

CHASKA COMMUNITY CENTER THEATER RENTAL APPLICATION FORM

DAY OF THE WEEK	CHASKA/CARVER RESIDENT	STANDARD RATE
Sunday – Thursday	\$50/hr	\$74/hr
Friday / Saturday	\$62/hr	\$87/hr

Application must be filled out completely prior to the requested date. Reservations are booked when signed application form is submitted and full payment is received. Do not consider the space booked until you have received a Facility Permit.

APPLICANT

Primary Contact:
Name of Organization <i>(if applicable)</i> :
Address:
Primary Phone Number:
Email:

EVENT INFORMATION

Nature of the Event:		Title of Performance:
Date	Area Requested: <i>Theater, Gallery, etc.</i>	Times <i>(includes set up & clean up)</i>
		___ <input type="checkbox"/> am <input type="checkbox"/> pm TO ___ <input type="checkbox"/> am <input type="checkbox"/> pm
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Performance Dates and Times: Date: _____ Show Time: _____ Date: _____ Show Time: _____ Date: _____ Show Time: _____ Date: _____ Show Time: _____		
		Estimated Attendance at Performance: _____

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EQUIPMENT NEEDS

- Wired Microphone (with cord) – How Many? _____ (up to 3 can be provided, upon availability)
- Wireless handheld Microphone (1) Clip-on Lapel Microphone (1) Microphone Stand- How Many? _____
- Podium Projection Screen LCD Projector (\$50/day) Piano

Eight pre-set lighting schemes are available to choose from. You may set up a time to meet to review the pre-sets. Special lighting schemes cannot be programmed

PA System: will you need to plug into the Theater’s PA system? There is the capability to plug your mobile device into the PA system and play music from your device. If so, you will need to meet with the Resource/Event Services Supervisor prior to your event to be shown how to use it. Your device must have a headphone jack.

ADDITIONAL SPACES

Additional rooms near the Theater area available, if needed:

White Oak Room – accommodates up to 30 people
 Red Maple Room – accommodates up to 30 people
 Sun Room – accommodates up to 40 people
CCC Member/Chaska Resident.....\$42/hour
Regular Rate.....\$54/hour

Brick City Banquet Room – for groups of 50-200 people
CCC Member/Chaska Resident \$68/hr-Monday-Thursday & Sunday; \$87/hr Fri/Sat
Regular Rate \$74/hr-Monday-Thursday & Sunday; \$99/hr-Fri/Sat

Gallery Space – The art gallery features rotating exhibitions of work by local artists who wish to showcase their creations. These artworks are displayed on the walls and are available for public viewing during regular CCC building hours. You may request the use of the gallery for light, grab-and-go refreshments following your performance. However, please note that the gallery may not be used for serving meals; as an extension of your performance space; or as a gathering area for extended socializing after your event. Out of respect for the artists and their work, and to preserve the integrity of the gallery space, we aim to keep the area uncrowded. This not only allows visitors to fully appreciate the artwork but also helps protect the pieces on display.

By signing below, you have read, and agree to, the *Theater Rental Guidelines* provided to you.

Signature:

Date:

The above signed hereby agrees to be responsible for any damage to the facility occurring during and by this use and agrees to be responsible for the conduct of all people attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use and agrees that the city of Chaska and its employees shall not be responsible for any such injury or loss.

Chaska Community Center Theater Rental Guidelines

RESERVATIONS

Reservations of the Theater in the Chaska Community Center will be handled by an application process. The person or group wishing to use the facilities will be required to fill out an application form with the details of the event. Appropriate fees must accompany applications; no reservations will be made over the phone. Do not consider the space reserved for your group until you receive your Facility Permit. Application forms will be processed on a first come, first served basis as far as application and fees received. Reservations cannot be made more than a year in advance.

The City of Chaska reserves the right to book events in the Theater components anytime throughout the process, as well as the right to negotiate with all groups to make the best use of time available. There may be times when groups will have to compromise requests to accommodate as many activities as possible.

