



**Henrico County Division of 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 online, during the site's posted business hours, or when front desk staff are present. For more information, please call the facility.

Program Information

Date of reservation: _____ Event Time: from _____ to _____
 Location: _____
 Specific area(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.)

Organization/Authorized Agent Information

Name of Organization Represented: _____
 Address of Organization: _____
 Authorized Agent Name: _____
 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): _____
 Please list anyone else that you would like to be able to make decisions for this event, i.e. (planner, spouse, caterer etc.):
 Name: _____ Relation: _____

Entertainment Information

Will entertainment be provided for your guests? Yes No
 If yes, please describe: _____

Signature of Agent: _____ **Date:** _____

Office Use Only

<p>Rental Charges:</p> <p>Total Rental Fees: \$ _____</p> <p>Total Deposits: \$ _____</p> <p>Grand Total: \$ _____</p> <p>Payment & Submission Deadline: _____</p> <p>Set-Up Time: _____</p> <p>Event Time: _____</p> <p>Clean Up Time: _____</p>	<p>Application is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Center Staff: _____</p> <p>Date: _____</p> <p>If Required: <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Administration: _____</p>
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Henrico County Recreation and Parks Facility Rental Contract Overview

CHANGE OF CONTRACT

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

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. Monday, and 1 p.m. on Sunday) and one (1) hour is given immediately after the event for cleanup. Only individuals participating in preparation and cleanup should be in the facility during these times.

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 totally globed in 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/email.
- Stages are prohibited.
- All items associated with your event must be contained to the rooms you have rented. Set-ups may not take place in lobbies or other public areas.
- We recommend that you schedule a time before your event to test your AV needs. We cannot guarantee AV compatibility.

ROOM DIAGRAMS & CAPACITIES

Diagrams must be submitted 2 weeks before your event, and are not final until 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

- You must dispose of trash properly in provided bins.
- Floors are your responsibility to clean. Any food or trash left on floors must be cleaned.
- Patios and other outdoor areas used by the applicant's party must be cleaned. No food, trash, or waste should be left outside.
- 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 to maintain the furniture and carpets.
- 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 be under adult supervision at all times.**
- **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.**