

Riverfront Event Rental Application



Venture Richmond

200 South Third Street

Richmond, VA 23219

2025 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 _____ Load-out Time _____

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

2025 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 (required) _____

Name of Executive Director/President/ CEO (required) _____

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's Name _____

Company's Website: _____

Address _____ City/State/Zip _____

Telephone (Mobile) _____ Office/Work _____

DESCRIPTION OF EVENT – Please Print

Provide a detailed narrative about your event to include history/date of event, previous venue(s)

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, list all performers/bands and their music genre/type _____

___ Yes ___ No

Will sound amplification be used?

If yes, name of professional sound company and including their complete address with city and state (required)

___ Yes ___ No

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

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

2025 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 _____

Date _____

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

Social Security # _____

Secondary Event Contact Signature _____

Date _____

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

Social Security# _____

APPLICATION FEE (REQUIRED)

This application **must be accompanied by a \$200 application fee**. Make checks payable to Venture Richmond. Applications will not be considered if 1) *incomplete and/or* 2) *application fee is not included*. Mail to:

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

Completion of this application does not guarantee approval.

Your application will be reviewed for a final decision. Please allow 10 business days for a review. All applicants will receive an email with our final decision pending response from City of Richmond Finance and Tax Enforcement. See **Required Next Steps** below.

Until you have received an **official approval** email from Venture Richmond, **do not** post any type of marketing, publicity or social media advertisement for your pending event on Brown's Island.

****REQUIRED NEXT STEP****

ALL EVENT PRODUCERS ARE REQUIRED BY THE CITY OF RICHMOND TO OBTAIN A CITY OF RICHMOND BUSINESS LICENSE. CONTACT THOMAS CUMMINGS WITH TAX ENFORCEMENT AFTER COMPLETING THIS APPLICATION. HIS EMAIL CONTACT INFO: thomas.cummings@rva.gov

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.