

Thank you for choosing the Robinson Theater as your potential venue. While considering Robinson Theater for your event, please be aware that we are here for the community and desire to respect our neighbors by holding events at reasonable hours. We require at least 45 minutes for clean-up and closing time is at 1 a.m.

Facility Rental Application

This Facility Rental Application must be completed and returned to Event Manager with a \$200 security deposit to reserve your date. Please make money orders payable to Robinson Theater Community Arts Center. All deposits will be returned except as explained in the Policy Governing Use of Robinson Theater. The applicant must read, initial and abide by the Policy Governing Use of Robinson Theater Community Arts Center included in this guide. For additional information please contact Betsy Hart at (804) 562.9133 or bhart@robinsontheater.org. Fax # (804) 562.9136.

Applicant Information **Date Application Submitted:** _____
Applicant Name: _____
Address: _____
City/State/Zip: _____
Applicant Email: _____
Applicant Phone (Day): _____ (Evening): _____
Name of Organization Representing: _____
Address of Organization: _____

Program Information
Nature of Program/Event: _____
Total Number Expected: _____ Public or Private Event: _____
Will tickets be sold or Money Exchanged? _____ If so, how much? _____
Will food be served? _____ Provider (i.e. caterer, self): _____
Date of Reservation: _____
Set-up Time: _____ Event Time: _____ Lock-up Time: _____
Will Alcoholic Beverages be served? Yes _____ No _____ *Private Events Only*
If "YES", please fill out "Application to Use Alcoholic Beverages"
Requested Marquee Wording: _____

I have read, initialed and comply with the Policy Governing Use of Robinson Theater.
Signature of Applicant: _____

Office Use Only
Date Application Received: _____
Total Rental Charges Assessed: \$ _____
Rental Payment and Set-up Fee due: _____
Room Diagram due: _____
Security Required? _____
Set-up Time: _____ Event Time: _____ Clean-up Complete: _____
Application is Approved Denied

Signature of Event Manager: _____

Policy Governing Use of Robinson Theater Community Arts Center

- ____ 1). A reservation/damage deposit of \$200 made payable to Robinson Theater Community Arts Center must be submitted with the completed application. This **security deposit is not included in the venue rental**. If application for use is denied, the deposit will be refunded within thirty (30) calendar days. After use of the facility on the specified date, the deposit will be refunded except in the following instances:
- a. **Event cancelled after 72 hours of application.**
 - b. Any damage is done to the building or Robinson Theater property.
 - c. Failure to meet the following requirements for clean-up:
 - i. All materials brought into Robinson Theater, including food and beverages, must be removed immediately following the event.
 - ii. All trash must be removed and placed in the proper trash receptacles outside the building.
 - iii. Robinson Theater materials, equipment and all audiovisual equipment must be left in the same condition as before use.
 - iv. All decorations must be removed and disposed of properly.
 - v. No rice or similar material may be thrown inside or outside Robinson Theater; only birdseed may be thrown outside.
 - vi. Floor returned to its original state
 - d. NO Smoking in the building.
 - e. Failure to abide by Fire Code regulations: aisles, exits must be free and clear of obstacles at all times.
 - f. Failure to vacate the building at the designated time. ALL events must conclude at least forty-five (45) minutes before closing time to allow for proper clean-up.
 - g. Failure to abide by guidelines set forth and signed in this application.
- ____ 2). Individuals wishing to tour the facility or to arrange for an event must make an appointment with the Event Manager so as not to interfere with events in progress.
- ____ 3). All parties using Robinson Theater are responsible for any damages to the building or property. If this damage exceeds the \$200.00 deposit fee, charges will be made to user to cover such damages.
- ____ 4). 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 with an approval of Robinson Theater and ABC Banquet License.
- ____ 5). No materials or equipment, including signs, posters, tacks, nails and tape of any kind, shall be attached to Robinson Theater or its property. No flammable liquids or materials may be used without prior inspection and approval as to compliance with the fire code by the Division of Fire. No open flames are allowed; lighted candles must be covered with globes. No Smoking allowed.
- ____ 6). Persons shall not be permitted inside Robinson Theater in excess of capacities posted. Entire building capacity: 382 maximum
- a. Banquet-style seating: 200 (w/ dance floor) 250 (no dance floor)

b. Auditorium-style seating: approx. 300

- ____ 7). Hired security guard(s) from the City of Richmond are required for the following:
- Evening events with 100 or more people
 - Each event collecting money
 - Any event involving alcohol

No monies may be left at the Theater overnight. Other special events in the evening may require security.

