



Checks payable to The Town of Littleton

Rec by: _____ Notes: _____

Deposit \$ _____ Paid ____/____/____

Venue Rental \$ _____ Paid ____/____/____

Certificate of Liability Rec. ____/____/____

Non-Profit Status Rec. ____/____/____

HISTORIC LITTLETON OPERA HOUSE

Application for Venue Rental

Thank you for your interest in renting the Historic Littleton Opera House. Please **review all policies before signing your contract**. Return the completed signed contract with your deposit to reserve your date. *Your deposit is not part of your rental fee. See contract for further information. **Your rental is not complete until we receive the required Certificate of Liability Insurance, and your deposit. If your organization is a non-profit, please provide a copy of your Non-Profit status.**

Date (s) you wish to book: _____

Name of Organization/Party: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Include set up and tear down times: Start: _____ End: _____ Event start time: _____

What type of event are you holding at the Opera House? (i.e. wedding, concert, fundraiser, dance, play)

of people expected: _____ Chairs/Tables needed for event: _____

Set up style: _____

Is your event open to the public: _____ Will you be selling tickets: _____ Where? _____

Do you want the Opera House to sell tickets: _____ Checks to be made payable to: _____

Prices: Adults \$ _____ Seniors \$ _____ Children \$ _____

Please provide a brief sentence for us to help promote your event on our Facebook Page: _____