



Wheeler Opera House Rental Timeline

We're excited to help you host your event at the Wheeler Opera House!

We cannot accept date requests within **40 days** of your event. Submit all required forms early to avoid delays. Follow these steps to secure your rental:

Step 1: Read Venue Policies and Guidelines Governing the Use of the Wheeler Opera House. This can be found [here](#) or on our website.

This document outlines important details about accepted use of the venue and answers questions about the rental process.

- Read the Venue Policies and Guidelines thoroughly.

Step 2: Complete and submit the Application for Use

This form is required to create your event estimate and contract.

- Complete every section of the Application for Use form.
- Submit all required forms early to avoid delays
- If applicable, provide proof of nonprofit status

Step 3: Review Event Estimate and Contract

If your application is approved, you'll receive an event estimate. Two deposits totaling the event estimate must be paid before the event. A signed estimate and first deposit are required to confirm your event. Deposit details are included in the estimate.

- Review your estimate and return a signed copy within 7 business days to confirm your event.

Step 4: Pay Initial Deposit

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

- 1st Deposit Payment: Check only, made out to "Wheeler Opera House".
Include the **event name and date** on the check.
- Drop off or mail the check to:

Wheeler Opera House
Attn: Business Team
320 E Hyman Ave
Aspen, CO 81611



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Step 5. Submit the Box Office Information Form

This form is required to build your event and make tickets available for purchase. If you have questions, contact Ginger.Kennington@aspen.gov.

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

Step 6: Submit Required Documents

- Signed Facility License Agreement (License will be issued after your estimate, dependent on process timeline)
- Certificate of Insurance, COI (email to Alixandra.Feeley@aspen.gov)
- W-9 Form (email to Alixandra.Feeley@aspen.gov)

Step 7: Pay Remaining Estimate Balance

- 2nd Deposit Payment: Check only, made out to “Wheeler Opera House”. Include the **event name and date** on the check.
- Drop off or mail the check to:

Wheeler Opera House
Attn: Business Team
320 E Hyman Ave
Aspen, CO 81611

Step 8: Finalize Event Details

Approximately **two weeks before your event**, we will schedule a final advance meeting with our Rentals Coordinator and Production Manager to finalize event details. A box office representative can be present upon request.

- Schedule final advance call or on-site meeting with Rentals Coordinator and Production Manager.

Have questions or need assistance?

Contact **Maddy Overton, Rentals Coordinator**

Maddy.Overton@aspen.gov

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