



# Henrico County Recreation and Parks INDOOR FACILITY RESERVATION FORM

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 within 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 (Event oriented or marketed towards high school-aged and/or early college-aged youth.)

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

### Individual Information

Name: First: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Address: (Street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Applicant Phone Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

Email Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_

### Organization 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 the event.)

If no, please name the designee (must be over 20 years of age): \_\_\_\_\_

### Entertainment Information

Will entertainment be provided for your guests?  Yes  No

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:** \$ \_\_\_\_\_

**Maximum Room Capacity:** \_\_\_\_\_

#### Deadlines:

Payment & Submission Deadline: \_\_\_\_\_

Diagram Deadline: \_\_\_\_\_

#### Event Times:

Start Time: \_\_\_\_\_

Event Time: \_\_\_\_\_

End Time: \_\_\_\_\_

#### 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:

### **Times for your event are as follows:**

Setup Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ Cleanup Time: \_\_\_\_\_

## 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, chairs, etc.**
- The number of people attending the event cannot exceed the established maximum capacity listed on front.
- 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 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 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 for private events.**
- **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.**