



HENRICO COUNTY POLICE DIVISION

Dance Hall Permit Application

HCPD-190 (10/12)



Dance Hall Permit Application Instructions

This application must be completed in its entirety and submitted to the Police Division, along with the Dance Hall Application fee of \$200, **AT LEAST THIRTY DAYS PRIOR TO THE EVENT**. Payment may be made in cash, check, or money order made payable to the County of Henrico.

The following County departments will review this application: Planning, Division of Fire, Building Inspections, and Police Division. Each department has its own section within this application. A copy of Henrico Code Chapter 4, Article III titled "Dance Halls" is available upon request. Please read through these instructions completely before you begin. If you have any questions, you may contact the Police Division's Permits Unit at 501-7494.

SECTION I (page 2)

This section is general information about the applicant, the venue, and the event. This page will be forwarded to all of the reviewing departments.

You must select one of the following:

- Continuous (to operate a permanent dance hall)
- Promoter – Multiple Events (to conduct multiple dances at the same location)
- Single Event (to conduct a single dance)

Permits issued as Promoter – Multiple Events are valid for 12 months following the date of issuance. You may list as many events as desired within the 13-month period following the date of application, provided that all events will occur at the same location. Final approval for each dance will not be granted until the premises passes inspection by the Division of Fire prior to the dance. It is your responsibility to contact the Police Division's Permits Unit at 501-7494 a minimum of 30 days prior to each event to arrange for an inspection.

SECTION II (page 3)

This section is for the Planning Department, who determines if the venue is properly zoned for the event. You **must** submit a floor plan showing total floor area and area devoted to dancing.

SECTION III (page 4)

This section is for the Division of Fire. You **must** submit the following with your application:

1. A site plan for the venue indicating the building location and parking areas; and
2. A floor plan for the venue indicating locations of exits, seating areas, dance floors, food preparation areas, and other occupied areas.

The venue must submit to a fire inspection of the premises, to include building systems, occupancy limits, emergency exit conditions, fire suppression and detection systems, and emergency evacuation plans.

SECTION IV (page 5)

This section is for Building Inspections, who determines if the venue adheres to the Virginia Uniform Statewide Building Code.

SECTION V (pages 6-7)

This section is for the Police Division. Background screening is performed on the applicant, as well as those affiliated with the dance hall venue and promotion of the event. **The Authorization to Obtain Information (page 7) must be notarized.**

Within 30 days of filing a completed application, or a longer period if requested by the applicant, the Chief of Police shall issue a permit or provide a written decision of denial to the applicant.

SECTION I – GENERAL INFORMATION

Check one: Continuous (permanent dance hall) Promoter – Multiple Events (multiple dances at the same location) Single Event (one dance)

APPLICANT INFORMATION

Name: _____
Name of individual applying *Name of your business or employer*

Phone numbers: _____
Home *Work* *Cell* *Fax*

E-mail address: _____

Address: _____
Street *City* *State* *Zip code*

Have you ever had a dance hall permit denied or revoked by any jurisdiction? Yes No

If yes, list the date(s) and reason(s) for revocation(s):

ABC license #: _____ ****An ABC license is required if there will be ANY alcohol at your dance hall, either served by your or brought by the attendees****

Has your ABC license ever been suspended/revoked or have you ever been denied an ABC license?

Yes No

If yes, list the date(s) and reason(s) why:

EVENT INFORMATION

Name of event: _____ Date of event: _____

Sponsoring organization: _____

Anticipated number of attendees: _____ Attendee ages: 18 and over 18 and under
 21 and over 21 and under All ages

VENUE INFORMATION

Name of business: _____ Phone number: _____

Address: _____
Street *City* *State* *Zip code*

Contact person/manager: _____

SECTION II – PLANNING

VENUE INFORMATION

Tax map or parcel number: _____ Zoning: _____

Type of business (check one): Restaurant
 Private Club (if admission privileges are sold to the general public at any time, check "Other")
 Other

Floor plan showing total area and area devoted to dancing attached? Yes No

Total floor area (in square feet): _____ Area devoted to dancing (in square feet): _____

FOR PLANNING DEPARTMENT OFFICE USE ONLY

Case number: _____

The location **COMPLIES** with zoning regulations for a public dance hall.

