal detectors, littering or illegal drugs.
- No petting zoos, pony rides, etc.
- You must close and lock the Jim Warren Park– Enclosed Pavilion at the end of your rental.
- Parking is required in designated areas only.
- Music is restricted to inside the pavilion.
- The use of outside vendors or grills will **not** be permitted (commercial grills will be approved on a case by case basis and will require insurance). Charcoal grills are provided at various pavilions. Please see our website for details.
- **At Jim Warren Park Enclosed Pavilion ONLY - the use of a piñata and confetti is permitted, but there will be a \$100.00 refundable damage deposit required.**
- The use of nails to decorate is not permitted.
- Please remove all decorations and place trash in trash receptacles before leaving pavilion.
- Pavilion rentals are non-refundable.
- Bounce houses/inflatables are not allowed for pavilion rentals.

I do agree to abide by all ordinances of the City of Franklin and all conditions placed on this reservation request. I do swear and affirm that all information provided on this application is true and complete. I assume full responsibility of any damages to City of Franklin Parks equipment and/or property that occur as a result of the requested use. I understand I am responsible for the conduct of all parties in attendance. I understand that the areas my party uses will be left in the clean condition in which we found it, free of trash and debris.

\_\_\_\_\_  
Applicant Signature and Title

\_\_\_\_\_  
Date

## **PAVILION RESERVATION APPLICATION**

Please read the Pavilion Reservation Application Process, Rules and Regulations (page 1) before completing this application.

<b>APPLICANT INFORMATION</b>	
Contact:	
Organization:	
Phone Number:	
Email Address:	
Address:	
Date Requested:	
Time of Use:	Start Time: End Time:
Purpose of Reservation:	
Anticipated Attendance:	

**PAVILION REQUESTED - please select a pavilion by checking appropriate box below**  
 All pavilions are available from 8:00 AM to 9:00 PM. Reservations cover the full day.

<input type="checkbox"/> <b>Jim Warren Park – Enclosed Pavilion</b>	\$125 Daily Rental Seated Capacity 90 Corporate Rate: \$200 (insurance required)
<input type="checkbox"/> <b>Jim Warren Park—Pond Pavilion</b>	\$100 Daily Rental Seated Capacity 35 Corporate Rate: \$200 (insurance required)
<input type="checkbox"/> <b>Pinkerton Park—Tinkerbell Pavilion</b>	\$100 Daily Rental Seated Capacity 65 Corporate Rate: \$200 (insurance required)
<input type="checkbox"/> <b>Pinkerton Park—Middle Pavilion</b>	\$100 Daily Rental Seated Capacity 65 Corporate Rate: \$200 (insurance required)
<input type="checkbox"/> <b>Aspen Grove Park—Pavilion</b>	\$100 Daily Rental Seated Capacity 40 Corporate Rate: \$200 (insurance required)
<input type="checkbox"/> <b>Fieldstone Park— Pavilion</b>	\$100 Daily Rental Seated Capacity 65 Corporate Rate: \$200 (insurance required)

*OFFICE USE ONLY—Please Initial*

Entered in Master Calendar  
 Entered in Reports

Entered In Etrak  
 Insurance Received

Fees Received (D)  
 FINAL APPROVAL