

**HENRICO COUNTY DIVISION OF RECREATION AND PARKS
HENRICO THEATRE APPLICATION TO COLLECT MONIES**

This Application to Collect Monies must be completed and returned to the Site Manager at least thirty (30) days before the event. By signing below the applicant agrees to the following:

- Applicant must pay security fee for presence of the Henrico County Division of Police when collecting monies or admission on the premises.
- All monies must be kept in a lock box.
- No monies may be left at the Theatre overnight.
- The County of Henrico and its Division of Recreation and Parks shall assume no responsibility for any monies collected in or on the premises.

Applicant Information

Date Application Submitted: _____

Applicant Name: _____

Name of Organization Represented: _____

Nature of Program/Event: _____

Date of Event: _____

Time of Event: _____

Signature of Applicant: _____

Signature of Site Manager: _____

Signature of Director of Recreation and Parks: _____