



Please download this form, fill in all applicable fields and email to [soconnell@slco.org](mailto:soconnell@slco.org).

# RENTAL APPLICATION

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Office Use Only – Res # \_\_\_\_\_  
Staff \_\_\_\_\_

## EVENT/ACTIVITY INFORMATION

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Event/Activity Name \_\_\_\_\_  
Date(s) 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_  
Event Hours \_\_\_\_\_ to \_\_\_\_\_

## CONTACT INFORMATION

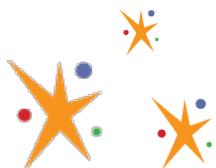
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Main Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Alternative Phone \_\_\_\_\_  
Email \_\_\_\_\_

## EVENT DETAILS

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What type of event are you planning?



Non-Profit?  Yes  No Tax Exempt # \_\_\_\_\_

*Proof of 501(c)3 status required for non-profit pricing.*

## **SPACE(S) REQUESTED**

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*Refer to the Rates and Capacity page for pricing and capacity information.*

Estimated Attendance \_\_\_\_\_

- Full Building *(Includes use of both IMAX and Dome Theaters)*
- 1<sup>st</sup> Floor Exhibit Area \*
- 3<sup>rd</sup> Floor Exhibit Area \*
- Classroom
- IMAX Theatre
- Dome Theatre

*\* Please note: We charge one additional hour of rental time for the 1<sup>st</sup> Floor and 3<sup>rd</sup> Floor Exhibits Area for the caterer set-up/take down time.*

Special Notes & Requests:

## **APPROVED CATERERS**

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If you plan on having food and drinks at your event, you must choose from one of our Approved Caterers listed below. The caterer will provide you with a separate quote for the food, drinks, tables, chairs, and linens for your event. The caterer will set up your tables and chairs; let the caterer know the set-up style you would like for your event. If you plan on having alcohol at your event, please be sure to let the caterer know your specific requests. The caterer will also provide the bar services for your event.

Brown Brothers Catering- (801) 607-1891

Good Day Catering - (801) 532-7829

Copper Grill- (801) 375-1115

Have Party Will Travel - (801) 269-840

Cuisine Unlimited- (801) 268-2332

LUX Catering - (801) 466-2537

Culinary Crafts - (801) 225-6575

**EQUIPMENT REQUEST**

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Microphones

Podium

Coat Racks

*A/V Charges – For custom visuals and specialty requests (such as Powerpoint Presentation formatting for the theatres), the A/V charge is \$50 per hour.*

Please describe your audio/visual or equipment needs.

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Signature\_\_\_\_\_

Date\_\_\_\_\_

## RATES AND CAPACITY

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Clark Planetarium's space exploration-themed building is a unique and spacious facility capable of entertaining up to 900 guests.

With the Northrop Grumman IMAX 3D Theatre, Hansen Dome Theatre, classroom and 10,000 square feet of exhibits, the planetarium is your choice for out-of-this-world events.

Space	Capacity	Friday and Saturday	Sunday-Thursday
Full Building	1,000 reception, 500 dinner	\$9,000 per 4-hour block + tax	\$7,000 per 4-hour block + tax
1 <sup>st</sup> Floor Exhibit Area	80 reception, 50 dining	\$500 per hour	\$250 per hour
3 <sup>rd</sup> Floor Exhibit Area	200 reception, 150 dining	\$1,000 per hour	\$500 per hour
Classroom	40	\$125 per hour	\$75 per hour
IMAX Theatre	288	\$1,500 per hour + tax (includes one show)	\$1,200 per hour + tax (includes one show)
Dome Theatre	178	\$900 per hour + tax (includes one show)	\$600 per hour + tax (includes one show)

### Full Building

A full building rental includes your choice of [three Dome Theatre](#) and [three IMAX documentary shows](#). The building is closed to the public during the event so you can enjoy all that the Planetarium has to offer, including the [10,000 square feet of hands-on, brains-on exhibits](#). The Guest Relations staff will be on hand to assist you with anything you might need.

### 1<sup>st</sup> Floor Exhibit Area

The first floor exhibit stage is an ideal location for smaller groups looking for a unique venue to hold a dinner or reception. Groups will enjoy hands-on exhibits that explore Earth, the Moon and the Planetarium's meteorite collection.

### 3<sup>rd</sup> Floor Exhibit Area

Enjoy your next event among the planets and beyond. The 3<sup>rd</sup> floor exhibit area offers an open space on the third floor separated from the rest of the Planetarium. There is plenty of open space for wedding receptions, business meetings, parties and reunions. [Interactive exhibits](#) are spread throughout the area to make any event fun and educational. The 3<sup>rd</sup> floor exhibit area also serves as the entrance to the [Hansen Dome Theatre](#).

## **Classroom**

For small meetings and gatherings, the Classroom is an ideal space. The room features AV options and large whiteboard.

## **IMAX Theatre**

With a 70' wide, 5-story high screen and seating for 288, your guests will be launched into space while viewing a 3D IMAX film. [The Northrop Grumman IMAX Theatre](#) at Clark Planetarium features a 14,000-watt, 6-channel, digital surround sound system for an auditory experience second to none. Most of the speakers are positioned behind the five-story high screen, which is perforated with millions of tiny holes. In this way, sound can come at the audience from the film itself. Clark Planetarium offers a wide selection of films to meet the needs of any group. The IMAX Theatre is also a great location to hold your business meeting. The IMAX Theatre is fully compatible with PowerPoint, Prezi, and most other presentations. We also have two hand-held microphones, one lavalier mic, and a nice podium available for your use during your meeting. The podium & microphones are available at a flat fee of \$25 per event.

*\*We offer a reduced rate for early morning before 11:00 am, at \$500 per hour (does not include film).*

## **Dome Theatre**

[The Hansen Dome Theatre](#) houses a 55-foot, 178-seat planetarium with a state-of-the-art Digistar5 projection system, manufactured by Utah-based Evans and Sutherland Computer Corp. Digistar5 uses multiple high-definition video projectors at the base of the dome to display a larger-than-life seamless image, without additional display equipment, and without a projection area in the middle of the theater. A small staging area at the front of the theatre can be used for live presentations and special events.

*\*We offer a reduced rate for early morning before 11:00 am, at \$300 per hour (does not include film).*