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## REQUEST FOR USE OF FACILITIES APPLICATION

**BUILDINGS REQUESTED:** Exhibit Hall Entry Hall Kitchen Multi-Purpose Building Main Arena  
*Please circle all that apply.*

**DATE(S) REQUESTED:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

**HOURS OF EVENT:** \_\_\_\_\_ **to** \_\_\_\_\_ **TIME IN:** \_\_\_\_\_ **TIME OUT:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**ESTIMATED #PARTICIPANTS** \_\_\_\_\_ **#SPECTATORS** \_\_\_\_\_ **#TOTAL ATTENDEES** \_\_\_\_\_

**WILL ADMISSION OR FEES BE CHARGED?** NO  YES  **IF YES, AMOUNT** \_\_\_\_\_ **PERSON/BOOTH**

**CONTACT PERSON:** \_\_\_\_\_ **DAY TIME PHONE:** \_\_\_\_\_

**NAME OF BUSINESS/GROUP:** \_\_\_\_\_

**Nonprofit:** NO  YES  (Please attach a copy of 501(c)3 letter to qualify for nonprofit rate.)

**ADDRESS:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**DO YOU NEED SET UP OR TAKE DOWN DAYS?** NO  YES

**IF YES, HOW MANY?** SET UP \_\_\_\_\_ TAKE DOWN \_\_\_\_\_

**DO YOU HAVE LIABILITY INSURANCE?** NO  YES

**WILL YOU BE SELLING FOOD?** NO  YES

**WILL ALCOHOL BE PROVIDED AT THE EVENT?** NO  YES  **SOLD AT THE EVENT?** NO  YES

*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.*

### ADDITIONAL EVENT DETAILS AND REQUIREMENTS

**NUMBER OF TABLES:** ROUND \_\_\_\_\_ RECTANGLE \_\_\_\_\_ PUB \_\_\_\_\_

**NUMBER OF CHAIRS:** \_\_\_\_\_ **STAGE (# 4' X 8' sections):** \_\_\_\_\_ **BLEACHERS:** \_\_\_\_\_  
 (16 sections available)

**OTHER:** \_\_\_\_\_

### GENERAL RULES & REGULATIONS

1. Hours of the rental period are 7:00 a.m. to 10:00 p.m.
2. There is a fee for set up and tear down days.
3. Rental payments are due two weeks before event.
4. Insurance may be required for your event.
5. All fees and deposits are determined from this application.
6. There may be other events occurring on the grounds during the time of your event(s).

### OFFICE USE

Date Rec'd \_\_\_\_\_

501(c)3 Letter \_\_\_\_\_

Insurance \_\_\_\_\_

Permits \_\_\_\_\_

Staff Initials \_\_\_\_\_