

LEWIS AND CLARK COUNTY FAIRGROUNDS

98 West Custer Avenue
Helena, Montana 59602

REQUEST FOR USE OF FACILITIES APPLICATION

Building(s) Requested: Exhibit Hall ___ Entry Hall ___ Main Arena ___ West Arena ___

Check Those That Apply

Multi-Purpose Building ___ **Other** _____

Date(s) Requested: _____ **Times of Event:** _____

Contact Person: _____ **Daytime Phone:** _____

Signature: _____ **Date:** _____

Name of Business/Group: _____

Non Profit: YES NO **Email:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

(Circle Responses where appropriate)

What Type of Event are you holding? _____

Do you need set up or take down days? YES NO

If yes, how many? Set Up _____ Take Down _____

Will you be selling food: YES NO

Food concession events held on the grounds are charged a fee of \$40 plus 18% of gross sales. You must furnish a copy of the permit/license from the Department of Health before you can open for business.

Do you have Liability Insurance? YES NO

Will alcohol be used or sold at your event? YES NO

Estimated number of participants: _____ **Spectators:** _____

Will Admission/fees be charged? YES NO **How Much** _____

Additional Needs: Number of Tables: _____ Number of Chairs: _____

Event Details/Requirements _____

General Rules & Regulations:

- Hours of the rental period are 7:00 a.m. to 10:00 p.m.
- A cleaning/damage deposit is required to reserve facility.
- There is a fee for set up and tear down days.
- Camping on the grounds is \$20 per night/per vehicle
- Rental payments are due two weeks before event.
- There may be other events held on the grounds during the time of your event(s).
- Insurance may be required for your event.
- All Fees and Deposits are determined from this application