



# 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](mailto:bart.walker@slcgov.com)

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

- Name of Sponsoring Organization \_\_\_\_\_
- Name of Event \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- Contact name \_\_\_\_\_
- Phone(s) Work \_\_\_\_\_ Cell/Home \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_
- Are you a non-profit organization?  Yes  No Do you have a 501 C-3 designation?  Yes  No Number \_\_\_\_\_
- Area(s) of Plaza requested for use:

- |                                                    |                                                                  |                                           |                                                  |
|----------------------------------------------------|------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Conference/Reception Room | <input type="checkbox"/> Amphitheater/Trellis (w/Reception Room) | <input type="checkbox"/> Center Art Piece | <input type="checkbox"/> Ice Rink (2hrs.session) |
| <input type="checkbox"/> Waterfall/Fountain        | <input type="checkbox"/> Gallivan Avenue                         | <input type="checkbox"/> Pond             | <input type="checkbox"/> Patio                   |
| <input type="checkbox"/> Kitchen                   | <input type="checkbox"/> Story Wall                              | <input type="checkbox"/> Terrace          | <input type="checkbox"/> Chess/Aviary            |
| <input type="checkbox"/> 200 So. Grass             |                                                                  |                                           |                                                  |

- Date(s) Requested \_\_\_\_\_ Actual Event Hours (from) \_\_\_\_\_ A.M./P.M. to \_\_\_\_\_ A.M./P.M.  
Set Up Begins \_\_\_\_\_ A.M./PM. Strike \_\_\_\_\_ A.M./P.M.

**Applicant must supply labor for set-up and strike.**

- Expected Attendance \_\_\_\_\_ Event Purpose \_\_\_\_\_
- Has this event been held before?  Yes  No When \_\_\_\_\_ Where \_\_\_\_\_
- How did you hear about the Gallivan Center for your event? \_\_\_\_\_
- How will this event be promoted?  Radio  TV  Press  Poster  Flyers  Other \_\_\_\_\_
- Is fund raising involved?  Yes  No Purpose \_\_\_\_\_
- List of Sponsors/Partners \_\_\_\_\_
- Will food be served or sold?  Yes  No If yes, what \_\_\_\_\_
- Will you use a Caterer? If 'yes', Name of Caterer \_\_\_\_\_ Phone \_\_\_\_\_
- Will alcohol be served or sold? (no glass containers)  Yes  No If yes:  Beer  Wine  Liquor (free or cash bar?) circle
- Will anything else be distributed or sold?  Yes  No If yes, what \_\_\_\_\_
- Additional Security? How many \_\_\_\_\_ CBI Security must be used through the Gallivan Center

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

- What equipment, materials, displays, etc. will you bring on site? \_\_\_\_\_
- Will you use signs or banners?  Yes  No If yes, how many \_\_\_\_\_ size (s) \_\_\_\_\_

**Applicant must have approval from management for placement.**

- Applicant must pay for Gallivan staff during event from set up to strike.
- The Gallivan Center will make these items available on a rental basis. Please check what you will need:

- |                                             |                                                      |                                                            |
|---------------------------------------------|------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Tables (3' x 6')   | <input type="checkbox"/> Podium                      | <input type="checkbox"/> Cabaret Table (42"High) 30" Round |
| <input type="checkbox"/> Tables (60" round) | <input type="checkbox"/> Chairs                      | <input type="checkbox"/> Cabaret Table (29"High) 30" Round |
| <input type="checkbox"/> Tables (39" round) | <input type="checkbox"/> Canopy (white 10' x 10')    | <input type="checkbox"/> Sound System                      |
| <input type="checkbox"/> Table (29" square) | <input type="checkbox"/> Vinyl fencing (6'x3'pieces) | <input type="checkbox"/> Other _____                       |

Signature of Applicant \_\_\_\_\_ Date Received \_\_\_\_\_

**Acceptance of this application by The Gallivan Center does not constitute approval or availability.  
A Permit For Use must follow this application.**