

LEWIS AND CLARK COUNTY FAIRGROUNDS

98 West Custer Avenue
Helena, Montana 59602 457-8516

REQUEST FOR USE OF FACILITIES APPLICATION

Circle All That Apply

Building(s) Requested: Exhibit Hall Entry Hall Kitchen Multi-Purpose Building

Date(s) Requested: _____ 20____ **Today's Date:** _____

HOURS OF EVENT: _____ to _____ **Time In:** _____ **Out:** _____

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

Name of Business/Group: _____

Signature: _____ **Email:** _____

Non Profit: NO YES (Attach a copy of 501C to qualify for non-profit rate)

Address: _____ **City:** _____

State: _____ **Zip:** _____ (Please fill out completely...Circle all that apply)

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 _____

Do you have Liability Insurance? YES NO

Will you be selling food: YES NO

Food concession events held on the grounds are charged a fee of \$40 OR 18% of gross sales, whichever is greater. Alcohol sales are subject to 18% of gross sales or flat fee. (Determined by the Fairgrounds Manager) You must furnish a copy of the permit/license from the Department of Health before you can open for business, and an off-site liquor license and liquor liability insurance, if applicable.

Will alcohol be **provided or** **sold at your event?** NO

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

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

Additional Needs: Number of Tables: Round _____ Rectangle _____ Pub _____

Number of Chairs: _____ Stage: _____ Bleachers: _____

Event Details/Requirements _____

General Rules & Regulations:

- Hours of the rental period are 7:00 a.m. to 10:00 p.m.
- There is a fee for set up and tear down days.
- Camping on the grounds is \$21 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.