

*R*iverfront *E*vent *R*ental *A*pplication



Venture Richmond

200 South Third Street

Richmond, VA 23219

EVENT SUMMARY INFORMATION

YOUR EVENT MUST BE AT LEAST 90 DAYS FROM THE DAY YOU SUBMIT THE APPLICATION FOR PROCESSING. COMPLETION OF APPLICATION DOES NOT GUARANTEE APPROVAL OF EVENT.

DESCRIPTION

Name of Event _____

Event(s) Date Requested _____

Event Category ___ Concert/Performance ___ Dance ___ Walk/Run/Athletic
 ___ Festival/Celebration ___ Exhibits ___ Special Attraction
 ___ Other (please explain _____)

Estimated Attendance _____

DATE/TIME

Event Start Time _____

Event End Time _____

Event Load-in Date _____

Event Load-in Start Time _____

Will you need the next day to complete dismantling your event? ___ Yes (additional fees will be applied) ___ No

APPLICANT CONTACT INFORMATION

Primary Event Contact

- Name _____
- Mobile/Cell Number _____
- Day/Work Number _____
- Mailing Address _____ City/State/Zip _____
- Have you been convicted of a crime? ___ Yes ___ No
- If yes, please explain _____

Secondary Event Contact (Required)

- Name _____
- Mobile/Cell Number _____
- Day/Work Number _____
- Mailing Address _____ City/State/Zip _____
- Have you been convicted of a crime? ___ Yes ___ No
- If yes, please explain _____

Name of organization(s) sponsoring this event _____

Event Website (required) _____

Please list any professional event organizer or event service provider hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.

Name _____

Company Name _____

Address _____ City/State/Zip _____

Telephone (Mobile) _____ Office/Work _____

Organization(s) sponsoring event _____

Event Website (required) _____

DESCRIPTION OF EVENT

Please provide a narrative of your event.

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RELATED EVENT ACTIVITIES

ALCOHOL

Yes No Does your event involve the use of alcoholic beverages?

If yes, please check all that apply.

Sell Alcohol *(VA Alcoholic Beverage Control and City of Richmond Alcoholic Beverage Control Licenses are required)*

Give Alcohol Away *(VA Alcoholic Beverage Control and City of Richmond Alcoholic Beverage Control Licenses are required)*

Venture Richmond must have copies of both licenses prior to your event. (Requirement)

FOOD VENDORS

Yes No Does your event include food vendors?

ALL food vendors must have a current City of Richmond business license and current certificate of insurance specifically for this event. Venture Richmond must have copies on file prior to your event. This is a requirement.

Food vendors are required to pay a Meal Tax to the City of Richmond

MERCHANDISE VENDORS

Yes No Does your event include merchandise vendors?

ALL merchandise vendors must have a current City of Richmond business license and current certificate of insurance specifically for this event. Venture Richmond must have copies of file prior to your event. This is a requirement.

TICKETED EVENT/ADMISSIONS

Yes No Is this a ticketed event?

Yes No Will tickets be sold in advance?

Yes No Will tickets be sold at the gate/day of event?

The City of Richmond requires event producers to pay an Admissions Tax if you're having a ticketed event or if you are charging patrons to attend your event.

AMPLIFIED SOUND

Yes No Are there any musical entertainment related to your event?

If yes, name of performer/band and music type _____

Yes No Will sound amplification be used?

If yes, name of sound company _____

___Yes ___No

Will any Airborne Objects be used/distributed at your event?

If yes, please describe the type of items and reason for use _____

INSURANCE INFORMATION

Name of Insurance Agency/Carrier _____

Address _____

City/State/Zip _____

Insurance Agent Name _____

Email Address _____

Telephone: Day _____

Cell _____

TERMINATION

Venture Richmond may terminate this agreement immediately upon serving written notice to the Sponsor/Organization if there is default by the Sponsor/Organization under any provision of the agreement, and the Sponsor/Organization shall have failed to completely resolve the default within five days after being given notice by Venture Richmond. If notice is served less than six days prior to the event, the Agreement will terminate prior to the rental period, unless the default is completely resolved prior to the rental period. The sponsor/organization agrees to indemnify, save and hold harmless the city of Richmond, Venture Richmond, including their employees, agents and volunteers, from and against any and all costs, losses, diminutions in value, damages, liabilities, or expenses, without duplication, including, without limitation, reasonable attorneys' fees and all amounts paid for investigation, defense or settlement of any of the foregoing to the extent such costs, losses, diminutions in value, damages, liabilities or expenses are arising out of or resulting from Sponsor/Organization's actions or the event put on by the Sponsor/Organization. All revisions, changes, additions to any terms of this agreement must be in writing and approved in writing and dated by all parties. The signature below indicates that the sponsor/organization has reviewed and agrees to the conditions and restrictions in this agreement. I/We certify that all information given is correct and I hereby grant permission to Venture Richmond to conduct a criminal background check. Venture Richmond reserves the right to cancel any event if application information is found to be false.

SIGNATURES – TWO Contacts are REQUIRED

Primary Event Contact Signature _____

Primary Contact Date of Birth _____ (MM/DD/YYYY)

Social Security # _____

Secondary Event Contact Signature _____

Secondary Contact Dater of Birth _____ (MM/DD/YYYY)

Social Security# _____

APPLICATION FEE (REQUIRED)

Your completed application must be accompanied with a \$200 application fee. Make checks payable to **Venture Richmond**. Submit both items to Venture Richmond for processing. Applications will not be considered if incomplete and/or fee is not included. Mail to:

Venture Richmond
c/o Brown's Island Rentals
200 South Third Street
Richmond, VA 23219
www.venturerichmond.com

THANK YOU.

YOU WILL BE CONTACTED WITHIN TEN (10) BUSINESS DAYS ONCE
YOUR COMPLETED APPLICATION AND FEE IS RECEIVED IN OUR OFFICE