



### **Gallivan Center Policies & Procedures**

This form expands upon the operations of The Gallivan Center, a Salt Lake City 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](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 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 date will be reserved, and 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](http://www.thegallivancenter.com/reserve).
- ❖ Locations and equipment are rented per item, per day. Staffing is charged per hour.

## **Payments**

- ❖ A non-refundable deposit payment is required to reserve the space and 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. Once an event is within 90 days, the full payment for the space rental is due.
  - Should the event be planned within 90 days of the event, the full space rental cost is required as the deposit.
- ❖ 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 are due 30 and 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.
- ❖ A [Waste Management Plan](#) is required for all outdoor events.
- ❖ 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 in order to serve alcohol at an event within SLC, contact Salt Lake City Business Licensing ([business.license@slcgov.com](mailto:business.license@slcgov.com) 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.
- ❖ Supervisors are required for the entire duration the Renter has access to the Gallivan Center.
  - 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. Check with vendors on what time they need.
- ❖ The Venue does not have any tablecloths or pipe & drape.

## Access Hours

- ❖ The earliest Renters can have access to the Venue is 7 am and Events must end by 10pm at which time all projected sound must be turned off. Renters 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 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 can be on paved areas, lawn areas are for foot traffic only.
- ❖ Animals are not allowed on the lawn areas.

## Ice Rink Spaces

- ❖ The rink and private party area are available during select times from November-March (weather permitting).

## 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.

## 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.
- ❖ Each subcontractor is required to fill out a Vendor Agreement Form that must be received by the Venue at least 30 days prior to the event.

## Catering & Food

- ❖ Caterers and vendors must have the necessary permits and licensing to operate.
- ❖ All cooking/prep with all engines, prep, and serving areas must be covered with absorbent mats or plywood. Cardboard is not allowed.
- ❖ All cooking/grilling must be 10ft away from any building and downwind from ventilation. 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 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 sides of the Stage have fly motors (1,500lbs 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. It is recommended to hire an experienced A/V tech for light requirements.

## 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. Glass may be poured from but not served with and 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.
- ❖ Canopy locations must be mapped and preapproved by the Venue to ensure compliance with fire code.
- ❖ Tents and canopies must be adequately weighted to withstand winds of up to 40 mph and 90 mph gusts.
- ❖ Equipment such as dunk tanks and water barrels may be used, but their location and discharge plan must be preapproved by the Venue. There will be a fee for hose hookups and water usage.
- ❖ 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 the 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. Security is required for events that serve alcohol that are open to the public either free or ticketed with 1 officer stationed at each entrance and exit, in addition to the recommended ratio.
- ❖ An emergency plan is required for public events whether free or ticketed and is due at the 30 day deadline.
- ❖ A source for EMT's can be through the Salt Lake City Fire Department.

| EMT Personnel Requirement |             |
|---------------------------|-------------|
| Attendees                 | Requirement |
| <500                      | ~1 EMTs     |
| 500 – 2,500               | 2 EMTs      |
| 2,500 – 4,500             | 4 EMTs      |

## 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, all the details can be found [here](#).

# Cleaning

- ❖ Renters 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 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 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. A recommendation for 6’ chain link fencing is JDC Enterprises at 801-856-1158.

# 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 (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    |
| 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](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 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 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 Renter 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. Renters are responsible for providing a map or template that the Venue can generate from. If equipment is rented through the Venue, the Renter will need to coordinate the setup.
- ❖ 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.

## Photography

- ❖ The Venue may photograph and/or record video on the plaza during events, setup, and strike for marketing, promotional, and archival purposes.
- ❖ Images may include wide shots of the event, décor, and attendees, and may be used across our website, social media, and other marketing materials.
- ❖ If a Renter would prefer photos of their event not to be used for marketing and promotional purposes, they must notify the Venue in writing prior to the event. Without written notice, consent to photography and use of images is assumed.

## 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 beans 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 the weather. Events will not be postponed or refunded for inclement weather.

## Additional Fees & Charges

- ❖ All events must be fully cleared from the plaza by midnight 11pm for Gallivan Hall. Any remaining event activity, equipment, vendors, or materials after this time will constitute continued use of the space and will result in an additional full day's rental fee for affected areas.
- ❖ If additional plaza areas are used beyond those approved in the final Event Summary, and such use is significant and/or restricts the general public's ability to comfortably access the space, the Renter will be charged the applicable rental fee for the additional area(s), plus a \$200 fee.
- ❖ \$52.00/hr for additional cleaning, pressure washing, and/or repairs after the Event
- ❖ \$1,000.00 for each vehicle or trailer that drives in unapproved locations
- ❖ \$50.00 Admin Fee for each change made within 30 days
- ❖ \$500 fee 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 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 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.**