



Wheeler Opera House Rental Timeline

We are excited to help you host your event at the Wheeler Opera House! Please follow these steps to secure your rental:

Step 1: General Use Policy

This document outlines and answers questions about the venue and rental process.

- Read **General Use Policy**

Step 2: Application for Use

This form is essential to create your event estimate and contract and necessary to proceed.

- Complete each section of the **Application for Use** form.

Step 3: Event Estimate and Contract

Based on your application, you'll receive an **event estimate and contract**. You are responsible for payment of two deposits totaling the event estimate prior to the event; deposit amounts and payment schedule can be found on the estimate.

- Submit the signed contract within **7 business days** to hold your event date.
A signed contract and first deposit are required to confirm your event.

Step 4: Send Payment of First Deposit

The first deposit, due with the signed contract, is **50% of the estimated rental cost**, with the remaining 50% due one week before your event.

- **Payment method:** Check only (payable to Wheeler Opera House).
- Include the **event name and date** on your check.

- Drop off or mail the check to:
Wheeler Opera House
Attn: Business Team
320 E Hyman Ave
Aspen, CO 81611

Step 5: Submit the Box Office Information Form

This document is necessary to build your event and make tickets available for purchase. On sale dates can be requested through the Box Office Information Form or by emailing the Ginger.Kennington@aspen.gov



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- Complete the Box Office Information Form at least **14 business days** before your agreed-on sale date.

To Confirm Your Event, We Require:

1. Application for Use

- Booking must be completed at least **40 days before your event**.
- Submit all required forms early to avoid delays.

2. Signed Contract and Deposit

- Return the signed contract and first deposit payment promptly.

3. Box Office Information Form

- Provide all required details at least **2 weeks (14 business days) before a mutually agreed upon on-sale date**.

4. W-9 and Certificate of Insurance (COI)

- Email to Alixandra.Feeley@aspen.gov once your event has been confirmed.

Important Notes

- We cannot accept contracts or date requests within **40 days of your event**.
- Dates will be released if a signed contract and deposit are not received by the contract-specified deadlines.
- Early submission of documents helps us finalize your event faster.

Questions or Assistance?

Contact Maddy Overton, Rentals Coordinator

 Maddy.Overton@aspen.gov

We look forward to hosting your memorable event at the Wheeler Opera House!