



Rental Application

General Event Information

Event Name _____

Event Type _____ Event Date _____

Your access to the space can begin as early as 7 am on the day of your event, and events can run until 10 pm.
Your access to the space must end by 11 pm.

Access Begins _____

Number of Attendees _____

Doors Open _____

Food & Drink _____

Event Begins _____

Alcohol _____

Event Ends _____

Open to the public _____

Access Ends _____

Ticketed Admission _____

Detailed Event Description

Contact Information

Organization _____

Non-profit 501C# (if applicable) _____

Address _____

City, State, Zip _____

Primary Contact _____

Phone _____ Accepts Texts

Email _____

Secondary Contact (optional) _____

Phone _____ Accepts Texts

Email _____

Vendors

What types of vendors do you anticipate bringing in? Examples of vendors are caterers, photobooths, DJs, audio & visual companies, décor and furnishing providers?

Do you plan on bringing in food trucks? _____ How many? _____

Do you plan on bringing in craft/booth vendors? _____ How many? _____

Please indicate the areas you're interested in renting

Gallivan Hall		Center Art Piece*		East Plaza*	
Bridal Room		North 40*		Grove*	
Stage		Waterfall*		Event Restrooms*	
Stage (restrooms only)		Main St. Terrace*		Private Ice Rink Rental	
Front Amphitheater*		Story Wall*		Skating Party Area	
Back Amphitheater*		Patio*			

* Outdoor areas are available May through September.

Comments

Please indicate the equipment you're interested in renting

Gallivan Hall Equipment	Qty	Stage Equipment	Qty	Outdoor Equipment	Qty
3'x6' Table		Can or LED Lights		Canopy	
18"x96" Table		Fly Motors		Sandbags	
60" Round Table		Portable PA		Walls	
Chairs		Giant Screen		Fencing	
Cabaret Table		Lectern		3'x6' Table	
Lectern		Screen & Projector		60" Round Table	
Microphone		3'x6' Table		Chairs	
Screen		60" Round Table		Cabaret Table	
Projector		Chairs		4'x8' Plywood	
Portable Bar		Portable Bar		Portable Bar	

Would you be interested in purchasing parking validations at our cost of \$12 each? _____

This application does not constitute as a rental and must be processed and approved. Applicants are responsible for all their constituents for their event. It is up to the Applicant to communicate, coordinate, and supervise their event in accordance with the Policies & Procedures. A soft hold, lasting 30 days, is placed once the application is approved, but the date will not be reserved until a deposit is paid. Should the Applicant fail to turn in the necessary permits, payments, or documents by the due dates, the date will be released (and the event will be canceled without refund). I.E. The Event cannot occur at the Gallivan Center until all documentation is complete.

By signing this application, the applicant acknowledges that they have read and agreed to the Agency's Policies & Procedures. Policies can be found at thegallivancenter.com/reserve

Signature _____ Date _____