



Henrico County Recreation and Parks INDOOR FACILITY RESERVATION APPLICATION

This Facility Rental Application must be completed and returned in person at least (30) days before the date requested.

All applicants must be 20 years of age or older to reserve.

A \$200 security deposit must be submitted with this application. Deposits may be paid by credit card, in cash, or by check. Please make checks payable to County of Henrico. All required security deposits will be refunded to the applicant up to six (6) weeks after the scheduled date of use and in accordance with established policies.

Check Box: **Individual** (Please fill out the below information accordingly. Payment must match the applicant.)
 Organization

Event Information

Date of reservation: _____ Event Time: From _____ To _____

Facility: _____

Specific room(s) requested: _____

Nature of program/event: _____

Is this a youth event for ages 15-19? Yes No (Graduation gatherings/events are considered youth events.)

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

Individual Information

Name: First: _____ MI: _____ Last Name: _____ Suffix: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Applicant Phone Primary: _____ Secondary: _____

Email Address: _____ Birth Date: _____

Organization Information

Name of Organization Represented: _____

Street Address: _____

(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. **911 or 'Self' are prohibited contacts.**)

Name: _____ Relation: _____ Phone Number: _____

Will applicant be on-site during the event? es p (Applicant or designee must be on-site during the event.)

If no, please name the designee (Must be 20 years of age or older to be a designee): _____

Entertainment Information

Will entertainment be provided for your guests? es p

If yes, please describe: _____

By signing below, the applicant acknowledges that they have read and understand 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.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Reservation Charges:

Total Rental Fees: \$ _____

Total Deposits: \$ _____

Grand Total: \$ _____

Times Rented for Event:

Timeframe Rented: _____

Maximum Room Capacity: _____

Approval:

Application is: Approved Denied

Coordinator: _____

Date: _____

Deadlines:

Payment Deadline: _____

Diagram Deadline: _____

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.

Hours RENTED

- **Entirety of event, including set-up and clean-up must occur within reserved hours.**
- Only individuals participating in preparation and cleanup should be in the facility during these times.
- Time for your event is as follows:

Time rented for your event is as follows:

Timeframe Rented: _____

DECORATING/ENTERTAINMENT

- Glitter, confetti, rice, silly string, birdseed, or similar items are **NOT** permitted in the facilities or on the facility grounds.
- 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 or rental items 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.
- 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 rearranged the day of your event, and only staff members are permitted to move tables and equipment.**
- The number of people attending the event cannot exceed the established maximum capacity.
- Room 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 applicant's 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 or damages 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 the facility reservation guide.
- Any damage 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.**
- **Applicant event and permit information must be displayed in the visible assigned location.**
- **Monies in any form cannot be exchanged or collected on site. No admission fees or similar charges may be charged in connection with an event.**
- **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.**