



Application for Use of Opera House Facilities

135 West 7<sup>th</sup> Street  
Junction City, KS 66441

PHONE: (785) 238-3906

Requesting Organization/Person: \_\_\_\_\_ Non-Profit? Yes or No  
 Responsible Person: \_\_\_\_\_ Phone 1: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone 2: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Nature of Activity: \_\_\_\_\_

Date(s) & Time(s) Facilities Requested: \_\_\_\_\_

Space Requested:  Montgomery Rehearsal Hall  Walker Reception Hall  Catering Kitchen  
 Theatre/Stage  Dressing Rooms

Alcohol to be served? Yes OR No Food to be served? Yes OR No

Name and Phone Number of Caterer/Decorator (if applicable): \_\_\_\_\_

Main Function Date(s): \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Additional Time Needed in the Building: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Equipment and Services Requested:

- Tables- Round (12) \_\_\_\_\_  Tables- Rectangle (12) \_\_\_\_\_  Tables- Tall (6) \_\_\_\_\_  Chairs (#) \_\_\_\_\_
- Lighting  Sound System  Concessions  Tickets
- Box Office  Merchandise Sales  LED Projector  Screen
- Podium  Other: \_\_\_\_\_

***\*Please, sketch room arrangement on back\****

**Estimated Fees & Costs:**

Facility: \$ \_\_\_\_\_

Rehearsal: \$ \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_

Equipment: \$ \_\_\_\_\_

Personnel: \$ \_\_\_\_\_

Hold Deposit: \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

\_\_\_\_\_  
Signature of Responsible Party  
(User agrees to comply with Rules and Regulations)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Opera House Manager (or designee)

\_\_\_\_\_  
Date

## Rental Cleaning Checklist

- Report any damages or stains occurred during your event.
- All decorations put up for the event are taken down and removed from premises. Also remove all tape holding decorations.
- Ensure food and spills are cleaned off of chairs and floors.
- Wipe tables clean. Close and stack them.
- All floors used should be swept as needed.
- Counter tops in kitchen must be wiped clean. (If, Catering Kitchen used)
- Clean any spills on the bathroom floors and wipe down sinks.
- Trash, including bathrooms, taken out to dumpster. New liner placed in empty trash can.
- Ensure no personal items have been left behind.

Approval of this checklist is required to complete the checkout process. Please see Opera House representative for authorization and refund of security deposit\*.

\*Amount of refund for security deposit is at the discretion of the Opera House representative, concluding approval of checklist walkthrough.

**Thank you for choosing the C.L. Hoover Opera House!**

**We hope to see you again soon.**



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