

**TWO Important ITEMS for ALL Applicants - PLEASE READ**

**I. CITY OF RICHMOND REQUIREMENT**

To begin the rental process, **you must first contact the City of Richmond Finance Department** before completing a Venture Richmond rental application. The City of Richmond now requires that ALL event producers holding an event in the City have a **business license from the city of Richmond**. This includes persons who have previously held events on Brown's Island and those who are currently interested in having an event this year. The entire rental process takes a minimum of 90 days from the date of your event so contact the finance department **as soon as possible**. This is a mandatory requirement from the City of Richmond. Contact **Alida Rogers** with the city's Finance department with any questions. Her contact information is [alida.rogers@richmondgov.com](mailto:alida.rogers@richmondgov.com) and 804-646-6765.

**SPECIAL NOTICE – Completing the City of Richmond Finance Department requirements does NOT grant automatic approval of your event by Venture Richmond. Official approval of your event will come from Venture Richmond. Do not advertise on ANY social media/media platforms until you receive acknowledgement from Venture Richmond.**

**II. APPLICATION FORMAT and FEE**

The 2021 Brown's Island /Riverfront Event rental application has a fillable PDF option and can be found on our website.

When using the fillable option to complete your application, you must mail your \$25 application fee to our office. Your application will not be considered complete until we receive the fee and application. Remember to keep a copy for your records. <https://venturerichmond.com/our-services/browns-island-rentals>

If you choose to PRINT the application, complete using blue or black ink, enclose your \$25 application with the application and mail it to our office. Your application will not be considered complete until we receive both items.

Personal and company checks or money orders are accepted. If a check is returned for any reason, a returned check fee in addition to the \$25 app fee will be invoiced to you.

**Our address is:**

***VENTURE RICHMOND,***

***ATT: Brown's Island Rentals***

***200 S. Third Street, Richmond, VA 23219***