The location **DOES NOT** comply with zoning regulations for a public dance hall.

The proposed use is not a public dance hall as defined in the zoning ordinance.

Director of planning (or designee): _____ Date: _____

SECTION III – DIVISION OF FIRE

Will there be any pyrotechnics/special effects in conjunction with the event? Yes No

If yes, you must complete a separate permit application, obtained through the Fire Marshal's Office. Contact the Division of Fire at 501-4900 for more information.

Site plan for the venue indicating the building location and parking areas attached? Yes No

Floor plan provided indicating locations of exits, seating areas, dance floors, food preparation areas, and other occupied areas? Yes No

FOR DIVISION OF FIRE USE ONLY

Case number: _____

Did the proposed venue submit to a fire inspection of the premises, to include building systems, occupancy limits, emergency exit conditions, fire suppression and detection systems, and emergency evacuation plans?

Yes No

Date of inspection: _____

Comments:

The location **COMPLIES** with State and County fire codes.

The location **DOES NOT** comply State and County fire codes.

Fire Chief (or designee): _____

Date: _____

SECTION IV – BUILDING INSPECTIONS

Existing/previous use of space: _____

Proposed occupant load: _____

Floor plan provided indicating locations of exits, seating areas, dance floors, food preparation areas, and other occupied areas? Yes No

FOR BUILDING INSPECTIONS OFFICE USE ONLY

Date of inspection: _____

Use group: _____

Occupant load: _____

Construction type: _____

CO number: _____

The location **COMPLIES** with applicable provisions of the Virginia Uniform Statewide Building Code.

The location **DOES NOT** comply with applicable provisions of the Virginia Uniform Statewide Building Code.

Building Official (or designee): _____

Date: _____

2.	Name: _____	DOB: _____	SSN: _____
	Phone numbers: _____	_____	Work title: _____
	<i>Home</i>	<i>Work</i>	
	Address: _____		
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip code</i>
3.	Name: _____	DOB: _____	SSN: _____
	Phone numbers: _____	_____	Work title: _____
	<i>Home</i>	<i>Work</i>	
	Address: _____		
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip code</i>
4.	Name: _____	DOB: _____	SSN: _____
	Phone numbers: _____	_____	Work title: _____
	<i>Home</i>	<i>Work</i>	
	Address: _____		
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip code</i>
5.	Name: _____	DOB: _____	SSN: _____
	Phone numbers: _____	_____	Work title: _____
	<i>Home</i>	<i>Work</i>	
	Address: _____		
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip code</i>

LEASED OR RENTED PROPERTY

If the applicant does not own the premises of the proposed dance hall, the following signed statement must be obtained from the owner or owners of the premises:

I, _____, the owner or owners of the property at _____

(name of owner)

_____ do hereby authorize the applicant,

(address of proposed dance hall)

_____, to use the above listed property for a public dance hall.

(name of applicant)

Signature of owner

Date

FOR POLICE DIVISION OFFICE USE ONLY

Pursuant to Chapter 4, Article III of the Code of Henrico County, and the representations, terms, and conditions set forth in the above application is **issued** a dance hall permit is **denied** a dance hall permit for the operation of a dance hall as described in said application.

Chief of Police (or designee): _____

Date: _____

AUTHORIZATION TO OBTAIN INFORMATION

I authorize the County of Henrico, Police Division to perform a background investigation in connection with my application for a public dance hall permit.

This investigation may include information as to my credit, criminal convictions, Division of Motor Vehicle records, personal references, professional references, previous employers, and other appropriate sources.

I authorize the release of any information that the County of Henrico may request from the above sources. All information I have provided on this application is true and accurate.

Applicant's signature: _____ Date: _____

Commonwealth of Virginia
County of Henrico Police

On this _____ day of _____, 20____, _____,

who name is signed to the foregoing instrument, personally appeared before me, acknowledged the foregoing signature to be his, and having been duly sworn by me, made oath that the statements made in the said instrument are true.

Signature of Notary Public: _____ My commission expires: _____