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)

Rental Guide effective as of December 1st, 2016. Compiled and designed by Shay Wescott, Box Office Assistant Manager.