

**TEN CHIMNEYS FOUNDATION  
THEATRE RESOURCE PROGRAM  
APPLICATION FOR FREE USE OF FACILITIES  
BY THEATRE-RELATED ORGANIZATIONS**

For decades, Ten Chimneys was a beacon to the theatre community. The “best of the best” from around the country were drawn to Ten Chimneys. An invitation is now extended to you and all theatre-related organizations to utilize Ten Chimneys as a place to retreat, rejuvenate, and collaborate. In support of our mission to serve as a continuing resource and powerful inspiration for American theatre, all facility and tour admission fees are waived for the retreats, conferences, and meetings of qualifying theatre-related organizations and programs. (We also offer a 50% discount on facility rentals for your parties, events, etc.)

To be a part of our Theatre Resource Program, please fill out the following application and initial and sign the attached Terms of Use. Submit completed forms to **Kristine Weir-Martell of Ten Chimneys Foundation, PO Box 225, Genesee Depot, WI 53127; Fax: (262) 968-4267; kweir-martell@tenchimneys.org.** Ms. Weir-Martell will contact you to discuss logistics and scheduling. We are excited to support your organization and look forward to welcoming you to Ten Chimneys. Please call (262) 968-4161 ext.203 or email kweir-martell@tenchimneys.org with questions.

*Organization Name:*

*Program Date(s) Requested:*

*Number of Participants Expected:*

*Organization Representative/Contact Name:*

*Address:*

*Address2:*

*Phone:*

*Fax:*

*Email:*

1. *Does your organization have federal tax exempt status? yes  no  If no, please explain. Please submit a copy of the organization's IRS federal tax exemption determination letters, along with any general background materials regarding the organization and its activities.*
  
2. *Briefly describe how your organization is “theatre-related?” (Are you a theatre company, drama school, etc.):*
  
3. *Please give a brief description of your proposed program or activity. (Feel free to use attachments.)*
  
  
  
  
  
  
  
  
  
  
4. *Are you interested in complimentary Estate Tours, if available, for your program attendees? (For more information on tours, visit [www.tenchimneys.org](http://www.tenchimneys.org).) yes  no  need more details*
  
5. *Please describe why you think Ten Chimneys is an appropriate and/or inspiring place to hold your program. Your comments may be used in future Ten Chimneys Foundation materials. (Feel free to use attachments.)*

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***Lunt-Fontanne Program Center Standard Terms of Use***

*Please initial each item and sign at the bottom of each page. By initialing and signing this two-page document, you agree that, as the "User," you have read, understand, and consent to all of the terms.*

1. [ ] A brief post-program summary is requested from the User as part of this complimentary facility use. Summaries and list are due one week after the program date. Program summaries may be quoted and published by Ten Chimneys Foundation.
  
2. [ ] Food & Beverage: Ten Chimneys Foundation is not responsible for and does not provide any food or beverage service/coordination. Drop-off catering is allowed for Theatre Resource Programs and the User may choose outside of the approved caterer list (see below). Drop-off catering is defined as prepared food that is delivered, set-up, and cleaned-up by a professional food service vendor (caterer, restaurant, store, etc.) or the User. The lower level kitchen can be utilized based on Foundation needs and usage. **All food and beverage must be cleaned up by the User immediately at the conclusion of the event**, including wiping down any Foundation furniture that has been used. Bagged trash must be brought to the fenced rubbish corral in the parking lot.  

If full-service food or beverage service is desired, the User must choose from Ten Chimneys' approved caterer list, or exercise a \$1,500 buy-out option (other restrictions will apply). The caterers on the approved list provide comprehensive catering and event services and have been chosen based on their services as well as their commitment to and knowledge of the facility. The approved caterers of Ten Chimneys Foundation are: Gracious Events (414-777-0440; www.gracious-events.com), Shully's Cuisine & Events (800-818-6765; www.shullyscuisine.com) and Lee John's Catering (262-549-0006; www.leejohns.com). Ten Chimneys Foundation is not responsible or liable for the service, quality, or scope provided by these caterers. The approved catering list is currently not open for additions.
  
3. [ ] Alcohol is generally not permitted during Theatre Resource Programs. Exceptions can be made on a case-by-case basis (restrictions will apply).
  
