



Henrico County Recreation and Parks FACILITY RESERVATION FORM - ORGANIZATION

This Facility Rental Application must be completed and returned to the appropriate Henrico County Facility Site Manager at least (30) days before the date requested. By signing below, the applicant acknowledges that he/she has read and understands the policies and fees established by Henrico County and set forth in the **Facility Reservation Guide** for the reservation and use of the facility requested.

A \$200 security deposit must be submitted with this application. **Please make checks payable to County of Henrico.** All required security deposits will be refunded to the applicant within six (6) weeks after the scheduled date of use and in accordance with established policies.

Rental applications and payment transactions for facilities are accepted during the site's posted business hours, or when front desk staff are present. For more information, please call the facility.

Event Information

Date of reservation: _____ Event Time: from _____ to _____

Site: _____

Specific room(s) requested: _____

Nature of program/event: _____

Is this a youth event for ages 12-20? Yes No (Graduation gatherings/events are considered youth events.)

Total expected attendance: _____ (Not to exceed largest room capacity; multiple room capacities cannot be combined.)

Applicant Information

Name of Organization Represented: _____

Address of Organization: (Street) _____

(City) _____ (State) _____ (Zip Code) _____

Authorized Agent Name: First: _____ MI: _____ Last Name: _____ Suffix: _____

Agent Phone: (Day): _____ (Evening): _____ Cell: _____

Email Address: _____ Birth Date: _____

Emergency Contact (Please list somebody we may contact in the event of an emergency during your event.)

Name: _____ Relation: _____ Phone Number: _____

Will applicant be on-site during the event? Yes No (Applicant or designee must be on-site during event.)

If no, please name designee (must be over 21 years of age): _____

Entertainment Information

Will entertainment be provided for your guests? Yes No

If **yes**, please describe: _____

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY:

Reservation Charges:

Total Rental Fees: \$ _____

Total Deposits: \$ _____

Grand Total: \$ _____

Event Times:

Set-Up Time: _____

Event Time: _____

Clean Up Time: _____

Deadlines:

Payment & Submission Deadline: _____

Diagram Deadline: _____

Approval:

Application is: Approved Denied

Coordinator: _____

Date: _____

HENRICO COUNTY RECREATION AND PARKS FACILITY RENTAL CONTRACT OVERVIEW

CHANGE OF CONTRACT

- Any changes must be made at least 30 days before the event date.
- Changes may only be made by the applicant listed on the contract.
- Any changes to the contract must be made in writing or by email.
- All correspondence concerning the reservation will only be made between the applicant and a site staff member.

EVENT TIMES

- On the day of the event, up to four (4) hours are given immediately prior to the event time for preparation (note: the building opens at 8 a.m. Mon-Sat, and 1 p.m. on Sunday) and one (1) hour is given immediately after the event for clean-up.
- Only individuals participating in preparation and cleanup should be in the facility during these times.
- Times for your event are as follows:
 - Setup Time: _____
 - Event Time: _____
 - Cleanup Time: _____

DECORATING/ENTERTAINMENT

- Glitter, confetti, rice, silly string, bird seed, or similar items are NOT permitted in the facilities.
- Balloons must be weighted down so they do not end up in the ceiling.
- No materials whatsoever can be attached, by any means, to any part of the facility or its furnishings.
- You may not have open flamed candles. All candles must be within a globe so that any open flame is contained.
- Any entertainment or large decorations must be approved by the site coordinator prior to your event date. Ex. Arches, platforms, moon bounces
- Fryers are prohibited inside. Requests for permission to use an outdoor fryer must be submitted in writing or by email.
- Stages are prohibited.
- Set-ups may not take place in lobbies or other public areas. All items associated with your event must be contained to the rooms you have rented.
- We recommend that you schedule a time before your event to test your AV needs. We cannot guarantee AV compatibility or function the day of your event.

ROOM DIAGRAMS & CAPACITIES

- Diagrams must be submitted 2 weeks (14 days) before your event. Diagrams are not final until determined feasible and approved by a Site Coordinator.
- Room set-ups will not be changed the day of your event, and only staff members are permitted to move tables, chairs, etc.
- The number of people attending the event cannot exceed the established capacity; _____ people.
- Event capacities are outlined in reservation guides.

CLEAN-UP TIME

- All trash must be disposed of properly. Trash must be removed from the provided cans and placed in designated waste bin or dumpster.
- Patios and other outdoor areas used by the applicant's party must be cleaned. No food, trash, or waste should be left outside.
- Floors are your responsibility to clean. Any food or trash left on floors must be cleaned.
- Applicant is responsible for food or trash left by guests of your party that may be left in the site lobbies or other common areas.
- Please inform the staff immediately if any spills occur.
- Kitchen must be restored to the condition found prior to the event.

DEPOSIT REFUNDS

The security deposit(s) will be refunded to the applicant within six (6) weeks of the event unless one of the following instances occurs:

- Failure to abide by the policies and procedures listed above and in your reservation guide.
- Any damage is done to the facility.
- Failure to vacate the facility at the designated time.
- Failure to remove all belongings brought to the facility.
- Failure to return borrowed items in the same condition as before use.

- **Alcohol is NOT permitted at any Henrico County Recreation and Parks building/property.**
- **Monies in any form cannot be exchanged or collected on site.**
- **Children must always be under adult supervision within the reserved rooms.**
- **It is the applicant's responsibility to ensure that all individuals involved in the facilitation of the event, as well as the guests in attendance, adhere to the policies and procedures stated above.**
- **Please be aware and courteous of the fact that other activities may be taking place in the facilities during your event.**
- **Additional rules may apply for historic facilities.**