



# CITY OF RICHMOND, VIRGINIA

## DANCE HALL AND NIGHTCLUB PERMIT

### APPLICATION FORM

#### BUSINESS INFORMATION

Name of Business \_\_\_\_\_

Street Address of Proposed Dance Hall \_\_\_\_\_

Name & Address of Business's Registered Agent \_\_\_\_\_

#### APPLICANT'S INFORMATION

Applicant Name \_\_\_\_\_

List "also known as" names \_\_\_\_\_

Residence Address \_\_\_\_\_

Mailing Address, if different \_\_\_\_\_

Contact phone (s) \_\_\_\_\_ Social Security # \_\_\_\_\_

VA Driver's License # \_\_\_\_\_ Birth date \_\_\_\_\_

Place of Birth \_\_\_\_\_ Are you a US Citizen: \_\_\_ yes \_\_\_ no

Length of time in Richmond \_\_\_\_\_ Length of time in Virginia \_\_\_\_\_

Hair color \_\_\_\_\_ Eye Color \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Brief statement as to applicant's role(s) with the above referenced business including official title:

\_\_\_\_\_  
\_\_\_\_\_

*For Office Use Only:*

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

List full addresses and dates for places of residence over the past 5 years, starting with the most recent:

Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

List last four places of employment, starting with the most recent

Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**REQUIRED ACCOMPANYING DOCUMENTS:**

**Pursuant to City Code § 6-157 the following information is must be submitted as part of the application:**

- The name, phone number, and residence address of:
  - Each individual with an ownership interest in the proposed public dance hall; and
  - Each manager.
- The name, phone number, address and signature of all persons responsible for the maintenance of the public dance hall’s premises in compliance with building and fire code regulations;
- A copy of the following:
  - Certificate of Occupancy
  - Assembly permit
  - A statement and accompanying documents pertaining to the sale of Alcohol as required by City Code § 6-157 (2)(c) and (f);<sup>1</sup>

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<sup>1</sup> City Code § 6-157 (2)(c) requires: “A statement of whether or not alcoholic beverages are to be served on the premises and, if alcoholic beverages are to be served on the premises, (i) the application submitted to the

- A valid business license for the establishment;
- As to all persons whose names are required pursuant to this application (i.e. managers, applicant, individuals with an ownership interest, etc.):
  - Evidence that the fully executed consent forms have been submitted to the chief of police necessary to enable the chief of police to conduct background checks sufficient to determine that the application meets the requirements of City Code Section 6-158(a)(1) and to report the results to the chief administrative officer;
  - A statement from the department of finance that all filings or taxes of any kind due to the city from such persons are paid in full; and
- *If* the applicant is a corporation or other entity, such application shall include a copy of the entity’s articles of incorporation, articles of organization, fictitious name report or similar documentation required by state law and shall set forth the names, phone numbers and residence addresses of the officers and directors of such corporation or other entity and the names, phone numbers and addresses of all persons having an ownership interest therein of ten percent or more;

**DISCLOSURE**

**The permit application fee is non-refundable. All pages within the application packet must be completed fully and truthfully. Applicant’s signature below indicates, under possible penalty of perjury, that the information provided is complete and accurate as of the time the application is submitted to the City. Applicant is also responsible for timely notifying the City of any subsequent changes to the provided information. Failure to disclose all requested information may result in permit denial.**

**By signing below, I hereby certify that I have read the foregoing “Application and Disclosure” and fully understand its content and meaning and attest that all information contained herein is true to the best of my ability.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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Virginia Alcoholic Beverage Control Board for the establishment or (ii) a valid license issued by the Virginia Alcoholic Beverage Control Board or a writing from the board constituting a denial of such application.” While City Code § 6-157 (2)(f) requires: Where the applicant is submitting a valid license issued by the Virginia Alcoholic Beverage Control Board, a valid city companion license issued pursuant to the applicable requirements of section 98-706, section 98-709 and section 98-710 of this Code.