

# Bastrop Opera House Community Rental

Bastrop Opera House  
711 Spring Street  
Bastrop, Texas 78602  
(512) 303-6283

January 1, 2007

Bastrop Opera House:

The Bastrop Opera House is accepting applications for use of the Bastrop Opera House theater space for performance dates or events from September 1, 2007 – July 31, 2008. We invite you to apply through the regular application process contained herein. Our reservation calendar will be assembled giving as much opportunity to as many groups as possible, ensuring equal access and diversity.

All applications will be considered pending availability of time and space. Priority will be given to Bastrop Opera House programs. We encourage inquiries and application as soon as possible. You may deliver your application to the Bastrop Opera House, 711 Spring Street, Bastrop, Texas, or you may mail it to:

Chester Eitze, Executive Director  
Bastrop Opera House  
P.O. Box 691  
Bastrop, Texas 78602

Our goal is to operate the Bastrop Opera House to its fullest capacity. The more flexibility you can provide will yield the greatest service available to you, our patrons and our citizens. Please understand that there will be many, many more applications than we have available performance times and there is a real possibility that we may not be able to accommodate your event at this time.

Reservations applications will be reviewed and applicants will be notified by phone at which time arrangements will be made to confirm reservations by signing the agreement and securing with a deposit.

Please review the enclosed information carefully. If you have any questions, contact me at 512-321-6283 or [chester@bastropoperahouse.com](mailto:chester@bastropoperahouse.com).

Sincerely,

Chester Eitze  
Executive Director Bastrop Opera House

# Bastrop Opera House Theatre Room Rental Application

Staff Use Only: Move-in date \_\_\_\_\_ to Move out date \_\_\_\_\_, Year \_\_\_\_\_

## Please Print

### Applicant:

Title of Production/Name of Event \_\_\_\_\_

Name of Artist(s) / Organization (circle one) \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_\_) \_\_\_\_\_

Mobile Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Web Address \_\_\_\_\_

Alternate Contact Person \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_\_) \_\_\_\_\_

Mobile Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Give a brief description of the event: \_\_\_\_\_

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**Please note: ONLY ONE PRODUCTION/EVENT PER APPLICATION. IF YOU WOULD LIKE TO APPLY FOR ANOTHER TIME SLOT, USE ANOTHER APPLICATION.**

**Scenery, Special Lighting and Effects, Sound Reinforcement**

Will the event require scenery? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, brief description of the scenery you will be providing \_\_\_\_\_

Will the event require special lighting? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, brief description of the special lighting you will be providing \_\_\_\_\_

Will the event require special effects? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, brief description of the special effects you will be providing \_\_\_\_\_

Will the event require special sound equipment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, brief description of the special sound equipment you will be providing \_\_\_\_\_

**Proof of Liability**

You will need to obtain and furnish a copy of your proof of General Liability Insurance for 1 million dollars (\$1,000,000.00). Coverage for bodily harm and property damage must be stated in the General Liability policy.

Will any other entity be profiting financially from your event/production. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state who \_\_\_\_\_

**Private Events:**

For a Private event you will need to furnish a copy of your proof of Homeowners Liability Insurance Policy coverage for bodily harm and property damage.

**All events shall meet the following Special Requirements:**

\_\_\_\_\_ **For events involving minors:** Adult chaperones will be required to attend the entire event hours. Please provide a list of names, addresses, and phone numbers of adult chaperones. Police security, paid by renter, will be required for the entire event hours.

\_\_\_\_\_ **If Alcohol is to be served:** A TABC certified bar tender, paid by renter, is required for the entire event hours.

**Support Materials**

You are welcome to attach materials that relate to your event to the rental application that may be helpful to the selection committee.

# Bastrop Opera House

## **FEES ARE COLLECTED FROM MOVE-IN TO MOVE-OUT TIME AS FOLLOWS:**

A \$30 charge shall be paid by renter on all returned checks.

### **DEPOSIT \$100 (nonrefundable)**

Your reservation is considered tentative until a \$100 deposit has been received and a reservation agreement has been signed. This \$100.00 deposit is nonrefundable.

### **Clean-up and Damage Deposit (may be refundable)**

A clean-up and damage deposit of \$400.00 is due when the rental agreement is signed. The clean-up deposit will be returned after final inspection of the theater and any other areas used. If areas used are restored to original condition (reasonable wear and tear expected), clean and without damage and/or if the Renter does not use the facility beyond the hours agreed to in the reservation agreement, the deposit will be returned in full. The deposit will be mailed from the Bastrop Opera House to the Renter who signed the Reservation Agreement.

Facility rental fees shall be paid in full 60 days prior to the date of first scheduled use. All other fees shall be paid on Mondays for that week of rental dates and times (Monday-Sunday).

Should the reservation be made within 60 days before the first scheduled use date, the deposit and facility rental fees shall be due at the same time.

### **Rental is based on one four hour block.**

The Bastrop Opera House building closes daily at 11:00pm, unless specific advanced arrangements have been presented in writing and approved.

### **Reservation Fee Chart:**

<b>Non-Refundable DEPOSIT</b>	\$100
<b>CLEAN-UP /DAMAGE DEPOSIT (May Be refunded after cleanup inspection)</b>	\$400
<b>CLEAN-UP TIME 1 hour</b>	No charge (all stated fees will become effective after the initial hour)
<b>USE FEES</b>	
4 hour block time	\$300.00
Over prepaid reserved time block <b>To be paid before leaving facility</b>	\$75.00 PER HOUR Detail: Facility Rental Fee, Utility Fee, Staff Fee

# Bastrop Opera House Theatre Room Rental Agreement

I \_\_\_\_\_ as the contact person for the following organization \_\_\_\_\_, have read and agreed to the application form, requirements, and fee schedule for use of the Bastrop Opera House Theatre Room for the following event/performance:

\_\_\_\_\_ on the following date(s) \_\_\_\_\_.

All required deposits and Proof of General Liability Insurance is due at the time of the signing of this agreement. Any additional expenses or refunds will be determined on the first business day after the event. The contact person will be notified, and final arrangements for dispensation will be made.

Contact Name \_\_\_\_\_ Date \_\_\_\_\_

Bastrop Opera House Representative \_\_\_\_\_ Date \_\_\_\_\_

**The Bastrop Opera House is a Non Smoking building. Smoking is prohibited in the theatre building and annex.**

## DEPOSITS RECEIVED

## DATE

Nonrefundable reservation deposit \$100 \_\_\_\_\_

Refundable clean-up/Damage deposit \$400 \_\_\_\_\_

Rental Fee(s)

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