

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: _____ **Times of Event:** _____ **to** _____

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

Signature: _____ **Today's Date:** _____

Name of Business/Group: _____

Non Profit: YES (Attach a copy of 501C) 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 OR 18% of gross sales, whichever is greater. 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? NO

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

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

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

Event Details/Requirements _____

General Rules & Regulations:

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