



APPLICATION FOR USE THE GALLIVAN CENTER

239 South Main Street, Salt Lake City, Utah 84111

Phone: 801-535-6110

gallivanvenue@slcgov.com

This application must be filled out completely and submitted to The Gallivan Center. Please read all of the Policies and Procedures. Additional information may be requested by The Gallivan Center to determine special conditions for granting a *Contract for Use*.

1. Name of Sponsoring Organization: _____

2. Name of Event: _____

Address: _____

City: _____ State: _____ Zip Code: _____

3. Contact name (or wedding bride and groom first names): _____

4. Phone(s): Day: _____ Cell: _____

Email: _____

5. Are you a non-profit organization? Yes No

Do you have 501 C-3 designation? Yes No Number: _____

6. Area(s) of Plaza requested for use:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Back Amphitheater | <input type="checkbox"/> Stage/Meeting Room | <input type="checkbox"/> Center Art Piece | <input type="checkbox"/> Story Wall |
| <input type="checkbox"/> Front Amphitheater | <input type="checkbox"/> East Plaza | <input type="checkbox"/> Terrace | <input type="checkbox"/> Waterfall/Fountain |
| <input type="checkbox"/> Gallivan Hall | <input type="checkbox"/> Grove | <input type="checkbox"/> Patio | <input type="checkbox"/> Restrooms |

7. Date(s) Requested: _____ Event Start: _____ AM PM Event End: _____ AM PM

(Hours of Operation are 8am-10pm) Set-Up Begins: _____ AM PM Strike Ends: _____ AM PM

Applicant must supply labor for setup and strike for the entire event, excluding equipment rented from the venue.

8. Expected Attendance: _____

9. How did you hear about the Gallivan Center for your event? _____

10. List of Sponsors/Partners: _____

11. Will food be served? Yes No **or** sold? Yes No

12. Will you use a caterer? Yes No If yes: Name of caterer: _____

13. Will you use a food truck or tent vendor? Yes No If yes: Name of food truck(s): _____

14. Will alcohol be served or sold? (No glass containers) Yes No If yes: Beer Wine Liquor Free or Cash bar: _____

15. Will anything else be distributed or sold? (Event admission, tickets, etc.) Yes No If yes, what: _____

16. (If applicable) Name of Security Company—must be bonded and certified? _____ How many? _____

Applicant is responsible for providing and paying for all additional uniformed security.

17. What equipment, materials, displays, etc. will you bring onsite? _____

18. Applicant must pay for Gallivan Staff during event from setup to strike.

19. The Gallivan Center will make these items available on a rental basis.

- | | | |
|------------------------|-----------------------|------------------------------------|
| Tables (3'x6') | Podium | Cabaret Table (42" High) 30" Round |
| Tables (60" round) | Chairs | Cabaret Table (29" High) 30" Round |
| Canopy (white 10'x10') | Portable Sound System | Vinyl Fencing (8'x3' pieces) |

See Rental Rates for full equipment listing.

20. There will be **NO REFUNDS** on payments made.

My signature verifies that I have read The Gallivan Center Policies and Procedures (online at www.thegallivancenter.com) and agree to all the terms set forth in The Gallivan Center Policies and Procedures Agreement.

Signature of Applicant: _____ Date: _____

**Acceptance of this application by The Gallivan Center does not constitute approval or availability.
If granted, a Contract for Use will follow this application.**

Important Information

- To rent with The Gallivan Center, our procedure is as follows: Plan the date (ensure we're not already booked), send in the Application (one for each event day) for approval, we will then send you a Contract. From here you have 2 full business days to look it over, sign, send it back to us, and pay your deposit. Once we have a signed permit and deposit, your date is secured.
- Set-up time is the earliest time the renter or any caterers/vendors/decorators can have access to the rented space. If your event requires a Set-up/Strike the day/night before/after, another Application must be sent in for each day and time.
- Renter and all constituents must be out by the designated Strike End, or the renter will be charged for the additional time with fees. No items can be left overnight to be picked up in the morning.
- For payments, we take all major debit/credit cards and can do so over the phone. We do not accept personal checks. You may contact Kevin (801-535-6137) or Tatyana (801-535-6148) during our office hours 8am-5pm Monday-Friday. Please be aware there is a 2.35% surcharge for the use of credit cards, there is no surcharge for debit cards.
- If renting the plaza on a business day, the plaza and stage building must remain open to the public until 5pm.
- Ensure you are renting enough space, events utilizing more than their rented areas will be charged for these areas, along with a \$100 Service Charge for each area, and administrative fees. Events using outside space is required to fence their area for safety/checks.
- Concerts or performances on the plaza are required to use the full amphitheater, and restrooms. An additional charge of \$500.00 will be applied for the use of Gallivan Stage Lighting and Fly-Wheels, unless otherwise notified. Sound may be projected from 12pm-1pm & 5pm-10pm on weekdays, and 8am-10pm on weekends. Noise levels must be kept to 55dBc at the event perimeter.
- Gallivan Hall is equipped with a built in PA system and has a wireless mic complimentary to the building. The stage building has a portable sound system rentable for \$150. Any musicians, DJ's, or projected sound must have their own equipment.
- Renter is responsible for the space, any damages, extra equipment, or changes that are made during their event. The renter (or representative) should be onsite from Set-Up through Strike to ensure no unwanted change or additional charges are incurred by their constituents. Renter is also responsible for cleaning the space, returning the venue to the condition prior to the rental.
- Remember, any changes, equipment rental, and payments must be finalized by 30 days prior to your event. No changes can be made within 30 days of your event.
- The Gallivan Center does not have a preferred catering list, or associated fees, however all caterers and vendors must fill out a Vendor Application which needs to be turned in to the Gallivan Center prior to your event.
- Renter is responsible for securing parking for their event. Parking for underneath Gallivan Plaza, the One Utah Parking, is run by ABM Parking, validations can be purchased through them at 801-364-7275. Other parking structures include the Walker Center, Wells Fargo Parking, Regent Street Garage, or City Creek Parking. The Gallivan Center is also accessible from the Trax Blue Line.
- The Gallivan Center operates on a first come, first serve basis, and reserves the right to deny an application for any reason.