

# Riverfront Event Rental Application



VENTURE  E  
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.

### 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 - Please Print

### Primary Event Producer Contact

- Name \_\_\_\_\_
- Mobile/Cell Number \_\_\_\_\_
- Email Address \_\_\_\_\_
- Mailing Address \_\_\_\_\_
- City/State/Zip \_\_\_\_\_
- Have you been convicted of a crime? \_\_\_ Yes                    \_\_\_ No
- If yes, please explain  
\_\_\_\_\_

### Secondary Event Producer Contact (Required)

- Name \_\_\_\_\_
- Mobile/Cell Number \_\_\_\_\_
- Email Address \_\_\_\_\_
- 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 \_\_\_\_\_

Organization Executive Director/President/ CEO \_\_\_\_\_

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 \_\_\_\_\_

Company Website (**required**) \_\_\_\_\_

|  |
|--|
| <b>DESCRIPTION OF EVENT – Please Print</b> |
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Please provide a narrative/details of your event.

## RELATED EVENT ACTIVITIES

### ALCOHOL

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

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. **(Required)**

### FOOD VENDORS

Does your event include food vendors? \_\_\_ Yes \_\_\_ No

**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

Does your event include merchandise vendors? \_\_\_ Yes \_\_\_ No

**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

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? \_\_\_ Yes \_\_\_ No

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

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

If yes, name of performer/band and music type \_\_\_\_\_

Will sound amplification be used? \_\_\_ Yes \_\_\_ No

If yes, name of sound company \_\_\_\_\_

Will any Airborne Objects be used/distributed at your event? \_\_\_ Yes \_\_\_ No

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. 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.

**Two Signatures 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)

This application must be accompanied with a \$200 application fee.

Make checks payable to **Venture Richmond**.

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  
[venturerichmond.com](http://venturerichmond.com)

**THANK YOU!**

The event producer will be contacted within ten (10) business days once your completed application and fee is received in our office.

### **\*\*IMPORTANT NEXT STEP\*\***

THE EVENT PRODUCER MUST IMMEDIATELY CONTACT THE CITY OF RICHMOND FINANCE DEPARTMENT TO OBTAIN A CITY OF RICHMOND BUSINESS LICENSE. THE CITY REQUIRES ALL EVENT PRODUCERS HOLDING AN EVENT IN THE CITY, OBTAIN THIS LICENSE. CONTACT ALIDA ROGERS AT [ALIDA.ROGERS@RICHMONDGOV.COM](mailto:ALIDA.ROGERS@RICHMONDGOV.COM).

BUSINESS LICENSE APPROVAL FROM THE CITY OF RICHMOND IS NOT AUTOMATIC APPROVAL FOR AN EVENT ON BROWN'S ISLAND/ RIVERFRONT PROPERTIES. VENTURE RICHMOND IS RESPONSIBLE FOR FINAL EVENT APPROVAL.