

# DAIRY ARTS CENTER

## Rental Checklist | Timeline

### A Checklist and Timeline to help you plan your Dairy rental

YES | NO

Requested date(s) via online application and secured confirmation of dates from Shannon Christine Neeser

YES | NO

Copy of signed contract returned to Shannon Christine Neeser at [shannon.neeser@thedairy.org](mailto:shannon.neeser@thedairy.org) at least 12 weeks prior to event

YES | NO

Incidental deposit and Certificate of Insurance sent to [Shannon.neeser@thedairy.org](mailto:Shannon.neeser@thedairy.org), at least 4 weeks prior to event as indicated in signed contract. (\$45 late fee each for deposit and insurance turned in after the deadline)

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YES | NO

#### **I need ticketing**

IF YES: Fill out Ticketing Form and submit at least 8 weeks prior to event (\$25 late fee for forms turned in after the deadline)

YES | NO

#### **I need marketing**

IF YES: Fill out the Marketing Submissions section of the Ticketing Form and submit at least 8 weeks prior to your event

YES | NO

#### **I need liquor services**

IF YES: Make an appointment with Sandy Hartgens at [shartgens@thedairy.org](mailto:shartgens@thedairy.org), at least 8 weeks prior to event to complete a Special Event Liquor License Application.

\*City of Boulder DOES NOT accept applications submitted less than 45 days in advance\*

YES | NO

#### **I need catering services**

IF YES: Fill out Catering Form and submit at least 8 weeks prior to event (\$35 late fee for forms turned in after the deadline)

YES | NO

#### **I have technical needs** (microphones, speakers, projectors, etc.)

IF YES: Contact Shannon Christine Neeser at [shannon.neeser@thedairy.org](mailto:shannon.neeser@thedairy.org) and make an appointment with Craig Bushman at [craig@thedairy.org](mailto:craig@thedairy.org), at least 8 weeks prior to event

YES | NO

#### **I need furniture** (tables and chairs for lobby and gallery rentals ONLY)

IF YES Fill out Front of House Form submit at least 2 weeks prior to event. (\$45 late fee for forms turned in after the deadline)