



**Chaska Community Center  
Theater Rental Application**

**RETURN THIS FORM TO THE OFFICE OF THE CHASKA DEPARTMENT OF PARKS & RECREATION**

This application form **MUST** be filled out completely prior to the requested usage date. The person filling out this application (Contact Person) must be an adult. **Completed form and accompanying fees are required before application will be processed.**

Name of Organization \_\_\_\_\_

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

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Nature of Event \_\_\_\_\_ Title of Performance \_\_\_\_\_

| <u>Date</u> | <u>Area Requested</u><br>(ONLY area requested will be booked) | <u>Times (MUST INCLUDE SETUP &amp; TAKE DOWN)</u> |
|-------------|---|---|
| _____       | _____   | _____ am / pm TO _____ am / pm                    |
| _____       | _____   | _____ am / pm TO _____ am / pm                    |
| _____       | _____   | _____ am / pm TO _____ am / pm                    |
| _____       | _____   | _____ am / pm TO _____ am / pm                    |
| _____       | _____   | _____ am / pm TO _____ am / pm                    |
| _____       | _____   | _____ am / pm TO _____ am / pm                    |
| _____       | _____   | _____ am / pm TO _____ am / pm                    |
| _____       | _____   | _____ am / pm TO _____ am / pm                    |
| _____       | _____   | _____ am / pm TO _____ am / pm                    |

**If additional space is needed, please write on back.**

**Performance Dates & Times (if applicable)**

*Please include approximate length of show.*

Date \_\_\_\_\_ Show Time \_\_\_\_\_

|  |
|--|
| Estimated Attendance<br>at Performance |
|--|

Total Hours \_\_\_\_\_

**The City of Chaska, its officers, or employees shall not be liable for any injuries to the person or property of persons occupying the premises. Furthermore, the person signing below for access keys is responsible for returning keys as designated and leaving any rooms used in the same condition they were in prior to their use.**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_



**EQUIPMENT NEEDS:**

Microphone - *check one*

- Microphone with cord – How Many? \_\_\_\_\_ (3 can be provided, upon availability)
- Wireless Handheld Mic
- Wireless Clip-on (lapel) Mic

Podium & Mic

Piano – please indicate on which days  
the piano is needed:

TV/VCR/DVD

Overhead Projector

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Screen down

LCD Projector = \$100/day

Please indicate what day/time you need the LCD Projector \_\_\_\_\_

Credit Card # must be taken for use of the LCD Projector in case of damages:

Type of Card \_\_\_\_\_ # \_\_\_\_\_ exp. \_\_\_\_\_

Signature \_\_\_\_\_

*I, the above signed, take full responsibility of the LCD projector should any damages incur while in my possession.*

**Theatrical Equipment**

Will you want to set up a special lighting scheme, requiring use of the light booth? (if so, see the Policies and Procedures sheet)





## Chaska Community Center Theater Policies

### 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 to 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 area. **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.

### RESPONSIBILITIES OF USERS

When using any component in the Chaska Community Center Theater area, 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 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** – **Groups will be responsible for submitting a \$200.00 damage deposit for the use of the Theater Main Stage and an additional \$200.00 damage deposit for the use of theatrical equipment (theatrical lighting, rigging, control room access, etc.).** The damage deposits should be submitted in the form of separate check(s) that will be held un-deposited. The check(s) will be returned to the user unless there has been damage to the Theater or equipment. Should damage occur, the user will be contacted & the check(s) will be cashed and the amount of repair deducted. Should the damage exceed the amount of the deposit(s), the group will be billed for the balance.
- **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. These pieces can be left on the stage only if they do not protrude beyond the black stage curtain. A 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.
- **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.
- **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** – In addition to submitting a \$200.00 damage deposit to use the CCC Theater, user groups must provide an individual(s) with experience and knowledge in theatrical equipment use, or be trained by CCC Staff. Any adjustments made to the rigging, sound, lights, or scenery must be done so by trained individuals. 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 piano will be scheduled on a first come, first served basis. The CCC will have the piano tuned on a quarterly 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. The cover will be on unless groups request otherwise. 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 Exhibits** – Any person displaying art in the Gallery space will be required to sign a release form, releasing the City of Chaska from liability for loss, theft or damage. If interested in hanging in the Art Gallery, please contact Aimee Peterson at (952) 227-7742.
- **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.**

**Dear Prospective Theater Renter,**

Thank you for your interest in the Chaska Community Center Theater. Enclosed are copies of the applicable policies, Theater use fees, and an application form for your event or production. Please note that the Chaska Community Center is a smoke-free facility. The use of tobacco products on the premises may result in a loss of the damage deposit.

In order to reserve the Theater definitely at the Community Center, you must return the following to the Facility Coordinator:

- Completed application form
- 20% down of your total anticipated fee
- \$200.00 refundable damage deposit (or \$400 if using Theatrical equipment).

Nothing is booked in or guaranteed until the above items are received. You will then receive a Facility Permit in the mail confirming your dates and times. *Do not consider any space held for your group until you receive this confirmation.* The Chaska Community Center does not hold spaces over the phone.

Your rental balance is due no later than 10 ten days prior to your scheduled event. Please hold on to your Facility Permit, as you may need to refer to specific information on the contract. Your damage deposit will be refunded to you no later than 2 weeks after your event pending the absence of damage to the Theater.

If you have specific questions regarding Theater use, please feel free to contact us at 952-448-3176 x7748.

Again, thank you for your inquiry.

Sincerely,

Jaime Wiemann  
City of Chaska  
Facilities Coordinator