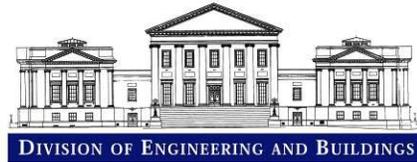




DEPARTMENT OF
GENERAL SERVICES
Serving Government. Serving Virginians.

www.dgs.virginia.gov/BFM



1100 Bank Street, 10th floor
Richmond, Virginia 23219
Phone: (804) 225-4367
BFMEvents@dgs.virginia.gov

Application for Use of Old City Hall

Application must be received two weeks prior to the requested date. Applications may be submitted by mail, or email.

Director
Bureau of Facilities Management
1100 Bank Street, 10th floor
Richmond, Virginia 23219

Contact: Patricia Patterson
Phone: (804) 225-4367
Email: BFMEvents@dgs.virginia.gov

Name of Applicant:		
Position/Title:		
Company/Organization:		
Address:		
City/County:	State:	ZIP Code:
Federal ID # or Social Security #:		
Phone:	Email:	
Requested Date for Event:	Requested Times for Event:	
Description of the Event:		
Number of People Expected to Attend:		
Will the Event be Catered: <input type="checkbox"/> No <input type="checkbox"/> Yes		Will there be Alcohol: <input type="checkbox"/> No <input type="checkbox"/> Yes (Must Have ABC License)

The applicant has read the "Regulations for Use of Old City Hall" and agrees to abide by all the provisions.

Signature of Applicant:	Date:
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DGS Use			
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	Date:	Amount:

Rental Rates for Old City Hall are as follows:

Standard Reception Rental Fee (3 hours): \$750.00	Tenant* Reception Rental Fee (3 hours): \$250.00
State Agencies, Non-Tenants (3 hours): \$500.00	Additional Rental Fee (per hour): \$100.00

* Old City Hall tenants are permitted to use the lobby at a discounted rate. A maximum of three events in the lobby will be allowed per calendar year at the discounted rate.