

RICHLAND COUNTY FAIR & RODEO
PO BOX 1026
SIDNEY, MT 59270

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Request for Use of Facilities Application

Type of Event: _____

Name of Business/Group: _____ Non Profit (501(c)(3)): YES NO

Type of business: __ Individual __ Partnership __ Corporation __ LLC __ Other: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Building(s) / Area(s) Requested: _____ The Event Center _____ Arena/Grandstand
_____ Commercial Building _____ Grass Area
_____ Stage Building (located in the Beer Garden area)
_____ Beer Garden Building _____ Parking Lot
_____ Exhibit Building _____ Sheep/Swine building
_____ Cattle Barn _____ Other- please list area: _____

Date(s) Requested: _____ Times of Event: _____

Contact Person: _____ Phone Number: _____

Do you need a set up day or a take down day? YES NO
(Typically allow one day before & one day after if needed)

If yes, which day(s) (if available)? Set-up____ Take Down____

Are you planning to do the set up & tear down? YES NO

Will you need the Kitchen (for cooking, refrigeration, etc): YES NO
(Available in The Event Center only)

Do you have Liability Insurance: YES NO

Will alcohol be available or sold at the event: YES NO

Estimated number of guests/participants/spectators: _____

Will an Admission Fee be charged: YES NO

Additional Needs: Number of Tables _____ Number of Chairs _____
(Only Available inside Event Center)

Other Event Details/Requests:

****SEE REVERSE SIDE****

General Rules:

- A cleaning/damage deposit is required to reserve the facility along with a signed application (the contract will follow once the application is completed).
- There is a fee for set up and tear down days.
- Camping on the grounds is \$20.00 per night/per vehicle and payment is required in advance.
- There may be other events held on the grounds/in the Event Center during the time of your event.
- All Fees and Deposits are determined from this application.
- Insurance may be required for your event.
- All events are based on a per day rental fee. There is not an hourly rental charge, it is per day only.

By signing this application, the Lessee understands if the event is cancelled at least 120 days prior to the event, 50% of the rental fee will be charged. And cancellations less than 120 days prior to the event will be charged the full amount of the rental fee.

**The \$300.00 deposit is due with this application to secure the date(s) requested.

Lessee

Date