



COUNTY OF HENRICO  
DIVISION OF RECREATION AND PARKS

## Henrico Theatre – Reception Room Facility Reservation Guide



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

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# 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 or named designee 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 and deposits are due thirty (30) days before the requested date. Failure to comply will result in cancellation of the reservation.*
- *If room set-up is required, a set-up request and room diagram must be filled out and submitted with the required fee thirty (30) days before the requested date. No changes in set-up may be made the day of the event.*
- Any furniture to be arranged or set-ups to be made must either be done by Recreation and Parks staff or under their supervision prior to the event.
- On the day of the event, up to four (4) hours are given prior to the event for preparation and one (1) hour is given immediately after the event for cleanup. The four (4) hour allowance excludes Sunday events scheduled before 5:00 PM.
- The presence of two (2) off-duty Henrico County Police officers is required for events for youth ages 12-20. Applicants are assessed a minimum fee of \$400 for the service, which includes three (3) hours of coverage during the event, as well as ½ hour both before and after the event. Fees for additional hours of police coverage as required will be assessed at a flat rate of \$100 per hour.
- 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.

## 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.**
- Any applicant wishing to use a private caterer must submit the caterer's name with the application. The caterer must follow all state and local regulations governing the serving of food and beverages.
- No money or admission shall be collected on the premises at any time by a non-governmental user of the facility. The sale of food or drink in the facility is prohibited.
- This is a smoke free facility. Smoking is only allowed in designated outdoor areas. All cigarette butts and ashes must be disposed of properly.
- No artificial flower petals, rice, glitter, confetti, sparklers, or similar material may be thrown or used inside or outside the facility. Birdseed and bubbles may be used outside only.
- 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.

- The number of people in the facility and its rooms shall not exceed established and posted capacities.
- All vendors and rental contractors who provide equipment that the County does not provide must be approved in writing and in advance by the Director of Recreation and Parks or designee.
- The facility will be closed on designated Henrico County holidays.
- Additional rules may apply for historic facilities.

**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	3 Hour Minimum		Each Additional Hour	
	Resident	Non-resident	Resident	Non-resident
2nd Floor (Reception, Gallery Areas, Kitchen)	\$200	\$400	\$50	\$100

### Program Capacity

**Total event capacity cannot exceed the following:**

Reception: ..... 100

\*Standing: 100, Theater seating: 75, Table seating: 72

### **Deposits & Fees**

Security Deposit: ..... \$200

Setup Fee: ..... \$35

Off-Duty Police Fee (youth event: 4-Hour Minimum): ..... \$400

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.