



## **Gallivan Center Policies & Procedures**

This form expands upon the operations of The Gallivan Center, a Redevelopment Agency owned venue at approximately 239 S Main St in Salt Lake City, Utah..

### **Rentals**

To use the space at the Gallivan Center (Venue), entities must fill out and send in an [application](#) for use of the space (Applicant). Applications can be found at [www.thegallivancenter.com/reserve](http://www.thegallivancenter.com/reserve). Spaces available for rent are: Gallivan Hall, the Stage, Front Amphitheater, Back Amphitheater, Restrooms, East Plaza (Ice Rink), Central Art Piece, Waterfall, Story Wall, Grove, Patio, and West Terrace.

Applications will be reviewed for feasibility, viability, and availability, and are approved at the Venue's discretion. Approved applications will be provided a soft hold on the date after the deposit is paid for.

Planning and coordination are the responsibility of the Applicant. The Applicant must collect/fill out all necessary permits, documents, schedules, and maps for their event.

Once all documents and payments are complete and turned in to the Venue, the date will be reserved and the event will be allowed at the Venue.

### **Rates**

[Rates](#) are established by the Venue, and can be found at [www.thegallivancenter.com/reserve](http://www.thegallivancenter.com/reserve).

Locations and equipment are rented per item, per day. Staffing is charged per hour.

### **Payments**

A deposit payment is required to hold the date, which consists of half of the known amount. The full balance is due 90 days prior to the event. Should the event be planned within 90 days, the full balance is required as the deposit.

Equipment will be allocated and charged as a separate invoice.

### **Permits & Planning**

The Applicant is responsible for planning and collecting the appropriate permits to run their event.

Copies of all permits and planning are due 30 days prior to the event. must be provided to the Venue 30 days prior to the Event.

A permit through the Fire Department is required for any events that include: Theatrical Haze (smog/fog), food truck operations, or tents over 700 sqft or over 400 sqft with walls.

Mass Gathering Permit is required for events that last more than 2 hours and will be attended by more than 500 people.

A [Waste Management Plan](#) is also required for any outdoor events.

The Venue does not have a license or bartenders to serve or sell alcohol. It is up to the Applicant to allocate the appropriate staff. A permit through the DABS is required if the event provides a cash bar for guests, provides alcohol at a hosted bar where alcohol is included in the price of admission, or if the event is open to the general public. To receive local consent from Salt Lake City to complete

your DABS permit in order to serve alcohol at an event within SLC, contact Salt Lake City Business Licensing (business.license@slcgov.com or visit their website). Insurance is required for events with over 1,000 attendees. Insurance may be required for events that pose a risk/danger, or serve alcohol despite the attendance.

## **Staffing**

The Venue does not provide staff for Event security, ticketing, setup, strike, or clean up. Supervisors are required for the entire duration the Applicant has access to the Venue. Supervisors are there to ensure the Policies & Procedures are adhered to, and to answer any venue questions the Applicant may have. Agency staff must be able to access all areas and hallways of the Venue during the Event.

## **Equipment**

Any equipment rented through the agency will be set up and taken down outside of the event. Stage lighting/rigging are not included with the rental of the stage and are a separate charge. No vendor canopies are allowed on the grass. Large tents are allowed but may require a setup and strike day to facilitate. The Venue does not have any tablecloths or pipe & drape.

## **Times**

The earliest events can have access to the Venue is 7 am and events must end by 10pm and all projected sound turned off. Events must be out by 11 pm. The plaza must remain accessible to the public Mondays-Fridays from 7am-5pm. Individual locations may be closed off, but the plaza must have clear public access. No access is granted before or after the listed hours of access. Projected sound is allowed Monday-Friday 12 pm-1 pm & 5 pm-10 pm and Saturday & Sundays from 10 am-10 pm.

## **Indoor Spaces**

The Stage and Gallivan Hall are available year-round. The Stage has a maximum capacity of 100, or 80 fully seated. Gallivan Hall has a maximum capacity of 295, or 200 fully seated at round tables. For safety and egress, lobbies and hallways must be left open and free and cannot be utilized for programming, staging, first aid, office space, food prep, or cooking.

