

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:	Please note the cleaning deposit will be returned to this address	
Phone:	This is the primary contact for your event	
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
	\$250	Per Day			
Use of LED Screen	\$200	\$25	4 hr min.		
Event staff supervisor (required)		\$25	total hrs.		
Event Staff (support)		\$50	4 hr min.		
Sound AV Tech 1		\$50	4 hr min.		
Lighting AV Tech 1		\$25	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	Received
	Deposit		
	1st payment		
	2nd Payment		
	3rd Payment		
Paid in Full			

Deposit Return

Amount	RFC Number	Date	Initials