

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 at least 12 weeks prior to event

YES | NO

Incidental deposit and Certificate of Insurance sent to 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)

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, 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 and make an appointment with Craig Bushman at 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)