

Wheeler Opera House Rental Information



**We're thrilled that you're interested in renting the Wheeler Opera House for your event!
Here's a step-by-step guide to help you through the process:**

Step 1: Complete the Rental Intake Form

- To begin the process, please fill out the Rental Intake Form in its entirety.
- Once your application has been approved, the information provided in this form will be used by our box office to create your event in our ticketing system. Without the information form this form we cannot build your event or put your tickets on-sale.
- Ensure the form is submitted no later than two weeks before your requested on-sale date.

Step 2: Contract Creation

- We will use the details from the Rental Intake Form to build your contract.
- A contract and deposit are a prerequisite for your event to go on sale.
- We do not hold dates for rental clients without an executed contract and deposit.

Step 3: Non-Refundable Deposit

- We accept check only.
- Drop off at the Wheeler or send to:
Wheeler Opera House
Attn: Business Manager
320 E Hyman Ave
Aspen, CO 81611
- The non-refundable deposit is equal to the flat rental facility fee.

To Confirm Your Event, We Require:

1. **Time:**
 - Our booking process closes 40 days out.
 - Submitting the rental intake form and signed contract early expedites the process.
2. **Information from Intake Form:**
 - Ensure all necessary information from the intake form is provided a minimum of two weeks before the on-sale date.
3. **Signed Contract and Addendum:**
 - Your contract will be generated based on the details provided in the rental intake form.
 - Submit the signed contract and any additional addendum promptly.
4. **W9 and COI Submission:**
 - Send W9 and Certificate of Insurance to Alixandra.Feeley@aspen.gov.

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Important Notes:

- The sooner we receive the required documents, the faster we can proceed with building your event.
- **Hard Deadline: we cannot accept any contract or dates requests within 40 days of date.**
- Without a signed contract by the specified deadline, your event will be canceled.

For any inquiries or assistance, please contact us. We look forward to making your event at the Wheeler Opera House a memorable experience!

Thank you,

Maddy Overton
Rentals Coordinator
970.920.5787