

Event Name			
Event Details			
Organization		Non-Profit 501C#	
Representative			
Address		Primary Phone	
City, State, Zip		Secondary Phone	
Email			
How did you find out about the Gallivan Center?			

**Please fill out an application for each date you are interested in**

Event Date				Events can start as early as 8am, and go until 10pm, and need to be out and cleaned by 11pm
Access Begins		Attendance		
Event Begins		Will food be served?		
Event Ends		Will alcohol be served?		
Access Ends				

Note that items cannot be brought in earlier or left after times of access

Ensure adequate time for caterers, setup, strike, and cleaning

Please indicate each area you are interested in renting

Gallivan Hall		Center Art Piece*		Story Wall*	
Stage		East Plaza*		Grove*	
Front Amphitheater*		Waterfall*		Patio*	
Back Amphitheater*		Terrace*		Event Restrooms*	

Notes:

Outside\* areas and are available May through September

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

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

Staffing needs are based upon hours of access, locations used, and equipment rented

Supervisor Rate	\$35/hr	Adjusted for total access hours
Maintenance Fee	\$42/hr	Adjusted for food, alcohol, and areas utilized
Setup/Strike	\$42/hr	Added on for any equipment rented through the venue

Please indicate the desired amount of any known equipment needs for your event (can be identified later)

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)

Additional Charges :							
\$50.00 Admin Fee for any changes made within 30 days							
\$200.00 for events coming in before 8am							
\$500.00 for events staying past 12am							
\$500.00 for unapproved vehicles, or driving in non-drivable areas, damages will also be assessed and charged							
\$100.00/hr for additional cleaning & repairs							
\$200.00 + the cost of each space used that were not rented							
\$500.00 for events that surpass the maximum capacity							
Rental cost each day & location for obstruction from items left over from an event							
Stipulations for Rentals							
This application does not constitute as a rental and must be processed and approved							
In the event that the event & date are approved, a Planner and Contract will be sent out							
The Gallivan Center is a self-service venue, Renters are required to plan and manage their event							
The venue requires a signed agreement for all subcontractors of the renter							
The renter is responsible for collecting all the necessary permits, licenses, and agreements needed							
Dates are not held until a contract is signed and deposit is paid							
Payments are made electronically through Square Invoices, or over the phone during regular business hours							
There are no refunds on payments made to the Gallivan Center							
Signature:					Date:		
<p>All rentals are subject to our Policies and Procedures which are available online @ <a href="http://thegallivancenter.com/reserve">thegallivancenter.com/reserve</a></p> <p>If you haven't filled out a w9 for renting with the venue, please fill out the attached</p>							