

Bas Bleu Theatre Company and The Fort Collins, Colorado Downtown Development Authority are pleased to announce a 10-year partial use lease providing use of Bas Bleu Theatre free-of-charge to the public.

Commonly asked questions:

1) How do I reserve the DDA free use dates?

First, please refer to the “**Master Calendar**” available at www.basbleu.org under DDA/Rentals for available DDA Lease use slots. Select your desired dates. Then, fill out the attached questionnaire and send to Bas Bleu Theatre at the contact information found at the top of page 2. Someone will be in touch with you within three (3) business days. All reservations are first-come, first served.

Also, please refer to the “User Agreements” found at www.basbleu.org under DDA/Rentals. Users who wish to use the Theatre, Lobby or both will be required to sign this agreement and abide by all terms within. A security deposit, liability insurance coverage and other items may be required. Please read through these agreements carefully.

You must reserve your theatre dates (partial and full) at least 21 days in advance and the lobby at least 7 days in advance. Any arrangements sooner than that will be at the option of Bas Bleu Theatre Company.

2) What is the difference between *partial* and *full* theatre use days?

Partial Use: There are 54 available partial use days. Partial use allows for use of theatre and the stage with a minimum of eight square feet available. You will be sharing the stage with a set for a Bas Bleu Theatre Company production.

Full Use: There are 21 full use days. Full use allows for the entirety of the stage to be used for your event.

Be aware that all theatre dates (partial and full) will also come with use of the lobby at the same rented times.

3) What is and what is not included as part of the free use?

The base cost is provided at no charge as per the DDA Lease. Services such as technical staff, box office use, materials, etc. can be purchased. Please refer to the “Services Available” document at www.basbleu.org.

4) Is the Theatre or Lobby available for rental beyond the DDA free use dates?

Yes. Please contact the theatre to discuss your options.

5) Can we schedule an event beyond July 31?

No. The Master Calendar for the upcoming year (August thru July) will be available to the public July 1st of every year.

Feel free to contact Tricia Navarre, Bas Bleu Theatre Production Manager at tricia@basbleu.org or 970-498-8949 with any additional questions.

BAS BLEU THEATRE
401 Pine St.
Fort Collins, CO 80524-2433
RENTAL/DDA AVAILABILITY QUESTIONNAIRE

Mail completed questionnaire to: Tricia Navarre, Bas Bleu Theatre's Production Manager
401 Pine St.
Fort Collins, CO 80524-2433
Or E-mail: tricia@basbleu.org

Requested Event Date(s) and Time(s) _____

Requested Space (circle all that apply): Theatre Lobby

Name of Event _____

Name of Organization or Person Organizing event (if applicable) _____

Person filling out this form _____ title _____

Persons authorized for access, changes or issues related to charges _____

How would you like us to contact you?

Phone(s) _____ Email _____

Number of performers _____

Requested Set-in Date and Access Time _____

Description of Event _____

Will you need Bas Bleu to handle your ticketing? _____

Description of Scenery/What will be on Stage _____

Please describe your lighting needs _____

Please describe your sound needs _____

Anything Else We Need to Know? _____

PLEASE NOTE: Your event may require the charging of Additional Services Fees for ticketing, tech support, liability insurance, etc. Please refer back to the website for information about those "Additional Services Fees."

Please contact Bas Bleu Theatre Production Manager
to discuss your lighting, staging, and sound requirements in detail.

Office Use Only:

Received: ___/___/___ at _____ By: _____

NOTES: