



# 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. 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*.

1. Name of Sponsoring Organization \_\_\_\_\_

2. Name of Event \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

3. Contact name (or wedding bride and groom first names) \_\_\_\_\_

4. Phone(s) Work \_\_\_\_\_ Cell/Home \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

5. Are you a non-profit organization?  Yes  No

Do you have a 501 C-3 designation?  Yes  No Number \_\_\_\_\_

6. Area(s) of Plaza requested for use:

- Back Amphitheater     Center Art Piece     Ice Rink (2hrs.sessions)     Story Wall
- Front Amphitheater     East Plaza     Kitchen (Stage)     Terrace
- Upstairs at the Gallivan  Grove     Kitchen (Banquet)     Waterfall/fountain
- Stage/Meeting Room     Gallivan Avenue     Patio

7. Date(s) Requested \_\_\_\_\_ Actual Event Hours (from) \_\_\_\_\_ A.M./P.M. to \_\_\_\_\_ A.M./P.M.

Set Up Begins \_\_\_\_\_ A.M./PM. Strike Ends \_\_\_\_\_ A.M./P.M.

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

8. Expected Attendance \_\_\_\_\_ Event Purpose \_\_\_\_\_

9. Has this event been held before?  Yes  No When \_\_\_\_\_ Where \_\_\_\_\_

10. How did you hear about the Gallivan Center for your event? \_\_\_\_\_

11. How will this event be promoted?  Radio  TV  Press  Poster  Flyers  Other \_\_\_\_\_

12. Is fund raising involved?  Yes  No Purpose \_\_\_\_\_

13. List of Sponsors/Partners \_\_\_\_\_

14. Will food be served or sold? (Circle which one)  Yes  No If yes, what \_\_\_\_\_

15. Will you use a Caterer? If 'yes', Name of Caterer \_\_\_\_\_ Phone \_\_\_\_\_

16. Will alcohol be served or sold? (No glass containers)  No  Yes If yes:  Beer  Wine  Liquor (free or cash bar?) circle

17. Will anything else be distributed or sold? (Event admission or tickets; etc.)  Yes  No If yes, what \_\_\_\_\_

18. Name of Security Company? How many? \_\_\_\_\_ Must be bonded and certified

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

19. What equipment, materials, displays, etc. will you bring on site? \_\_\_\_\_

20. Will you use signs or banners?  Yes  No If yes, how many \_\_\_\_\_ size (s) \_\_\_\_\_

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

21. Applicant must pay for Gallivan staff during event from set up to strike.

22. The Gallivan Center will make these items available on a rental basis. Please check what you will need:

- Tables (3' x 6')
- Tables (60" round)
- Tables (39" round)
- Tables (29" square)
- Podium
- Chairs
- Canopy (white 10' x 10')
- Vinyl fencing (6'x3'pieces)
- Cabaret Table (42"High) 30" Round
- Cabaret Table (29"High) 30" Round
- Sound System
- Other \_\_\_\_\_

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

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