

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 Event Planning Application

- To begin the process, please fill out the Event Planning Application 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 (14 business days) before your requested on-sale date.

Step 2: Reservation process

- **Calendar Inquiry:** The best way to inquire about available dates is to submit a Rental Inquiry, which can be found on our website.
- **Hold:** The Wheeler will hold a date as a courtesy after the Rental Inquiry Form has been submitted. This hold will remain on the calendar while the Estimate of Expenses is generated and reviewed. This process typically takes up to two (2) weeks.
- **Estimate of Expenses:** Before signing the Agreement, the Wheeler will provide an itemized Estimate for review. Calendar dates are not confirmed until the User returns a signed Estimate along with a 50% deposit.

Step 3: Contract Creation

- We will use the details from the Event Planning Application 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 4: 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 the Planning Application Form:**
 - Ensure all necessary information from the intake form is provided a minimum of two weeks before the on-sale date.
3. **Signed Contract:**
 - Your contract will be generated based on the details provided in the rental intake form.

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- 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.

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