

# General Event & Pricing Guide



FY24 Pricing Valid from July 1, 2024—June 30, 2025

We are committed to making your event a success. A knowledgeable Event Coordinator is assigned to assist you throughout the planning process.

## AUDIO VISUAL / WI-FI

The Henrico Sports & Events Center offers in-house sound and wi-fi. Please see our full list of approved A/V vendors for events.

Call 804.236.9853 or email [Rbutler@henricocenter.com](mailto:Rbutler@henricocenter.com) or [Chyatt@henricocenter.com](mailto:Chyatt@henricocenter.com) for full pricing.

## CATERING / FOOD & BEVERAGE

**SAVOR...** is the exclusive catering service provider. Call 804-236-9853 or contact your Event Coordinator for details. Outside food & beverage is not permitted inside the facility.

### Concessions

Concessions for guests can be scheduled based on event activity. Contact your Event Coordinator to discuss concessions for your event.

### Event Catering

All catering orders must be ordered via the HSEC Food & Beverage Director. Ask your Event Coordinator for our Catering Menu.

### Bar / ABC License

SAVOR holds the ABC license. All bar services are required via SAVOR. Bar needs and hours can be scheduled through your Event Coordinator.

## BUILDING SERVICES

Henrico Sports & Events Center does not provide event electrical services. For a list of approved electrical contractors, please contact your Event Coordinator.

Other services are available upon request and will be quoted through your Event Coordinator.

## BOX OFFICE & TICKETS

Henrico Sports & Events Center can provide Box Office staff at an additional charge.

Ticket Taker / Seller (4-hour minimum)	\$30.00/hour
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Organizers have the option to run the Box Office and ticket sales on our website via Ticketmaster.

## DIGITAL EVENT PROMOTION

We can promote your event based on the license agreement terms and once the license agreement has been signed by both parties. Please call 804-916-1941 or email [TOberry@henricocenter.com](mailto:TOberry@henricocenter.com) with any questions.

Organizers may provide the facility with promotional graphics for their upcoming event to be posted on our social profiles (Instagram & Facebook), as well as on the event calendar on the Henrico Sports & Events Center website.

### Event Day Graphics

If organizers would like to have an image or video slideshow (logo, sponsors, event schedule, etc.) displayed on the interior TV's or jumbotron, please provide files at least one week before the event start date.

### Dimensions

Internal Screens	1920 x 1080
Jumbotron	1920 x 1080
Marquee	900 x 225

Acceptable File Types: PNG, JPG, TIFF, MP4

## CONTRACT & DEPOSIT SCHEDULE

### License Agreement

All License Agreements will follow this schedule:

- Agreement signed and returned within 30 days of receipt.
- 50% deposit fee is due upon signing contract.
- Insurance certificate and endorsements due 30 days prior to event.
- Remaining 50% license fee is due 30 days prior to event.
- Any agreements within 3 months of the event, then all of the rental will be due at once.

### Food & Beverage

SAVOR, our exclusive on-site caterer, will prepare a separate agreement for food and beverage service.

- 50% deposit required 30 days prior to function.
- Remaining 50% due seven days prior to function.

### Audio Visual (A/V)

A separate agreement will be initiated for audio visual services. Payment structure determined by 3rd-party approved vendor.

## EVENT LABOR / SECURITY

Holidays may affect labor rates and availability.

Event Staff (4-hour minimum)	\$30.00/hour
On-Site Audio/Visual (see approved vendors list)	TBD
Henrico County Officer (4-hour minimum)	\$60.00/hour
RMC Event Security (4-hour minimum)	\$30.00/hour
Additional Housekeeping (4-hour minimum)	\$30.00/hour

All labor and personnel are subject to availability. Any fees in relation to labor cancellations are subject to third-party vendors policies (such as RMC).

The Henrico Sports & Events Center maintains the authority to schedule extra event staff and security personnel, if deemed essential for crowd management and public safety, at the organizer's expense.

## EQUIPMENT

Contact your Event Coordinator for room flips and additional equipment charges.

Carpet Tiles	\$200.00/cart	Additional labor fees for staff to lay down tiles may apply.
Additional Chairs	\$5.00/chair	Standard chairs
Bleachers	\$50.00/each	Standard, rollable bleachers
Additional Tables	\$12.00/each	Standard, rectangle tables
Portable Basketball Hoops	\$800.00	Includes two basketball goals
Extension Cords/Multi's	\$20.00/each	Standard extension cords. Must be properly secured.
LED Score Tables	\$1,000.00/day	Contact your Event Coordinator. Labor fees may apply.
White Boards	\$25.00/day	Four (4) rollable white boards. Includes markets, magnets & erasers.
Pipe & Drape (14 feet tall)	\$20.00/panel	Black cloth drape
Pipe & Drape (8 feet tall)	\$15.00/panel	Black cloth drape
Lectern	\$30.00/each	Standard, wooden lectern. Included in meeting rooms.
Stanchions	\$10.00/each	Standard stanchions with retractable belts.
Stage	\$50.00/panel	4 x 8 panels, 8 inches tall

## COURTS & ROOMS

Contact your Event Coordinator for pricing and availability.

Basketball Courts (12 courts)	Twenty (20) chairs per court, one (1) score table.
Volleyball Courts (24 courts)	Fifteen (15) chairs, one (1) score table, one (1) flip chart.
Futsal Courts	Fifteen (15) chairs per court, one (1) score table. Courts must be lined with tape.
Arena	3,500 maximum seating. Three (3) pull out bleachers. Special setups available.
Locker Rooms	Four (4) locker rooms total. Each with lockers, (1) TV, and bathroom w/ showers.
Officials Rooms (2 rooms)	Two (2) rooms total. Includes table and chairs, (1) TV, and private bathroom each.
Trainer Room	Includes ice machine and training table. Must provide bags for ice.
VIP Room (Fairfield Room)	Overlooks Arena. Includes tables and chairs, (4) TV's, and a private bathroom.
1st Floor Meeting Rooms	1,406 square feet total. Airwall can divide space into two (2) 703 sq. ft. rooms. Standard setup: 10 round tables, 80 chairs
2nd Floor Meeting Rooms	1,422 square feet total. Airwall can divide space into two (2) 711 sq. ft. rooms. Standard setup: 10 round tables, 80 chairs
Event Overtime	Additional fee for each hour past the contracted end time. Applies to ALL spaces that has been contracted.
Room & Courts Resets	Must be scheduled a week prior to event.

*Effective 09/12/2024 (rates are subject to change.)*