

Lewis and Clark



County Fairgrounds

98 West Custer Avenue Helena, Montana 59602
www.lccfairgrounds.com

Phone: 406.457.8516 Fax: 406.457.8517
Email form to: lgustafson@lccfairgrounds.com

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:** _____

Submission of this form does not guarantee requested dates.

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

- 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.
- Rental payments are due two weeks before event.
- A deposit and signed contract are necessary to confirm your reservation.
- Insurance may be required for your event.
- Fees and deposits are determined from this application.
- 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 _____