- ____ 8). NO events for age 21 and under permitted unless through pre-approved organizations.
- a. Approved events with guests under 21 years of age requires hired security, set guest maximum, private event with guest list, no tickets or money exchanged, 1 and 5 chaperone ratio & must comply with city curfew, which requires lock-up at 10:30 p.m.
- ____ 9). Event parking is available in the lots on the side and rear of building. Street parking is also available.
- ____ 10). The sale of food or drink in Robinson Theater is prohibited unless prior authorization is approved by the Event Manager.
- ____ 11). The Event Manager must approve all entertainment in advance.
- ____ 12). Robinson Theater shall assume no responsibility for any property placed in or on the premises.
- ____ 13). Any set-up/tear-down to be made by Robinson Theater staff/volunteers will require applicants to provide diagrams showing placement of tables and chairs ten (10) days before the event.
- ____ 14). If unforeseen circumstances, such as inclement weather or electrical outages, cause Robinson Theater to be closed, the Theater reserves the right to cancel any scheduled use of the building and notify the applicant. At that time, the applicant can reschedule the event or request a full refund. Rental fees and security deposits will be refunded by check to the user within thirty (30) calendar days.
- ____ 15). Anyone wishing to serve alcoholic beverages must obtain a one-day banquet license from the Virginia Department of Alcohol Beverage Control. They must also read and follow the regulations for the use of alcoholic beverages at the Robinson Theater listed on the Application to Use Alcoholic Beverages. BYOB is not permitted.
- ____ 16). All returned checks will be penalized with a \$25 fee.
- ____ 17). The renter agrees to indemnify and hold harmless the Robinson Theater Community Arts Center from and against any liability for personal injury or property damage sustained by any person (including renter's guests) as a result of any cause, unless caused by negligent or willful act of the owner.
- ____ 18). All information provided on this application is true and I will be held responsible for any breach in contract.

*Any exceptions to contract subject to Board approval

**Robinson Theater Community Arts Center, in respect to the neighborhood, requires all events to be ended by 12 a.m. and the building and parking lot vacated by 1 a.m.

Robinson Theater Community Arts Center

Facility Rental Rate

Non-Resident	Church Hill Resident/Non-Profit	
\$ 150.00 per hour	\$ 125.00 per hour	Hourly (3 hr min.)
\$ 800.00	\$ 700.00	Sunday-Friday Daily (up to 13 hours)
\$1000	\$900	Saturday Daily (up to 13 hours)
\$100 per hour	\$75 per hour	Studio Rental (classes)

\$200 rental fee increase on holidays

Fee Schedule

Fee	Amount	Date Due	
Security Deposit	\$200	With Application <i>Non-refundable if canceled after 72 hours of reservation</i>	Refunded 30 calendar days after event
(Optional) Set-up----- Set-up/Tear-Down/ Cleaning Fee-----	\$25 \$150	30 days prior to event	*See #13 in Policy Governing Use
Facility Rental	*see above	50% due with application or 180 days prior to event	Paid in FULL 30 days prior to event
Security Officer (1 officer per 100 people)	\$31/hour per officer (4 hour minimum) \$33/hour per supervisor (when needed)	10 days prior to event	*See #7 in Policy Governing Use Security compensated time and a half on holidays

Note: Cash and money orders accepted for payment in person. PayPal available online through our website www.robinsontheater.org under "Venue Rental"

Cancellation Policy

If cancelled or failure to make payments per fee schedule:

180+ days prior to event

Security Deposit (SD) non-refunded

45-180 days prior to event
 0-44 days prior to event

50% of fees paid to date refunded (+ loss of SD)
 No Refund (+ loss of SD)

Equipment Request

Please complete and return to the Event Manager at least ten (10) calendar days before use.

Items Available:

Equipment	Number Available	Number Needed
Round Tables (60" diameter, 29" height) (Seats 8)	25	
Rectangular Tables (72"L x 30"W x 29"H)	5	
Folding Chairs	235	
Extension Cords	3	
Screen	1	
Projector: \$25 Fee		
In-House Speakers: \$50 Fee		
Breakroom Appliances		
Refrigerator (limited space)	1	
Double Oven	1	
Microwave	1	

I, _____ (name of applicant), would like to use the set-up service (\$25 charge) provided by Robinson Theater Community Arts Center in addition to the rental fee.

I, _____ (name of applicant), would like to use the set-up, tear-down and cleaning service (\$150 charge) provided by Robinson Theater Community Arts Center in addition to the rental fee.

 Signature of Applicant

 Date

Staff Signature

Date