User groups must be as specific as possible when requesting space in the Theater. Users will get the room that they request for the time that they requested it only. Other groups will be scheduled around and in between reservations, as space is available. User groups accept responsibility for items left behind for another rehearsal or performance.

RESPONSIBILITY OF USERS

When using any component in the Chaska Community Center Theater, users must abide by the following policies:

- **"Leave it the way you found it" Policy** – Groups will be required to leave the Theater and other requested spaces the way they found them when they are done for the day; that includes picking up left over programs, tickets, garbage, etc. When the performance is finished, they must clear all the spaces of props, sets and scenery unless otherwise arranged with CCC staff.
- **Cancellation** – Groups will have six weeks from the reserved date to cancel dates/times or be charged 50% of anticipated total cost if canceled less than six weeks from the reserved date.
- **DAMAGE DEPOSITS** – a \$500.00 damage deposit for the use of the Theater may be required at the discretion of the Parks and Recreation office and for services not considered ordinary.
- **Storage** – There is no permanent storage available to any user groups. Groups who are preparing for an upcoming performance will be allowed to begin to leave sets, props and costumes overnight one month prior to scheduled performance (this does not apply to "one-off" reservations). These pieces can be left on the stage only if they do not protrude beyond the black stage curtain. Limited space is also available in the set construction/receiving area for storage of props, sets and scenery. Please consider this lack of space when booking a large production or a production with immobile set pieces. User groups must have all of their belongings out of the CCC no later than one week after final performance. **Anything left behind will be disposed of by CCC staff at the group's expense.** The CCC is not responsible for theft or damage to items left overnight at the CCC.
- **Decorating**- minimal decorating is allowed on stage. Please let the Resource/Event Services Supervisor know your plans for decorating for prior approval.
- **Props** – The CCC does NOT provide props for groups to use during their productions. This includes tables and chairs to be left on the stage during rehearsals or performances.

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- **Stage** – Groups are not allowed to paint the wood stage floor! It is recommended that all painting of set pieces be done in the set construction/receiving room. Any spilled paint must be cleaned up immediately. Users will be responsible for any repairs needed to be done as a result of paint on the wood stage floor.
- **Unused Paint** – Unused paint in cans cannot be disposed of in dumpsters. Groups will be responsible for disposing of their own unused paint and other toxic substances, or disposal costs will be deducted from the damage deposit.
- **Theatrical Equipment Use Policy** –user groups must provide an individual(s) with experience and knowledge in theatrical equipment use. Any adjustments made to the rigging, sound, or lights must be done so by trained individuals. The CCC does not have a tech person on staff. Groups will be responsible for returning rigging to original state and lights to a general wash.
- **Piano** – Groups requesting the use of the piano must be specific with their dates and times on the application form. Users should not assume that the piano will be available with the reservation of a certain area, unless indicated so on the rental application form. The CCC will have the piano tuned on a regular basis. The piano can be tuned outside of this schedule at the user group's expense.
- **Orchestra Pit** – The orchestra pit cover is complicated and time consuming to take on and off and will require an extra staff fee for removal and putting it back on. The pit cover cannot come off any earlier than two weeks prior to the first performance. Group is responsible for requesting specific dates cover should be removed at the time of reservation.
- **Gallery Space** – The art gallery features rotating exhibitions of work by local artists who wish to showcase their creations. These artworks are displayed on the walls and are available for public viewing during regular CCC building hours. You may request the use of the gallery for light, grab-and-go refreshments following your performance. However, please note that the gallery may not be used for serving meals; as an extension of your performance space; or as a gathering area for extended socializing after your event. Out of respect for the artists and their work, and to preserve the integrity of the gallery space, we aim to keep the area uncrowded. This not only allows visitors to fully appreciate the artwork but also helps protect the pieces on display.
- **Supervision** – Users are responsible for supervising youth while participating in activities at the Theater and elsewhere in the CCC. No one under the age of 18 will be allowed to operate the Theater equipment including lights, sound and rigging without permission by CCC staff.
- **NO FOOD OR BEVERAGES ARE ALLOWED IN THE THEATER.**