



Application for Use of Opera House Facilities

135 West 7th 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 ☐ Colonial or Sousa Room

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: _____

****All equipment and services requested must be finalized before set-up begins****

Estimated Fees & Costs:

(Filled out by Opera House staff. Approved by both parties)

Facility: \$ _____ Rehearsal: \$ _____ Security Deposit: \$ _____
Equipment: \$ _____ Personnel: \$ _____ Hold Deposit: \$ _____

TOTAL DUE: \$ _____

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

Date

Signature of Opera House Manager (or designee)

Date

CL Hoover Opera House Rental Rates

Events running longer than scheduled time will result in an upcharge

which may be assessed against the security deposit.

<u>Room</u>	<u>Rates</u>	
Montgomery Rehearsal Hall	*Event Rate	\$275
4 Hour Event	Additional Hours	\$50
Tables and Chairs	**Hold Deposit	\$75
	Staff Fee (if outside Tu-Fr, 10a-4pm)	\$20/hr
	***Security Deposit	\$100
Colonial -or- Sousa Room	*Event Rate	\$200
4 Hour Event	Additional Hours	\$40
Tables and Chairs	**Hold Deposit	\$50
	Staff Fee (if outside Tu-Fr, 10a-4pm)	\$20/hr
	***Security Deposit	\$75
Walker Reception Hall	*Event Rate	\$200
4 Hour Event	Additional Hours	\$40
Tables and Chairs	**Hold Deposit	\$50
	Staff Fee (if outside Tu-Fr, 10a-4pm)	\$20/hr
	***Security Deposit	\$75
Theater/Auditorium/Stage	*Event Rate	\$1,100
8 Hour Event	Additional Hours	\$100
1 Mic and Basic Lighting	**Hold Deposit	\$250
1 Technician	Staff Fee (if outside Tu-Fr, 10a-4pm)	\$20/hr
	***Security Deposit	\$200
Stage Only	*Event Rate	\$400
4 Hour Event	Additional Hours	\$55
Tables and Chairs	**Hold Deposit	\$100
	Staff Fee (if outside Tu-Fr, 10a-4pm)	\$20/hr
	***Security Deposit	\$200
Dressing Rooms	*Base Rate	\$25
Catering Kitchen	*Base Rate	\$25

*Event Rate must be paid in full by the date of your event.

**Hold Deposit amount is included in the Event Rate and is needed to reserve your event date.

*** Security Deposit can be in the form of cash or a check. It is refundable after approved check-out following event. Any damages to the facility may result in loss of this deposit.

Management reserves the right to adjust fees as needed.



Rental Use Rules and Guidelines

- No glitter or small confetti allowed in any area of the Opera House.
- No balloon oil is allowed in any area of the Opera House.
- Tape may only be used on the mirrors. NO TAPE ON THE PAINTED WALLS or WOODWORK.
- **Children must always be under adult supervision.** Children should be in the designated space for your event and not allowed to roam about the building unsupervised. It is unsafe for the children and a liability to the Opera House.
- When possible, clients will be allowed to decorate during the workday at no charge. If decoration time is needed outside the business day and outside of the rental period, clients will be charged \$20 per hour to pay for Opera House personnel.
- No food should be served on the carpeted areas of the Opera House.
- Any damage to the premises may result in the loss of some or all the deposit.

Rental Cleaning Checklist

- Please be respectful of the Opera House venue. If you have moved furniture, please return the furniture to the spot in which you found it.
- Report any damage or carpet/chair stains occurred during your event.
- Take down all the decorations put up for the event. Also remove all tape holding decorations.
- For liability reasons, please DO NOT stack chairs or put away tables, please leave those in place.
- Ensure food and spills are cleaned off chairs and floors, and trash is picked up off the floors.
- Leave all trash bags in the trash cans, not on the floor of the facilities. We will provide more trash receptacles if needed.
- If catering kitchen is used, wipe clean kitchen countertops and wash any dishes/utensils used.
- Please remove all excess food/drinks from kitchenette refrigerator and ensure counters are clean.
- 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.