# ARMOUR HOUSE & GARDENS

# Reservation Guide and Policies

HENRICO RECREATION & PARKS

HENRICO.US/REC

## Rental Hours of Operation

**Monday-Saturday: 8am-10pm**

**Sunday: 1-10pm**

Entirety of event, including set-up and clean-up, must occur within reserved hours and may not occur before or after facility rental hours of operation.

**ADDRESS:** 4001 Clarendon Rd, Henrico, VA 23223 | **EMAIL:** ArmourHouse@henrico.gov | **PHONE:** (804) 652-1455

# Rental Policies

## APPLICATION FOR USE:

- For Henrico County residents or organizations, applications are accepted on a first-come, first-served basis no more than one year and no less than 30 days before the requested date.
- Proof of county residency must be provided with the application. Acceptable forms of proof of residency:
  - Individual: Valid driver's license, DMV-issued identification card, or voter registration card accompanied by a photo I.D. with name.
  - Organization: Henrico County business license, packing slip, business card, or letterhead.
- Non-county residents may reserve a facility no more than six months and no less than 30 days before the requested date.
- Applications for governmental use, other than activities sponsored by Henrico County Division of Recreation and Parks, will be accepted up to 90 days before the requested date.
- All applicants must be 20 years of age or older.
- The applicant or a designee named in the application must be on-site during the scheduled event.
- All transactions related to the application, including changes to the contract and payments (unless paying in cash), must be made by the applicant. A photo ID will be requested.
- The Director of Recreation and Parks or designee must approve all entertainment in advance.
- First priority for use of facilities is given to any activity sponsored by Henrico County.

**Facility reservations are tentative until reviewed and approved by designated staff.**
*Individuals wishing to tour the facility must make an appointment.*
*Appointments can be requested by email. See the back page for facility emails.*

**Lottery Process:** All reservation decisions made according to the procedures below are final.

- Regardless of arrival time, the lottery process begins at 8:00am, Monday through Saturday, and 1:00pm on Sundays at 1:00pm.
- If one or more county resident and one or more non-county resident are present at the same time and wish to reserve the same date and time, the county resident will have priority over the non-county resident.
- If two or more county residents are present at the same time and wish to reserve the same date and time, a lottery drawing will be held to decide who is granted use of the facility for that date and time. This drawing will be held by the staff on duty in the presence of the participating residents. The same lottery process applies if two or more non-county residents are present at the same time and wish to reserve the same date and time.
- Only one lottery entry is allowed per event. (This includes family, friends, etc.)

**Applications may be denied on any of the following grounds:**

a. The applicant or the person on whose behalf the application was made has on a prior occasion made a material misrepresentation or omission in an application to the division or has violated division rules, the terms of a prior permit issued to or on behalf of the applicant, or the provisions of Chapter 14 of the County Code.
b. The application is not fully complete and signed.
c. The applicant has not paid the required security deposit or fees or provided the required certificate of insurance.
d. The applicant is not duly organized, validly existing, and in good standing under the laws of the state in which it is formed, is not duly authorized to transact business in the Commonwealth of Virginia, or otherwise cannot legally contract.
e. The applicant or the person on whose behalf the application was made has on a prior occasion damaged division property and has not paid in full for such damage or has other outstanding and unpaid debts to the division.
f. A fully complete and signed application for the same time and place has been received, a permit has been or will be granted to a prior applicant, and/or the particular facility or room cannot accommodate multiple occupancy or uses.
g. The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the division or Henrico County and previously scheduled for the same time and place.
h. The use or activity intended by the applicant is prohibited by or inconsistent with federal, state, or local law, including Chapter 14 of the Henrico County Code and the regulations of the division, or would present an unreasonable risk to the health or safety of the applicant or other users of the property.

# INFORMATION OVERVIEW:

**Security Deposit: $200.00**

**RENTAL RATES**

| | Resident | Non-Resident |
|---|---|---|
| Garden Package<br>Garden Package provides Friday-Monday grounds access and includes an 8-hour minimum primary event held on Saturday or Sunday. | $800 | $3,200 |
| Additional Hours | $100/hr | $400/hr |
| Additional Day Rental (3 hour minimum) | $300 | $1,200 |

- The Garden Package provides access to Armour House grounds Friday-Monday, prescheduled, for set-up during normal business hours.
- Primary event must take place on a Saturday or Sunday.
- **Events auxiliary to the primary event (such as rehearsals) have a 3-hour minimum and must take place on a day consecutive with the primary event.
- The outside grounds have a maximum capacity of 125 people.
- The grounds must be vacated by 11pm on Saturdays and 10pm on Fridays and Sundays.
- All entertainment must cease an hour prior to closing time.
- Tents:
    - Certificate of Insurance is required.
    - Tent set up and breakdown must take place during normal business hours (8:00am – 4:30pm, Monday-Friday) and must be scheduled in advance.
    - Tents must be 30 feet x 30 feet in size and must be able to attach to anchors on concrete footers.
        - Tents may not be staked into the ground.
        - Alternative tent sizes, i.e., other than 30'x30', require written approval.
        - Water barrels and deadweights are required for alternative tent sizes.
        - Barrels and weights will not be provided by the division.
- Inside furniture may not be brought outside, and outside furniture may not be brought inside.
- Vehicles may not be operated on the grounds.
- In accordance with rule J of Facility Usage, additional items including, but not limited to, grills, fryers, and dance floors are subject to written approval.
- No animals, except service animals, are permitted on the grounds.

