

DUMKE ARTS PLAZA - RENTAL FEE SCHEDULE

Name of Event: _____		Date: _____	
Set up: _____	Event starts at: _____	Event ends at: _____	
Out by: _____	Total Hrs: _____	Estimated Attendance: _____	
Name: (Contact Person) _____			
Name of Group / Organization: _____			
Address: _____		Phone: _____	
Email: _____		alt Phone: _____	
Is your organization a local non-profit?	<input type="checkbox"/>	*if yes please provide documented proof	
Will you be charging admission?	<input type="checkbox"/>	if yes regular rates apply & business license required	
Will food be served?	<input type="checkbox"/>	if yes and open to the public contact Weber Morgan Health Department	
Will alcohol be served?	<input type="checkbox"/>	if yes and open to the public contact Utah Dept. of Alcoholic Beverage Control	
Will goods be sold?	<input type="checkbox"/>	if yes Ogden City Business Licensing, & Utah State Tax Commission	

Facility & Facility Staff				
	Per Day	Per Hour	Notes	TOTAL
Use of LED Screen	\$250	Per Day		
Event staff supervisor (required)	\$200	\$25	4 hr min.	
Event Staff (support)		\$25	total hrs.	
Sound AV Tech 1		\$50	4 hr min.	
Lighting AV Tech 1		\$50	4 hr min.	
Technical labor 1		\$25	4 hr min.	
Technical labor 2		\$25	4 hr min.	
Other tech needs				

Please note that Ogden City does not cover the cost of rentals, including backline.

Other				
Payments can be made on the second floor of the Municipal Building (next to Amphitheater) at the Cashiers desk or by calling the cashier on duty (801) 629-8764.				
Alcohol	Ogden City Local Consent	DABC Permit Applications		
City business license	\$83 + \$5 per vendor, paid on the 2nd floor			
Extra garbage cans (1 per 100)	\$10 ea.	(includes tipping fees)		
Cleaning deposit	\$250	\$200 refundable		\$250
Total estimated fees				\$250.00

FOR OFFICE USE ONLY			
		Date	Amount
	Deposit		
	1st payment		
	2nd Payment		
	3rd Payment		
Paid in Full			

Deposit Return			
Amount	RFC Number	Date	Initials