



COUNTY OF HENRICO  
DIVISION OF RECREATION AND PARKS

# Henrico Theatre Facility Reservation Guide



**305 East Nine Mile Road  
Henrico, VA 23075  
Phone: (804) 328-4491  
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Adopted December 9th, 2008

# HENRICO THEATRE POLICIES GOVERNING FACILITY USE

## **APPLICATION FOR USE**

- For Henrico County residents, applications are accepted on a first-come, first-served basis no more than a year in advance and no less than thirty (30) days before the requested date. Proof of County residency (driver's license or voter registration card) must be provided with the application for use.
- Non-County residents may reserve the facility up to six (6) months before the desired date and no less than thirty (30) days before the requested event.
- Applications for governmental use, other than activities sponsored by the Henrico County Division of Recreation and Parks, will be accepted up to ninety (90) days before the desired date.
- All applications must be signed by an individual at least 21 years of age. 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 chaperone 21 years of age or older for every twenty-five (25) participants must be present at all times.
- The applicant or named designee must be on-site during the scheduled event.
- All rental transactions, including payments, must be made by the applicant. Completed applications and deposits may be submitted at Henrico Theatre during regular office hours, Monday through Friday, 8:00 a.m. - 4:30 p.m.
- 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 the facility is as follows:
  1. Any activity or use available to the public sponsored by the County of Henrico Division of Recreation and Parks.
  2. Any non-governmental activity or use.
  3. Any governmental use, other than an activity or use sponsored by the County of Henrico Division of Recreation and Parks.

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

## **RESERVATION LOTTERY PROCESS**

*All reservations decided according to the procedures listed below are final.*

- If one or more County residents and one or more non-County residents arrive 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 arrive 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 participating residents.
- If two or more non-County residents arrive 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.

## **FEES AND DEPOSITS**

- All required fees and deposits are due thirty (30) days before the event date requested.
- 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 event date requested. 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.
- On the day of the event, 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 p.m.
- The presence of two 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 coverage for ½ hour before and after the scheduled 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, made payable to County of Henrico, must be submitted with the completed Facility Rental Application. If the application for use is denied by Henrico County, the full security deposit will be refunded by check within thirty (30) days from the date received. If the applicant elects to cancel the scheduled event, written notice must be given to facility staff in person or by mail, email, or fax at least thirty (30) days before the event date in order for the security deposit to be refunded. This refund will be issued by check within thirty (30) days of the 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 thirty (30) days of the scheduled use except in the following instances:
  - a. Failure to abide by the policies and procedures stated in the Facility Reservation Guide.
  - b. Any damage is done to the building or facility property.
  - c. Applicant fails to vacate the building at the designated time. A maximum of one (1) hour after the event will be provided for completion of cleanup and removal of materials.
  - d. Applicant fails to meet the following requirements for cleanup:
    1. All materials and equipment brought into the facility, including food and beverages and decorations, must be removed immediately following the event. The County of Henrico and its Division of Recreation and Parks assumes no responsibility for any property placed in or on the premises.
    2. Materials and equipment borrowed from the facility, including audiovisual equipment, must be left in the same condition as before use.

*Please remember that this is a restored historic building. In addition, 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**

- 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 for any event 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. Alcohol is only allowed in the 2<sup>nd</sup> floor Reception Room with a valid ABC Banquet License or ABC Caterer's License. No food or drink is allowed in the auditorium.
- The sale of food or drink in Henrico Theatre is prohibited without the prior written approval of the Director of Recreation and Parks or designee. Food or drink is not permitted in the auditorium, and the sale of alcohol is prohibited at all times.
- A non-governmental user of Henrico Theatre shall collect no money or admission on the premises at any time except by approval of the Director of Recreation and Parks or designee. If monies are to be collected, the **Henrico Theatre Application to Collect Monies** must be completed by the applicant and submitted at least thirty (30) days prior to the requested rental date. The applicant must hire security through the Henrico County Division of Police at \$100 per hour with a 3-hour minimum. No other hired security staff will be allowed. No monies may be left at the Theatre overnight.
- 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 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.
- 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.
- The Fire Code must be observed at all times: aisles, 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.

