

**LEWIS AND CLARK COUNTY FAIRGROUNDS
SHELTER RENTAL**
 98 West Custer Avenue
 Helena, Montana 59602
 Phone (406) 457-8516
sgates@lccfairgrounds.com or JHeimann@lccfairgrounds.com

Refund Date: _____
Amount: \$ _____
Check # _____
Credit _____

**This Rental agreement made between Lewis and Clark County Fairgrounds
and the following for rental of the indicated shelter(s):**

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

Name/Business/Group: _____

Contact Person: _____

Address: _____ **Email:** _____

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

Refund Deposit to: _____ **Phone:** _____ (required)

Shelters Rented:

_____ Picnic - \$ 63.00 (for 50 or less people)	\$ _____
_____ Rustic - \$ 63.00 (for 50 or less people)	\$ _____
Will you need electricity? _____ Yes _____ No	No Charge
_____ Kiwanis* - \$ 63.00 (for 50 or less people) * NO ELECTRICITY	\$ _____
_____ Additional Charges (\$ 33.00 for 50 – 100 people)	\$ _____
(\$ 63.00 for 101 – 150 people)	\$ _____
(\$ 93.00 for 151 – 200 people)	\$ _____
(\$ 123.00 for 201 – 250 people)	\$ _____

Eight (8) Picnic Tables included w/ rental of shelters

Additional Rentals:

Picnic Tables _____ @ \$ 7.45 per table =	\$ _____
Rectangle Tables _____ @ \$ 6.45 per table =	\$ _____
Chairs _____ @ \$ 0.85 per chair =	\$ _____
Other _____ @ _____ =	\$ _____

The rental payment must be paid 30 days prior to your rental date. **Rental Payment:** \$ _____

Payment of this deposit secures your date **Cleaning/Damage Deposit:** **\$ 63.00**

(The deposit will be refunded by check after the event, and cannot be applied to the rental amount.)

Total Due: \$ _____

What Type of Event are you holding? _____

Do you have Liability Insurance? YES NO

Will you be selling food: YES NO

Will alcohol be used or sold at your event? NO

Food and/or alcohol 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.

COMPLETE OTHER SIDE



Estimated number of participants: _____

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

Event Details/Requirements _____ _____ _____ _____
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1. A minimum deposit of \$63.00 for cleaning and damages is required when agreement is made to hold the date and shelter shown above. The shelter(s) used shall be inspected after the event and determined if any cleaning is necessary or if damage has occurred. If any cleaning or damage repairs are required, a portion of, or the entire deposit may be retained to cover such costs. The balance of the deposit shall be mailed within 30 days of end of event to the address provided above.

2. Cancellation: Cancellation of this agreement at least 30 days prior to the rental date deposit/rental fee will be fully refunded. Cancellation 15 days prior to the rental date, deposit/rental fee less 25% cancellation fee will be refunded. And if cancellation within 10 days of the event, no refund will be made.

3. Cleaning: We make every effort to have shelters swept, tables wiped, garbage cans and restrooms available. Occasionally, someone may use the shelter between our crew and your arrival. We do put up reserved signs after we leave. There may be other events held on the grounds during the time of your event.

4. Hours of operations are **8:00 a.m. – 10:00 p.m.**

I have read and understand the conditions of renting the shelters.

Renters Signature

Date

Staff Signature

Date

FOR OFFICE USE
Deposit Paid on _____
Deposit Amount \$ _____
Check # _____
Rental Fee Paid on _____
Rental Amount \$ _____
Check # _____
Credit _____