



Gallivan Center Policies & Procedures

This form expands upon the operations of The Gallivan Center, a Community Reinvestment Agency (Agency) owned property at approximately 239 S Main St in Salt Lake City, Utah.

Rentals

To use the space at the Gallivan Center, entities must fill out and send in an application for use of the space (Renter). Applications can be found at www.thegallivancenter.com/reserve. Spaces available for rent are: Gallivan Hall, the Stage, Front Amphitheater, Back Amphitheater, Restrooms, East Plaza, Central Art Piece, Waterfall, Story Wall, Grove, Patio, North 40, and Main St. 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 for 30 days.
- ❖ Planning and coordination are the responsibility of the Renter. The Renter must collect/fill out all necessary permits, documents, schedules, and maps for their event.
- ❖ Once all documents and payments are complete and turned into the Venue, the event will be allowed at the Gallivan Center.

Rates

- ❖ Rates are established by the Agency and can be found at 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
 - For events more than 365 days away, a deposit of \$1000 is required to hold the date. Once an event is within 365 days, an additional deposit is required to bring the total deposit amount up to 50% of the space rental cost.
 - For events more than 90 days away, but less than 365 days away, a deposit of half of the space rental cost is required.
 - Should the event be planned within 90 days of the event, the full balance is required as the deposit.
- ❖ The full balance is due 90 days prior to the event.
- ❖ Equipment and staffing will be allocated and charged as a separate invoice.

Permits & Planning

- ❖ The Renter is responsible for planning and collecting all appropriate permits.
- ❖ Copies of all permits and planning 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), flame effects before an audience, or tents over 700 sqft or over 400 sqft with walls. Food trucks are required to have a current State of Utah Fire Marshal sticker.
- ❖ A Waste Management Plan is required for all outdoor events with over 100 attendees.
- ❖ The Agency does not have a license or bartenders to serve or sell alcohol. It is up to the Renter 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, contact Salt Lake City Business Licensing (business.license@slc.gov or visit their website).
- ❖ Insurance is required for events with over 500 attendees. Insurance may be required for events that pose a risk/danger or sell alcohol despite the attendance.

Staffing

- ❖ The Venue does not provide staff for event security, ticketing, setup, strike, or clean up.
- ❖ Gallivan supervisors are required for the entire duration the Renter has access to the Gallivan Center. Some larger events may require additional staffing.
- ❖ Supervisors are there to ensure Policies & Procedures are adhered to, and to help answer any venue questions the Renter 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 lawn areas. Large seating tents are allowed but will require additional setup/strike days/times. Renters must check with vendors to determine how much time is required for setup and strike.
- ❖ The Venue does not have any linens or pipe & drape.

Access Hours

- ❖ The earliest Renters can have access to the Venue is 7 am and Events must end, and all projected sound must be turned off by 10 pm. Renter's access to the plaza must end 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. Doors must also remain unblocked and available for use in an emergency.

Outdoor Spaces

- ❖ Outdoor spaces are available May-September and have a max capacity of 4,500 persons altogether. Areas include the Front Amphitheater, Back Amphitheater, East Plaza, North 40, Grove, Patio, Central Art Piece, Story Wall, Waterfall, and Terrace.
- ❖ Outside events with under 100 attendees may utilize the established waste receptacles. Events with under 300 attendees can rent Agency garbage cans at \$25ea. Larger events will require a [Waste Management Plan](#) and will need to order in garbage cans at the Agency's suggested number.
- ❖ Outdoor concerts utilizing the Stage will require the additional rental of the Front and back Amphitheaters and the Central Art Piece.
- ❖ Vendors and tents may be on paved areas; lawn areas are for foot traffic only.
- ❖ Animals are not allowed on the lawn areas.

Ice/Roller Rink Spaces

- ❖ The ice rink and party area are available during select times from November-March (weather permitting).
- ❖ Use of the ice/roller rink is at the Renter's own risk, and the Venue cannot be held liable for any injuries.

Insurance

- ❖ Insurance is required for events with over 500 attendees and may be required for events that pose a risk/danger or sell alcohol despite the attendance. Requirements for the Certificate of Insurance will be laid out in the agreement.
- ❖ Insurance for any vehicle that drives on the plaza must be provided 30 days prior to the event.