## **Outdoor Spaces**

Outdoor spaces are available May-September and have a max capacity of 5,000 all together. Areas include the Front Amphitheater, Back Amphitheater, East Plaza, Grove, Patio, Central Art Piece, Story Wall, Waterfall, and Terrace. All outside events require a [Waste Management Plan](#). Outdoor concerts utilizing the Stage will require the additional rental of the Front and back Amphitheaters and the Central Art Piece. Vendors and tents can be on paved areas, lawns are for foot traffic only. Animals are not allowed on the grass areas.

## **Ice Rink Spaces**

The Rink and Private Party area are available November-March (weather permitting). The rink can be rented privately during the off hours of normal operation. The Private Party area can be rented during normal hours of operation.

## **Insurance**

The insurance needs to name the sponsoring organization, RDA, and Salt Lake City Corporation for Commercial Liability insurance for \$1,000,000.00 per occurrence with a Liquor Liability (if alcohol is served) and a Property Damage endorsement of at least \$500,000.00. Insurance must be rated at an A- or above.

Insurance for any vehicle that drives on the plaza must be provided.

## **Subcontractors**

The Applicant is responsible for hiring, coordinating, and scheduling their own caterers, decorators, food trucks, vendors, planners, cleaning, bartenders, etc. These third party entities are regarded as Subcontractors to the Applicant and are the responsibility of the Applicant while they are on the premises of the Venue.

Any damages, additional equipment, or charges that Subcontractors incur are the responsibility of the Applicant. The Gallivan Center will pursue cost recover through the Applicant, and it is up to the Applicant to recover costs from their Subcontractors.

Vendor booths are not allowed on any grass area.

Each subcontractor is required to fill out a [Vendor Agreement Form](#) that must be turned in to the Venue by at least 30 days prior to the event.

## **Catering & Food**

Caterers and vendors must have the necessary permits and licensing to operate with all engines, prep, and serving areas covered (mats/plywood).

All cooking/grilling must be 10ft away from any building and downwind from ventilations. No cooking is allowed on the Stage or in Gallivan Hall.

Successful caterers have been: Culinary Crafts, Gourmandise, Elizabeth's Catering, Have Party Will Travel, and Angela's.

## **Food Trucks**

Food trucks are allowed on the Central Art Piece and Terrace. Large food trucks and trailers can only be on the Central Art Piece. All vehicles on the Plaza must have coverings (mats/plywood) under engines and serving areas.

50 Amp outlets are available, trucks will need their own plug/adaptor or utilize a generator. 120 watt outlets cannot be used.

## **Audio/Visual**

Gallivan Hall has a built-in PA system with 2 wireless mics that come with the rental. 2 separate screens and projectors are available for rent. The system can be accessed via bluetooth, Aux cable, or HDMI.

Musicians and DJ's will need to provide their own gear, Gallivan Hall's PA does not have a SPL rating to handle live music.

The Stage has flymotors, traditional lights, and LED arrays available for rent. All the lights have been pre programmed to a basic light board which is available with the rental of the LED lights.

A recommended Audio/Visual contact is Taylor AV, Pratt Sound, or Cornerstone.

## **Alcohol**

Events with alcohol must follow the rules and guidelines as set forth by the DABS.

[https://abs.utah.gov/wp-content/uploads/Compliance/Handbooks/summary\\_beer\\_temporary.pdf](https://abs.utah.gov/wp-content/uploads/Compliance/Handbooks/summary_beer_temporary.pdf)

[https://abs.utah.gov/wp-content/uploads/Compliance/Handbooks/summary\\_single\\_event.pdf](https://abs.utah.gov/wp-content/uploads/Compliance/Handbooks/summary_single_event.pdf)

Events that serve alcohol but do not require a permit must have licensed On-Premise servers.

Attendees must be verified or checked, serving to attendees who have wristbands after an ID check or are checked with each purchase.

No glass is allowed. Glass may be poured from but not served with and must be removed by the Applicant off of the premises. Separate glass recycling cans need to be rented for events expecting large usage of alcohol.

## **Equipment**

The Venue does not hold mail or packages for events and does not have rental storage. Items cannot be on the premises before the hours of access.

Canopies can have up to 7 in a group and must maintain 10ft in between groups.

Hallways and lobbies cannot be used for storage.

Equipment orders must be completed 30 days in advance with a map, or equipment and setup will be unavailable.

## **Security & First Aid**

Security and First Aid are the responsibility of the Applicant, who must identify and source their own needs. Each security personnel must be bonded and certified, and all first aid personnel must be licensed and certified.

A source for EMT's can be through the Salt Lake City Fire Department.