# FEES AND DEPOSITS:

- Methods of payment accepted: exact cash, check, debit/credit card. *Checks and debit/credit cards must be in the name of the applicant.
- A security deposit of $200, payable to Henrico County, must be submitted with the completed application. If the application is denied, the full security deposit will be refunded by check within four to six weeks. If the applicant chooses to cancel the scheduled event, written notice must be given at least thirty days before the event. Refunds will not be issued for cancellation requests provided less than 30 days prior to the event date. Cancellations must be delivered to the facility by email or in person for the security deposit to be refunded. Only written cancellations from the applicant will be accepted. Upon confirmation, the refund will be issued by check within six weeks of acceptance of the written cancellation.
- **All required fees are due thirty days before the requested date. If fees are not paid, the event will be cancelled, and the deposit retained.**
- If room set-up is required, a set-up request and room diagram must be filled out and submitted at least two weeks before the requested date. No changes in set-up may be made on the day of the event.
- All set-ups (tables/chairs/ HCRP amenities) must be completed by Recreation and Parks staff. County property and fixtures may not be rearranged.
- **Entirety of the event, including set-up time and clean-up time, are determined by the event start time and must occur within facility rental hours.**
- The applicant is responsible for the facility and the facility's contents during use. The facility and its contents must be left in the condition in which they were found.
    - Recreation and Parks staff will complete an event checklist and walkthrough. The checklist will be reviewed with the applicant (or a designee named in the application) prior to the event and at the conclusion of the event.

- The security deposit will be refunded by check issued to the applicant within six to eight weeks after the event date except in the following instances:
    - Any failure to comply with the terms, conditions, and rules in this Facility Reservation Guide or the Contract Overview, any provision of Chapter 14 of the Henrico County Code, any rules or regulations of the division, or any rules or addendums specific to the rented facility.
    - Any damage is done to the facility, its contents, or other county property. If the value of the damage exceeds the $200 security deposit, the applicant will be assessed additional charges.
    - Failure to vacate the facility at the designated time or failure to remove by the designated time all belongings (including, but not limited to, food, beverages, and decorations) brought to the facility.
    - If any payments on behalf of the applicant are returned.
    - The applicant has outstanding and unpaid debts due to Henrico County.

**Youth Events (Events for youth ages 15-19)**

- A "youth event" or an "event for youth" is an event oriented or marketed towards high school-aged and/or early college-aged youth.
- The presence of two off-duty Henrico Police officers is required for events for youth. Applicants are assessed a minimum fee of $400 for the service, which includes three hours of coverage during the event, as well as ½ hour both before and after the submitted and approved event time. Fees for additional hours of police coverage as required will be assessed at a flat rate of $100 fee per hour. The Director of Recreation and Parks or designee will consider written requests to waive these charges in accordance with Division Policy No. RP0003.
- A minimum of one chaperone (20 years of age or older) is required. For events with more than 25 guests, an additional chaperone is required for every 25 youth guests. Chaperones must be present at all times.
- A guest list must be provided at least two weeks before the event date.

# RULES FOR FACILITY USAGE:

a. Marijuana and illegal drugs are prohibited. Alcoholic beverages are prohibited, except as approved in a valid Special Event Agreement with the division.
b. By reserving a facility, you agree to ensure your group complies with Chapter 14 of the Henrico County Code, the rules and regulations of the division, the terms, conditions, and rules for facility usage in this Facility Reservation Guide, the Facility Rental Contract Overview, and any rules or addendums specific to the rented facility.
c. Facilities may not be used for profit-making activities. Activities designed to lead directly to the purchase of goods and services are not allowed.
d. Facilities may not be used for fundraising activities.
e. No admission fees or similar charges may be charged in connection with an event.
f. All facilities are smoke-free facilities. Smoking (including e-cigarettes) is prohibited within 25 feet of the building. All cigarette butts and ashes must be disposed of properly.
g. Fog machines or fog-like machines are prohibited within the facilities.
h. If unforeseen circumstances, such as inclement weather or electrical outages, cause facilities to be closed, the Division of Recreation and Parks reserves the right to cancel or facilitate rescheduling.
i. The number of people at your event may not exceed the designated capacity of the largest rented space.
j. Applicants must obtain prior written approval from the division for any materials, equipment, or entertainment to be provided by the applicant or third parties. Applicants must specify in the application such materials, equipment, and entertainment, including the provider. Certificates of Insurance may also be required. The failure to obtain prior written permission for materials, equipment, or entertainment, or to provide required insurance coverages, may result in your reservation being cancelled and your group being required to vacate the property, in which case no refund will be issued. The division may deny permission for items prohibited by or inconsistent with federal, state, or local law, including Chapter 14 of the Henrico County Code and the rules and regulations of the division, for which inadequate certificates of insurance are provided, or that would present an unreasonable risk to the health or safety of the applicant or other users of the facility or conflict with previously planned programs organized and conducted by the division or previously scheduled reservations.
k. A Certificate of Insurance, naming the County of Henrico as an additional entity, may be necessary when any third party provides furniture and activities including but not limited to chairs, loveseats, settees, and bounce houses.
l. Facilities will be closed on designated Henrico County holidays.
m. The Director of Recreation and Parks or any designee, including a Henrico County Police Officer, may require a person to vacate the property if such person:
    1. Fails to comply with any of the terms, conditions, or rules for usage, any rule or regulation of the Division, or any provision of Chapter 14 of the Henrico County Code.
    2. Conducts themselves in a disorderly or violent manner.
    3. Interferes with the reasonable use of the property by any other person.

    **In such event, no refund will be issued.**
n. You must display your reservation permit in a visible location at the facility. Only items expressly permitted by these rules for facility usage or expressly approved in your reservation permit may be set up at the event.
o. Additional rules or addendums may apply and will be explained during the reservation process.