4. [ ] Program Set-up and Clean-up: Ten Chimneys Foundation will provide pre-program cleaning and set-up of Foundation equipment and furniture based on the requirements of the User and the availability of the equipment and furniture requested. The User is responsible for all other program set-up and clean-up. The facility is to be returned to its original condition (i.e. how furniture/room was set-up by the Foundation for the User's program) when the program is finished. Any Foundation kitchen items (coffee urns, etc.) must be cleaned and placed in the lower level kitchen. All non-Foundation equipment and furniture rentals must be removed immediately following the program.
  
5. [ ] Ten Chimneys Foundation assumes no responsibility for the security and safety of stored goods prior to or after a program. Due to limited storage space, all of the User's property must be removed from the facility by the User at the end of usage.
  
6. [ ] Permissible Times of Use: Generally, daytime programs may begin no earlier than 9:00 a.m. and end no later than 5:00 p.m. No caterer, User, or participant can be accommodated before 8:00 a.m. A maximum of one (1) hour for set-up prior to program and one (1) hour for breakdown and cleaning after the program are allowed.  

For an evening program, a maximum of three (3) hours for set-up prior to program and one (1) hour for break-down and cleaning after program are allowed, subject to the Foundation's schedule. No caterer, User, or participant can be accommodated prior to three (3) hours before a program.

Any additional facility usage outside of the contracted time is not guaranteed. All requests for modification by User are subject to the Foundation's approval. The Foundation reserves the right to alter time allotted for set-up and clean-up.
  
7. [ ] Paid-ticket programs are not permitted. The User may not charge participants to attend the program.

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Org Name: \_\_\_\_\_

Proposed Program Date(s): \_\_\_\_\_

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8. [ ] Use of the Foundation's limited parking lot is allowed for participants during events. Parking, at times, may be limited and not guaranteed due to ongoing activities, such as tours and Foundation programs. The User is responsible for and must arrange valet service (or secure additional off-site lots) if more than 100 participants will attend the program.
9. [ ] Any vendor fees related to the program, including but not limited to labor, food, beverage, music, rental equipment, and administrative fees will be the responsibility of the User.
10. [ ] Printed materials (invitations, programs, posters or any promotional information) must not cite (nor imply) Ten Chimneys Foundation as "host" or "sponsor" of the event.
11. [ ] Smoking is not allowed inside the facility.
12. [ ] Sound/Music: The Foundation reserves the right in its sole discretion to approve the use of musical groups and the location thereof. Exceptionally loud music is not permitted. Ten Chimneys' sound equipment may be used for ambient music, announcements, lectures, etc. DJ's and/or musicians must provide own sound equipment. Use of sound equipment for purposes falling outside the scope of these areas will not be permitted.
13. [ ] Décor: Candles may be used only if the flame is contained in a votive or hurricane. Only freestanding decorations are allowed. Any attachments, such as stickers or banners, are not permitted. The User, or approved caterer, is responsible for removing all decorations
14. [ ] Photos of the program may be discreetly taken by the Foundation staff and are the property of Ten Chimneys Foundation.
15. [ ] The User will indemnify and hold harmless Ten Chimneys Foundation, its agents, and employees, against any and all damages, claims or other liability due to personal injury or death, or damage to or loss of property arising from its use of any and all Ten Chimneys facilities.
16. [ ] The User is solely responsible for any damage to the facility resulting from the activities of the participants and/or caterer. Based upon inspection by approved Ten Chimneys Foundation staff, charges may be assessed for any damages.
17. [ ] In all circumstances, Ten Chimneys Foundation reserves the right to review and approve or disapprove all activities to ensure they are in conformance with the image and mission of Ten Chimneys Foundation and the legacy of Alfred Lunt and Lynn Fontanne.  
Ten Chimneys Foundation reserves the right to deny the use or continued use of its facilities to any person, organization, or corporation not complying with the Foundation's policies and procedures, or for any other reason permitted by law.
18. [ ] Complimentary Estate Tours for program participants are offered, however, the User's preferred tour schedule (or other specifications) may not be available. Tours must be requested and booked in advance of the program. Some restrictions may apply.
19. [ ] These terms cover use of specific program areas of the Lunt-Fontanne Program Center only. These terms do not cover access to or use of the historic buildings or grounds of Ten Chimneys.

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Org Name: \_\_\_\_\_

Proposed Program Date(s): \_\_\_\_\_