- The Division of Recreation and Parks reserves the right to review, on a case by case basis, each event, program, or performance against standards listed in the Mission Statement of the Division of Recreation and Parks.
- Additional requirements may apply to applicants using the auditorium. If applicable, **General Guidelines for Performances and Rehearsals**, including technical and personnel requirements, will be provided.
- Outdoor music is allowed only by special permission and must comply with local ordinances.
- Padding should be used during load-in and load-out of sound equipment to protect floors.
- Volume levels should be maintained so as to not disturb other events in the facility.
- 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 and the *first full week* in January for annual cleaning.

**County of Henrico  
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 (Theatre, Lobby, Stage and Support Areas)	\$500 Daily	\$1,000 Daily		
Sublets (Theatre Only) 8:00 a.m.-4:30 p.m.	\$150 Daily	\$300 Daily		
2nd Floor (Reception, Gallery Areas, Kitchen)	\$200 3 Hr. Minimum	\$400 3 Hr. Minimum	\$50 Each Additional Hour	\$100 Each Additional Hour

### **Program Capacity**

Auditorium	400 maximum
2nd Floor	150 maximum
(Reception: *100; Lounges: 25 each)	
*Standing: 100, Theater seating: 75, Table seating: 72	

### **Deposits & Fees**

Security Deposit:	\$200
Alcoholic Beverage Security Deposit:	\$125
Setup Fee:	\$35
Off-Duty Police Fee (youth event: 4-Hour Minimum):	\$400
Off-Duty Police Fee (fee collection: 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.

**HENRICO COUNTY DIVISION OF RECREATION AND PARKS  
ALCOHOL POLICY FOR FACILITY RENTAL  
HENRICO THEATRE**

In addition to the Facility Rental Application, a separate Application to Use Alcoholic Beverages must be completed by the applicant and returned to the Site Manager at least thirty (30) days before the requested event. The applicant signing this form must be at least 21 years of age and must accept responsibility for the use of the facility during the date and times agreed.

Anyone wishing to serve alcoholic beverages in a Henrico County Division of Recreation and Parks rental facility must obtain a valid one-day banquet license from the Virginia Department of Alcoholic Beverage Control (ABC) or submit a valid Caterer's ABC License.

A separate \$125 alcohol security deposit must be submitted with the Application to Use Alcoholic Beverages. Please make checks payable to the County of Henrico.

*For additional information, please call the Henrico Theatre at (804) 328-4491.*

The applicant must read and abide by the following requirements:

- The Application to Use Alcoholic Beverages must be completed and returned to the facility office at least thirty (30) days before the requested date. An additional security deposit of \$125 must be submitted with the application. This deposit will be refunded by a County of Henrico check to the applicant within thirty (30) days after the scheduled event except in the following instances:
  - Any damage is done to the building or property.
  - Applicant fails to meet facility cleanup requirements.
- The applicant, by signing the Application to Use Alcoholic Beverages, agrees to follow all rules and regulations outlined in the **Henrico Theatre Facility Reservation Guide** as well as all requirements for operating under a banquet license issued through the Virginia Department of Alcoholic Beverage Control.
- The applicant must obtain a banquet license from the Virginia Department of Alcoholic Beverage Control, unless the caterer of the event holds a valid Alcoholic Beverage Control Caterer's License. The applicant must present the ABC banquet license or a copy of the Caterer's ABC License to the facility office at least fourteen (14) days before the event.
- The ABC license shall be posted by facility staff before the start of the event. No alcohol may be consumed in any area other than the designated area for the event. No alcohol can be stored at the facility before the day of the event. All alcohol must be removed immediately following the event.
- The Division of Recreation and Parks reserves the right to remove any person(s) from the facility who do not follow the instructions for operating under a banquet license of the Virginia Department of Alcoholic Beverage Control.