## **Sales Tax**

Any events where taxable sales occur require all participating vendors to have a Temporary Sales Tax License, or if they have a permanent license, must report the event on a Form TC-790C.

The Applicant must collect the information of each vendor and supply it to the Utah State Tax Commission, all the details can be found [here](#).

## **Cleaning**

Applicants are required to clean the space, leaving no trace of their event. All areas need to be returned to the condition it was provided outside grounds need to be free and clear of all garbage (including cut zip ties), and indoor areas need to be left broom swept.

All items brought in must be removed, within the hours of access. In the event that items are left over, a \$500 holding fee may be assessed per day.

Large concerts must schedule a morning-after visit to ensure cleaning and removal is completed (a full rental is not required). Hiring a cleaning company is recommended.

## Fencing

Fencing is required for all outside events that have alcohol.

Private events may wish to also fence off their areas.

The Agency has 8ft W x 4ft H vinyl fencing available to rent. Concert fencing will need to be sourced by the Applicant. A recommendation for 6' chain link fencing is JDC Enterprises at 801-856-1158.

## Restrooms

Applicants must ensure there are enough restrooms for their attendees. Restrooms are included with the rental of the Stage and Gallivan Hall. Separate restrooms can be rented with the Event Restrooms (5,000 capacity) or the Stage Restrooms (500 capacity).

Alcohol required a 40% increase in available restrooms.

Restrooms Required per Max Occupancy and Total Hours of Event Operation										
	1hr	2hrs	3hrs	4hrs	5hrs	6hrs	7hrs	8hrs	9hrs	10hrs
500	2	4	4	5	6	7	9	9	10	12
1000	4	6	8	8	9	9	11	12	13	13
2000	5	6	9	12	14	16	18	20	23	25
3000	6	9	12	16	20	24	26	30	34	38
4000	12	15	20	25	31	38	44	50	56	63
5000	12	15	20	25	31	38	44	50	56	63

Restrooms Required per Max Occupancy and Total Hours of Event Operation with Alcohol										
	1hr	2hrs	3hrs	4hrs	5hrs	6hrs	7hrs	8hrs	9hrs	10hrs
500	3	6	6	7	8	10	13	13	14	17
1000	6	8	11	11	13	13	15	17	18	18
2000	7	8	13	17	20	22	25	28	32	35
3000	8	13	17	22	28	34	36	42	48	53
4000	17	21	28	35	43	53	62	70	78	88
5000	17	21	28	35	43	53	62	70	78	88

## **Garbage & Trash**

Applicants are responsible for the [waste and recycling](#) of their event. Gallivan Hall has garbage bins and cans available; plaza litter containers are not available for Rentals.

All Outside events require a [waste management plan](#) which can be established through [Waste & Recycling](#) and can be reached at [slcgreen@slcgov.com](mailto:slcgreen@slcgov.com) or 801-535-6470.

Drop off for the garbage bins need to be along 200 S in front of Gallivan Hall (50 E. 200 S) and must be dropped off the day of the event or 1 day before. The Applicant is responsible for dispersing the garbage bins before the Event and returning/placing bins along 200 S. 3ft away from the curb and other bins.

Glass containers will need to be allocated for events serving alcohol, or all glass needs to be taken off the property. Glass can be served from but is not allowed to be served to patrons.

## **Fire/Pyrotechnics**

No pyrotechnics are allowed. Smoke and haze are permitted through the Fire Department.

## **Smoking**

The Gallivan Center Plaza is a no-smoking Venue.

## **Vehicles**

Approved vehicles and trailers are allowed on [drivable pavers](#) only, and not on the grass. Massive trucks or trailers are not allowed on the Terrace (Main St entrance). Vehicles must be under 26,000 with load. The Agency reserves the right to assess and charge for any damages to the pavers and drivable areas up to a week after the Event for any instance of unapproved vehicles on the plaza.

No personal vehicles, motorcycles, golf carts, utility vehicles, forklifts, pallet jacks or micro-mobility devices (bicycles, scooters, skateboards, longboards, and rollerblades) are allowed.

215 South is for active loading and unloading, no vehicles may remain parked there. Busses and semis can be unloaded from 215 South, but cannot remain parked there. Large vehicle parking can be permitted through the city's Department of Transportation.

## **Wayfinding**

The Applicant is responsible for navigation and wayfinding, identifying restrooms, first aide, and accessibility areas as needed. The use of A-frame, feather signs, and maps are highly encouraged.

