

Application for Use
The Gallivan Center

Organization		Non-Profit 501C3 #	
Name of the Event			
Representative			
Address		Phone	
City, State, Zip		Phone	
Email			

The Gallivan Center is a self-service venue, Renters are required to plan and manage their own events
A list of licenses, permits, vendors, and caterers are provided in the Policies & Procedures
A separate application is needed for each day of rental

Event Date		Hours of operation 8am-10pm	
Access Begins		Items cannot be brought in early	Attendance
Event Begins		Ensure adequate setup time	Will food be served?
Event Ends		Ensure adequate cleaning time	Will alcohol be served?
Access Ends		No item can be left over night	

Supervisor Rate \$35/hr Supervisors are required from Access Begins to End of Access
Maintenance Fee \$42/hr Maintenance Fee is based on Areas and necessary cleaning
Setup/Strike \$42/hr Staffing fee based on number and type of equipment rented

Areas				
Please indicate each area for rental				
Gallivan Hall		Center Art Piece		Story Wall
Stage		East Plaza		Grove
Front Amphitheater		Waterfall		Patio
Back Amphitheater		Terrace		Event Restrooms

Green are outside areas and available May through September

Restrooms are built into Gallivan Hall, otherwise the Stage or Event Restrooms should be rented

The Stage Restrooms can be rented for \$300.00, please notify accordingly

Events that spill out onto unplanned areas will incur \$200 Fee on top of the area charge and admin fee

Please indicate any known equipment needs for your event					
Gallivan Hall Equipment		Stage Equipment		Plaza Equipment	
3'x6' Table (\$10)		Can Lights (\$180)		Canopy (\$150)	
18"x96" Table (\$10)		LED Lights (\$300)		Sandbags (\$5)	
60" Rounds (\$11)		Fly Motors (\$120)		Walls (\$5)	
Chairs (\$3)		Portable PA (\$180)		14'x 4 Fencing (\$20)	
Cabaret Table (\$9)		Giant Screen (\$300)		3'x6' Tables (\$10)	
Lecturn (\$30)		Lecturn (\$30)		60" Rounds (\$11)	
Microphone (up to 2)		3'x6' Table (\$10)		Chairs (\$3)	
Screen (\$60)		60" Rounds (\$11)		Cabarets (\$9)	
Projector (\$150)		Chairs (\$3)		4'x8' Plywood (\$30)	
Portable Bar (\$60)		Portable Bar (\$60)		Portable Bar (\$60)	

Admin Fees are \$50 and are collected on any changes within 30 days

This application does not constitute as a rental and must be processed and approved

If the event is approved, a permit follow ; applications can be denied for any reason

Payments can be made by card over the phone calling Kevin (801-535-6137), Tatyana (801-535-6148)

All rentals are subject to our Policies and Procedures

Signature:		Date:	
------------	--	-------	--