

We Have a Room in History for You!

Whether it is the main theatre (left), the reception hall (below), the lobby (bottom) or the rehearsal hall (bottom, left), the C.L. Hoover Opera House in Junction City has the right space to suit your needs. The latest in technology supports the beauty of a building that is at the center of Junction City's history. Choose your room today!



The David and Sylvia Walker Reception Hall



The Montgomery Family Rehearsal Hall



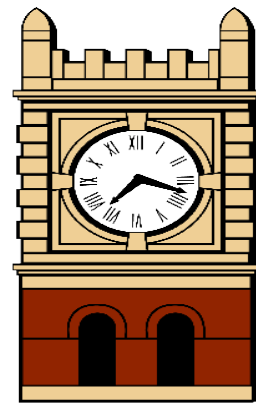
The Crosby Family Lobby



C.L. Hoover Opera House
 P.O. Box 3005
 135 W. 7th Street
 Junction City, KS 66441

Make Your Next Event Historic!

The C.L. Hoover Opera House has several options for your next meeting, retreat, committees or annual convention. The facilities offer the latest in technology amid a 19th Century structure now on the state register of historic places. If your special event requires grandness, the C.L. Hoover Opera House in Junction City is your best choice for business retreats and meetings, family reunions, wedding receptions, or special performances. Contact Tony Ballard, manager of the opera house, for more information.



C.L. Hoover
OPERA HOUSE
 JUNCTION CITY, KS

**C.L. HOOVER OPERA HOUSE
Facilities and Services**

135 W. 7th Street,
Junction City, KS 66441

785-238-3103
FAX: 785-223-5165

Rates for use of the Opera House are subject to change without notice. Rental space is subject to availability. No dates will be held without a deposit. Deposit for all events is 25% of initial contract.

Insurance for all events is required. Two weeks prior to use of the facility, tenant shall provide the C.L. Hoover Opera House with a certificate of insurance showing that such tenant has in force the following insurance coverage:

- For Commercial User: Combined Single Limit of \$1,000,000 each occurrence
- For Non-Commercial User: Combined Single Limit of \$500,000 each occurrence.

RENTAL FEES COMMERCIAL NON-PROFIT*
*Non-Profit rates apply only to organizations recognized by the Kansas Secretary of State as "not-for-profit."

MONTGOMERY FAMILY REHEARSAL HALL: Seating Capacity 96		
Minimum Four-Hour Rental	\$400	\$250
If used with theatre	\$100	\$ 75
Each additional hour	\$ 75	\$ 75
WALKER RECEPTION HALL: Seating Capacity 64		
Minimum Four-Hour Rental	\$250	\$175
Each additional hour	\$ 50	\$ 50
THEATRE: Seating Capacity:	Entire Auditorium	423
	Lower Level	270
	Balcony Level	137
	Box Seats	16 (4 boxes with 4 seats each)
ENTIRE AUDITORIUM: Including use of full lights and sound.		
	Technical personnel extra (see rates below)	
Performance/Conference: (minimum of 4 hours)	\$1000 per day OR 10% of gross ticket sales, whichever is greater	\$750 per day
Rehearsal: (minimum of 4 hours)	\$120 per hour	\$100 per hour
STAGE ONLY: Including use of full lights and sound		
	Technical personnel extra (see rates below)	
	\$750 per day	\$500 per day

OTHER SERVICES

TICKETING SERVICES		
Set-up Fee	\$ 50	\$ 35
Ticket Printing: \$.50 per ticket		
Sales tax on tickets: 7.55 % per ticket		
Credit card charge: 5 % per ticket		
Restoration fee: \$1.00 per ticket		

CATERING KITCHEN: \$150 per day

LED PROJECTOR: \$150 per day

MERCHANDISE SALES SERVICES

20% of gross sales if staffed by artist or organization
25% of gross sales if staffed by Opera House Staff
Non-Profit - 15% if staffed by artist or organization

PERSONNEL (minimum of 4 hours) all rates are per person needed

Technical Director (required for all events): \$40 per hour
Technical Personnel (Stage Hands, Lighting and Sound): \$20 per hour
Security: \$25 per hour
House Personnel: \$15 per hour

**C.L. HOOVER OPERA HOUSE
Application for Use of Opera House Facilities**

135 W. 7th Street,
Junction City, KS 66441

785-238-3103
FAX: 785-223-5165

Requesting Organization/Person _____

Responsible Person _____ Phone _____ Email _____

Address _____ City _____ Zip _____

Alternative Contact _____ Phone _____ Email _____

Nature of Activity _____

Date(s) and Time(s) Facilities Requested _____

Space Requested: Theatre Montgomery Family Rehearsal Hall Walker Reception Hall Catering Kitchen

Alcohol to be Served? _____ Food to be Served? _____ Name of Caterer? _____

Main Function: Date(s) _____ Starting Time _____ Ending Time _____

Additional Time Needed in Building _____

Rehearsal(s): Date _____ Starting Time _____ Ending Time _____

Additional Time Needed in Building _____

Equipment and Services Requested:

<input type="checkbox"/> Lighting	<input type="checkbox"/> Sound System	<input type="checkbox"/> Concessions	<input type="checkbox"/> Tickets
<input type="checkbox"/> Bring your own	<input type="checkbox"/> Bring your own	<input type="checkbox"/> Box Office	<input type="checkbox"/> Merchandise Sales
<input type="checkbox"/> OH Furnish	<input type="checkbox"/> OH Furnish		

Other Equipment Requested:

LED Projector Screen Table(s) _____ Chair(s) _____

Podium Other _____

Signature of Responsible Party (User agrees to comply with Rules and Regulations) _____ Date _____

Signature of Opera House Manager (or designee) _____ Date _____

(Office Use Only)

Approved Denied

Use Conditions or Reason for denial of use: _____

Estimated Fees & Costs: Facility _____ Rehearsal _____

Equipment _____ Personnel _____

- Rules and Regulations – Apply to all Performances, rehearsals and events.**
1. All users will respect the building and its historical importance. Any damage will be the responsibility of the users.
 2. The Opera House is a non-smoking, drug-free facility.
 3. No outside alcohol, food, or beverage permitted on premises or backstage unless arranged in advance with an Opera House representative. Fees required will be charged to the user.
 4. Setup, take down, and sound checks will be arranged and supervised by an Opera House representative.
 5. The Opera House is not responsible for users' instruments, equipment, or personal items. All equipment must be removed from the premises immediately following the event.
 6. The Opera House must approve all audio or video recording of any event.
 7. User is responsible for promotion and publicity of their event. The poster windows and corner kiosk are available upon request.
 8. User will be responsible for cleaning the stage and surrounding area used.
 9. User will furnish the Opera House with a certificate of insurance as required and indicate liability limits no less than \$500,000 each occurrence. The certificate must list the C.L. Hoover Opera House as an additional insured.
 10. User will pay \$1.00 per ticket restoration fee and all promotional material must state that the ticket price includes this fee.
 11. A 25% rental deposit is necessary to reserve a date. The balance is due and payable no later than one week before the event. Prepayments are non-refundable if the User cancels this agreement within 30 days of the scheduled event, unless agreed to in writing by all parties.