## **Maps**

Every event will require a map that is due 30 days prior to the event. Applicants are responsible for providing a map or template that the Venue can generate from. If equipment is rented through the Venue, the Applicant will need to coordinate the setup.

The Venue reserves the right to alter, modify, and change the map and will coordinate with the Applicant for an optimal setup.

## **Handouts**

No stickers or pamphlets/leaflets may be given out on the premises.

## **Decorations**

Decorations must be non-marking and non-damaging or free standing and installed in the programmable areas. The only attachments to walls that are allowed are non-damaging temporary hooks such as Command Hooks. Non-marking tapes such as painters or gaffers are allowed.

Static clings are the only approved window decorations/graphics. All other adhesive or attaching methods are not allowed.

The Agency reserves the right to approve the location and manner of displaying decorations, and without limitation, require the removal of any decorations that pose a risk or may damage the Venue. If the Applicant fails to remove any such decorations, the Venue may remove such decorations and charge Applicant for the costs of such removal.

Displays must not obstruct or impede access to and through entrances, exits, or passageways and must be soundly constructed to protect persons and property from damage and protected from the elements and vandalism and comply in all respects with all federal, state, and City statutes, regulations, and ordinances. No decorations, lights, signs, banners, displays, tape, or fasteners may be placed on the furniture, fixtures, plants, trees, or shrubs or in or on their containers.

No hanging from the track lighting in Gallivan Hall or from support beams or the Trellis.

The exhibits, furniture, equipment, personal property, physical improvements, landscaping, and planters located on the Gallivan Center Plaza may not be moved, rearranged, or otherwise disturbed.

Heat lamps, fires, charcoals, barbecues, and cooking flames must be pre-approved by the Venue. No flames are allowed on the grass Or in Gallivan Hall (chafers are approved). Any open flames on the plaza will need plywood or flame-retardant coverings underneath.

No vendor Tents/Canopies are allowed on any grass area. Structures and inflatables must be anchored with a minimum weight of 100 lbs.

No staking is allowed on any grass area.

Concrete anchors must have mats or covers to prevent scraping or scratching of the Plaza.

Banners and/or canopies may not use trees, rails, garbage cans, or other Plaza property as an anchor. All banners must be approved by the venue and hung in approved locations And are the responsibility of the Applicant for measurement, hanging, and removal.

## **Cancellations**

There are no repayments, rebates, reimbursements, or reparations if the Applicant defaults on the contract, cancels, or reduces equipment costs.

The Agency reserves the right to cancel an event should the permits, documents, and payments not be completed on-time.

Rentals are run despite the weather. Applicants are responsible for planning and coordinating the weather. Events will not be postponed or refunded for inclement weather.

## **Additional Fees & Charges**

\$200.00 for events coming in before 7 am (Mountain Time)

\$500.00 for events staying past 11 pm (Mountain Time)

\$100.00/hr for additional cleaning/repairs after the Event

\$200.00 for events that use other locations of the venue not previously agreed upon

\$1,000.00 for each vehicle or trailer that drives in unapproved locations

\$50.00 Admin Fee for each change made within 30 days

Rental cost for each day and location that items are left over from the Event

\$500.00 for a maximum capacity violation in Gallivan Hall, \$1,000.00 for outside events

## **Miscellaneous**

Use of the Gallivan Center Plaza must not place the Venue, participants, or spectators above an acceptable level of risk, harm, damage, or injury as determined by the Agency.

The Applicant is responsible for the activities and conduct of its agents, vendors/caterers, employees, licensees, permittees, contractors, subcontractors, and invitees, as well as participants and guests of the Event.

The Applicant shall take all appropriate action to make certain that all persons attending or involved with the Event conduct themselves in a lawful and orderly fashion, respectful of the rights of others.

Mistreatment of Agency personnel or property or violation of these terms and conditions will constitute justification for denial of future requests to use the Plaza. The Agency is committed to policies of equal opportunity, affirmative action, and nondiscrimination and seeks to provide equal access to its programs, services, and activities for people of all abilities. Reasonable prior notice is needed to arrange such accommodations. The Agency will neither grant nor deny permission to use its facilities for any reason that is in violation of constitutional standards or discriminates based on race, color, ethnic origin, sex, sexual preference, religion, ability, age, political belief, or other impermissible basis.

**These Policies & Procedures may be modified at The Gallivan Center's discretion.**