

# KNOXVILLE ZOO PAVILION RESERVATION FORM

Please complete this form and mail to: Knoxville Zoo, Special Events Department, P.O. Box 6040, Knoxville, TN 37914 OR fax to Teresa Collins at (865) 637-1943.

Contact Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Office Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email \_\_\_\_\_

Date Requesting Use of Pavilion \_\_\_\_\_

Time of Arrival \_\_\_\_\_ Time of Departure \_\_\_\_\_

What do you hope to accomplish? \_\_\_\_\_

How will you accomplish your goal? \_\_\_\_\_

Materials to be used for promotion of your organization: \_\_\_\_\_

Do you need a table? Y N Do you need chairs? Y N How many? \_\_\_\_\_

Will you need electricity? Y N For what equipment? \_\_\_\_\_

Do you plan to post a banner? Y N Banner size? \_\_\_\_\_

Do you plan to have giveaways for visitors? Please list and plan to submit a sample. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_