Subcontractors

- ❖ The Renter is responsible for hiring, coordinating, and scheduling all caterers, decorators, food trucks, vendors, planners, cleaners, bartenders, etc. These third-party entities are regarded as Subcontractors to the Renter and are the responsibility of the Renter while they are on the premises of the Venue.
- ❖ Any damages, additional equipment, or charges that Subcontractors incur are the responsibility of the Renter. The Gallivan Center will pursue cost recovery through the Renter, and it is up to the Renter to recover costs from their Subcontractors.
- ❖ Vendor booths are not allowed on any lawn areas.
- ❖ Each subcontractor is required to fill out a Vendor Agreement Form that must be sent to the Venue at least 30 days prior to the event.

Catering & Food

- ❖ Caterers and vendors must have the necessary permits and licensing to operate and must follow all health department rules.
- ❖ All engines, cooking, preparation, and serving areas must be covered with absorbable mats or plywood. Cardboard is not allowed.
- ❖ All cooking and/or grilling must be 10ft away from any building and downwind from ventilations. No cooking is allowed on the Stage, in Gallivan Hall, or on the Gallivan Hall balcony.

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 are included at no additional charge. Two 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 sides of the Stage have fly motors (1,000 lbs limit per side), traditional lights, and LED arrays available for rent. All the lights have been preprogrammed to a basic light board which is available with the rental of the LED lights.
- ❖ Audio/Visual expertise is required to use stage lights and fly motors. The Venue does not have in-house AV technicians.

Alcohol

- ❖ Events with alcohol must follow the rules and guidelines as set forth by the DABS.
- ❖ Events that serve alcohol but do not require a permit must have licensed On-Premise servers.
- ❖ Attendees must be age verified or checked, with alcohol served only to attendees who have wristbands after an ID check or are checked with each purchase.
- ❖ No glass is allowed. Bartenders may pour from glass, but may not serve drinks in glass. It must be removed by the Renter off the premises.

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 be placed up to 700 sqft in a group and must maintain 10 ft in between groups. They may also not be placed within 10 ft of any glass windows or doors.
- ❖ 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.
- ❖ Extra equipment requested on the day of an event will be invoiced after the fact.

Security & First Aid

- ❖ Security and First Aid are the responsibility of the Renter, 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.
- ❖ Security is recommended for all events at a ratio of 1 officer per 250 attendees. Extra security may be required when a DABS permit is required. All DABS rules must be followed.

- ❖ First aid is recommended at the rate of 1-2 EMTs for events with under 1,000 attendees. First aid is required for events with over 1,000 attendees at a rate of 2 EMTs for 1,000-2,500 attendees, and 4 EMTs for 2,500-4,500 attendees.

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 Renter must collect the information of each vendor and supply it to the Utah State Tax Commission.

Cleaning

- ❖ Renters are required to clean the space, leaving no trace of their event. All areas need to be returned to the condition in it was provided. Outside grounds need to be free and clear of all garbage and litter (including cut zip ties). Indoor areas need to be left broom-swept.
- ❖ All items brought in must be removed within the hours of access. If 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 by DABS for all outdoor events that serve 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 Renter.

Restrooms

- ❖ Renters 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 (4,500 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
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38

4,000	8	13	16	22	25	30	35	40	45	50
4,500	10	14	18	23	28	34	40	45	51	57

w/ Alcohol										
	1hr	2hrs	3hrs	4hrs	5hrs	6hrs	7hrs	8hrs	9hrs	10hrs
500	3	6	6	7	8	10	13	13	14	17
1,000	6	8	11	11	13	13	15	17	18	18
2,000	7	8	13	17	20	22	25	28	31	35
3,000	8	13	17	22	28	34	36	42	48	53
4,000	11	18	22	31	35	42	49	56	63	70
4,500	14	20	25	31	39	48	56	63	71	80

Garbage & Trash

- ❖ Renters 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 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 Renter 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 may not be driven on the grass. Trucks over 12,000 lbs or any trailers are not allowed on the Main St. Terrace. All 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 for 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 Renter is responsible for navigation and wayfinding, identifying restrooms, first aid, and accessible areas as needed. The use of A-frames, feather signs, and maps are highly encouraged.

Maps

- ❖ Every event will require a map showing how the Venue will be used, and where equipment will need to be set up. This map is due 30 days prior to the event.
- ❖ The Venue reserves the right to alter, modify, and change the map and will coordinate with the Renter 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 Renter fails to remove any such decorations, the Venue may remove such decorations and charge Renter 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 Renter for measurement, hanging, and removal.

Cancellations

- ❖ There are no repayments, rebates, reimbursements, or reparations if the Renter 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. Renters are responsible for planning and coordinating for 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 + space rental cost 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, \$2,000.00 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 Renter 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 Renter 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 accommodation. 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.