



# APPLICATION FOR USE THE GALLIVAN CENTER

239 South Main Street, Salt Lake City, Utah 84111  
Phone: (801) 535-6113 Fax: (801) 535-6100  
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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*.

1. Name of Sponsoring Organization: \_\_\_\_\_
2. Name of Event: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
3. Contact name: \_\_\_\_\_
4. Phone(s): Day: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_
5. Are you a non-profit organization?  Yes  No  
Do you have 501 C-3 designation?  Yes  No Number: \_\_\_\_\_
6. Area(s) of Plaza requested for use:  
 Back Amphitheater       Stage/Meeting Room       Center Art Piece       Story Wall  
 Front Amphitheater       East Plaza       Terrace       Waterfall/Fountain  
 Gallivan Hall       Grove       Patio
7. 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.**

8. Expected Attendance: \_\_\_\_\_
9. How did you hear about the Gallivan Center for your event? \_\_\_\_\_
10. List of Sponsors/Partners: \_\_\_\_\_
11. Will food be served?  Yes  No **or** sold?  Yes  No
12. Will you use a caterer?  Yes  No If yes: Name of caterer: \_\_\_\_\_
13. Will you use a food truck or tent vendor?  Yes  No If yes: Name of food truck(s): \_\_\_\_\_
14. Will alcohol be served or sold? (No glass containers)  Yes  No If yes:  Beer  Wine  Liquor Free or Cash bar: \_\_\_\_\_
15. Will anything else be distributed or sold? (Event admission, tickets, etc.)  Yes  No If yes, what: \_\_\_\_\_
16. (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.**

17. What equipment, materials, displays, etc. will you bring onsite? \_\_\_\_\_
18. Applicant must pay for Gallivan Staff during event from setup to strike.
19. 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.**

20. 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](http://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.**