



APPLICATION FOR USE THE GALLIVAN CENTER

239 South Main Street, Salt Lake City, Utah 84111
Phone: (801) 535-6113 Fax: (801) 535-6100
Bart.Walker@slcgov.com

This application must be filled out completely and submitted to The Gallivan Center. Please read all of the Policies and Procedures. Additional information may be requested by The Gallivan Center to determine special conditions for granting a *Contract for Use*.

- Name of Sponsoring Organization: _____
- Name of Event: _____
Address: _____
City: _____ State: _____ Zip Code: _____
- Contact name (or wedding bride and groom first names): _____
- Phone(s): Day: _____ Cell: _____
Email: _____

- Are you a non-profit organization? Yes No
Do you have 501 C-3 designation? Yes No Number: _____

- Area(s) of Plaza requested for use:

<input type="checkbox"/> Back Amphitheater	<input type="checkbox"/> Stage/Meeting Room	<input type="checkbox"/> Center Art Piece	<input type="checkbox"/> Story Wall
<input type="checkbox"/> Front Amphitheater	<input type="checkbox"/> East Plaza	<input type="checkbox"/> Terrace	<input type="checkbox"/> Waterfall/Fountain
<input type="checkbox"/> Gallivan Hall	<input type="checkbox"/> Grove	<input type="checkbox"/> Patio	<input type="checkbox"/> Event Restrooms

- Date(s) Requested: _____ Event Hours: _____ AM PM to _____ AM PM
Setup Begins: _____ AM PM Strike Ends: _____ AM PM

Applicant must supply labor for setup and strike for the entire event, excluding equipment rented from Gallivan.

- Expected Attendance: _____
- How did you hear about the Gallivan Center for your event? _____
- List of Sponsors/Partners: _____
- Will food be served? Yes No **or** sold? Yes No
- Will you use a caterer? Yes No If yes: Name of caterer: _____
- Will you use a food truck or tent vendor? Yes No If yes: Name of food truck(s): _____
- Will alcohol be served or sold? (No glass containers) Yes No If yes: Beer Wine Liquor Free or Cash bar: _____
- Will anything else be distributed or sold? (Event admission, tickets, etc.) Yes No If yes, what: _____
- (If applicable) Name of Security Company—must be bonded and certified? _____ How many? _____

Applicant is responsible for providing and paying for all additional uniformed security.

- What equipment, materials, displays, etc. will you bring onsite? _____
- Applicant must pay for Gallivan Staff during event from setup to strike.
- The Gallivan Center will make these items available on a rental basis.

Tables (3'x6')	Podium	Cabaret Table (42" High) 30" Round
Tables (60" round)	Chairs	Cabaret Table (29" High) 30" Round
Tables (39" round-outside only)	Canopy (white 10'x10')	Portable Sound System
Tables (29" square-outside only)	Vinyl Fencing (6'x3' pieces)	

See Rental Rates for full equipment listing.

- There will be **NO REFUNDS** on payments made.

My signature verifies that I have read The Gallivan Center Policies and Procedures (online at www.thegallivancenter.com) and agree to all the terms set forth in The Gallivan Center Policies and Procedures Agreement.

Signature of Applicant: _____ Date: _____

**Acceptance of this application by The Gallivan Center does not constitute approval or availability.
If granted, a Contract for Use will follow this application.**

Important Information

- The Gallivan Center operates on a first come, first serve basis.
- Should your event be approved, you will have 2 business days to return a signed contract and pay the non-refundable deposit. Only when both are received is your date secured. If a contract and deposit have not been taken care of by the end of the second business day, your event may be cancelled. If you cannot meet this deadline, please contact the Gallivan Center.
- Deposit payments are ½ the Total Rental Fee if paid 90 days prior, deposits made within the 90 days require the full balance as a non-refundable deposit.
- Your Final Balance is due 30 days prior to your event, or your event may be cancelled.
- There are no refunds on any/all payments made.
- Any changes to the permit, along with the equipment rental, need to be sent in at least 30 days in advance. Please note, we cannot make changes within 14 days of your event.
- Gallivan Center hours of operation are 8 am-11 pm, in that the earliest you can access the building is 8 am, amplified sound must be turned off by 10 pm (city noise ordinance) and your event must be finished (strike included) by 11 pm.
- Please ensure your team will have enough time for set-up and strike, this does include vendors.
- Setting up the night before constitutes a rental for that day. Another application, contract, and payment must be completed for that day. This is entirely dependent upon venue availability, and even if your event is locked in, a set up rental is subject to all the same constraints and process as any other rental.
- The Gallivan Center reserves the right to deny an application for any reason.