



COUNTY OF HENRICO
DIVISION OF RECREATION AND PARKS

Henrico Theatre - Auditorium Facility Reservation Guide



**305 East Nine Mile Road
Henrico, VA 23075
Phone: (804) 652-1460**

Revised: January 9, 2016

HENRICO THEATRE POLICIES GOVERNING FACILITY USE

APPLICATION FOR USE

- For Henrico County residents or organizations, applications are accepted on a first-come, first-served basis no more than one (1) year in advance and no less than thirty (30) days before the requested date. Proof of County residency (valid driver's license, DMV-issued identification card, or voter registration card) must be provided with the application for use, or proof of the organization's address within the County (which must match the printed name and/or address on check/card).
- Non-County residents may reserve the facility up to six (6) months before and no less than thirty (30) days before the requested date.
- Applications for governmental use, other than activities sponsored by Henrico County Division of Recreation and Parks, will be accepted up to ninety (90) days before the requested date.
- All applicants must be 21 years of age or older. Permission for groups or organizations composed of persons under the age of 21 will be granted only to individuals at least 21 years of age who accept responsibility for supervising the using group or organization. In instances where events are held with participants under the age of 21, one (1) chaperone 21 years of age or older per every twenty-five (25) participants must be present at all times, and a guest list must be submitted one (1) week prior to the event. Henrico County Police presence will be required for all events for ages 12-20; see the fees section for costs.
- The applicant must be on-site during the scheduled event.
- All rental transactions, including payments (unless paying in cash), must be made by the applicant.
- The Director of Recreation and Parks or designee must approve all entertainment in advance.
- The Division of Recreation and Parks reserves the right to review, on a case-by-case basis, each event, program, or performance against the standards listed in the Division of Recreation and Parks Mission Statement.
- The order of priority for use of facilities is as follows:
 1. Any activity or use available to the public sponsored by Henrico County Division of Recreation and Parks.
 2. Any non-governmental activity or use.
 3. Any governmental use, other than an activity or use sponsored by Henrico County Division of Recreation and Parks, up to ninety (90) days before the requested date.

A Facility Site Manager must approve all applications for facility use before they can be confirmed. Individuals wishing to tour the facility must make an appointment so as not to interfere with events in progress.

RESERVATION LOTTERY PROCESS

All reservation decisions made according to the procedures below are final.

- Regardless of arrival time, the lottery process begins at 8:00 AM, except for Sundays when facilities open at 1:00 PM.
- If one or more County residents and one or more non-County residents are present at the same time and wish to reserve the same date, the County residents will have priority over the non-County residents.
- If two or more County residents are present at the same time and wish to reserve the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. This drawing will be held by the staff on-duty in the presence of the participating residents.
- If two or more non-County residents are present at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. This drawing will be held by the staff on-duty in the presence of the non-County residents.
- Only one lottery entry is allowed per event. (This includes family, friends, etc.)

FEES AND DEPOSITS

- All required fees, deposits, schedule, and Certificate of Insurance are due thirty (30) days before the requested date. Failure to comply will result in cancellation of the reservation.
- A security deposit of \$200, payable to Henrico County, must be submitted with the completed Facility Rental Application. If the application is denied, the full security deposit will be refunded by check within four (4) to six (6) weeks. If the applicant chooses to cancel the scheduled event, written notice must be given at least thirty (30) days before the event date to facility staff in person, by mail, or by email in order for the security deposit to be refunded. Upon confirmation, the refund will be issued by check within four (4) to six (6) weeks of receipt of the written cancellation notice.
- All rentals of the auditorium will be required to carry one million dollars (\$1,000,000) of liability insurance. The insurance policy must be in the name of the applicant or business renting the auditorium and must name the County of Henrico as an additional insured. A copy of the Certificate of Insurance is required thirty (30) days before the requested date. Failure to provide the Certificate of Insurance will result in cancellation of the requested date.
- A schedule of rehearsals, show times, and list of performers is due thirty (30) days before the date requested. This must include the time the doors open to the public, event start and completion times, and list of all performers and performance times.
- Any event that is open to the public requires the presence of two (2) off-duty Henrico County Police officers from the time the doors open to the public to ½ hour after the conclusion of the event. Applicants are assessed a fee of \$100 per hour with a three (3) hour minimum. The applicant also must complete the Henrico Theatre Application to Collect Monies thirty (30) days before the requested date.
- A security deposit of \$200, payable to Henrico County, must be submitted with the completed Facility Rental Application. If the application is denied, the full security deposit will be refunded by check within four (4) to six (6) weeks. If the applicant chooses to cancel the scheduled event, written notice must be given at least thirty (30) days before the event date to facility staff in person, by mail, or by email in order for the security deposit to be refunded. Upon confirmation, the refund will be issued by check within four (4) to six (6) weeks of receipt of the written cancellation notice.
- All parties using the facility are responsible for any damage to the facility and its property. If the value of damage exceeds the \$200 deposit fee, the applicant will be assessed additional charges.
- The security deposit will be refunded by check issued to the applicant within four (4) to six (6) weeks of the event date except in the following instances:
 - Failure to abide by the policies and procedures stated in the Facility Reservation Guide.
 - Any damage is done to the facility or property.
 - Failure by applicant and/or guests to vacate the facility at the designated time. A maximum of one (1) hour after the event will be provided to the applicant for completion of cleanup and removal of materials.
 - Failure to meet the following requirements for cleanup:
 - All materials and equipment both inside and outside the facility - including food, beverages, and decorations - must be removed immediately following the event. Henrico County and the Division of Recreation and Parks assume no responsibility for any property placed in or on the premises.
 - Materials and equipment borrowed from the facility, including audiovisual equipment, must be returned in the same condition as before use.

This is a restored historical building. Many of the furnishings and objects inside the facility are antiques and reproductions. Therefore, please treat Henrico Theatre and its contents with care and respect.

RULES FOR FACILITY USAGE

- **Alcohol is prohibited at all recreational facilities managed by Henrico County.**
- No materials or equipment, including signs or posters, shall be attached to the facility or its property. No flammable liquids or materials may be used without prior inspection and approval by the Henrico County Division of Fire. **No open flames are allowed; lighted candles must be covered with globes.**
- No outside vendors are allowed to sell merchandise or services on site without the prior written approval of the Director of Recreation and Parks or designee.
- This is a smoke free facility. Smoking is only allowed in designated outdoor areas. All cigarette butts and ashes must be disposed of properly.

- If unforeseen circumstances, such as inclement weather or electrical outages, cause the facility to be closed, the Division of Recreation and Parks reserves the right to cancel any scheduled use of the building and notify the applicant.
- Persons shall not be permitted inside Henrico Theatre in excess of capacities posted in each room. Except with the approval of County staff, additional chairs or "standing room" is expressly forbidden in the theatre due to fire regulations.
- Use of the marquee is prohibited. The marquee is reserved exclusively for County events.
- The Fire Code must be observed at all times; aisles and exits must be free and clear of obstacles at all times.
- All vehicles, including those of guests, vendors, and contractors, must park in the lots on the rear or sides of the building. No vehicles may park in fire lanes and "no parking" areas. A loading dock is available by the backstage theatre door. Special parking/loading arrangements may be made upon request.
- Padding should be used during load-in and load-out of sound equipment to protect floors.
- The facility will be closed on designated Henrico County holidays.
- Additional requirements apply to applicants wishing to use the auditorium. **General Guidelines for Performances and Rehearsals**, including technical and personnel requirements, will be provided.

**Henrico County
Division of Recreation and Parks
Mission Statement**

The Division of Recreation and Parks exists to enhance the quality of life and to foster a sense of well-being and community for the citizens of Henrico County. This is accomplished through management of resources and by facilitating leisure services and recreational opportunities in safe and well-maintained environments.

HENRICO THEATRE FEE SCHEDULE

All users of the facility must pay the established fee in full. Requesting additional hours for use requires the purchase of additional hours for each area rented.

The fee schedule for facility use of Henrico Theatre shall be as follows:

Room	Daily Rate		Each Additional Hour	
	Resident	Non-resident	Resident	Non-resident
1st Floor (Auditorium, Lobby, Stage and Support Areas)	\$500 8 Hr. Minimum	\$1,000 8 Hr. Minimum	\$100 Each Additional Hour	\$200 Each Additional Hour

Program Capacity

Total event capacity cannot exceed the capacity of the largest rented space

Auditorium 400 maximum

Deposits & Fees

Security Deposit: \$200

Setup Fee: (Orchestra Pit) \$35

Off-Duty Police Fee (3-Hour Minimum): \$300

Off-Duty Police Fee (each additional hour) \$100 (per hour)

Hours of Rental Operation

Monday - Thursday: 8:00 a.m. - 10:00 p.m.

Friday & Saturday: 8:00 a.m. - 11:00 p.m.

Sunday: 1:00 p.m. - 10:00 p.m.