



# 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: \_\_\_\_\_

Business Type:  Individual  Partnership  Corporation  LLC  Other: \_\_\_\_\_ Non Profit (501(c)(3)): YES NO

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Times of Event: \_\_\_\_\_

### Building(s)/Area(s) Requested:

The Event Center:	_____ Arena/Grandstand	_____ Grass Area
_____ Lone Tree (w)	_____ Old Commercial Building	_____ Grass Parking lot
_____ Missouri (c)	_____ Exhibit Building	_____ Parking lot
_____ Yellowstone (e)	_____ Sheep/Swine Building	_____ Tables & Chairs (white folding style for 200 -\$150)
_____ Kitchen	_____ Cattle Barn	_____ Other – please list below
_____ Entire Building	_____ Beer Garden Building	_____
_____ Podium	_____ Stage Building (located in the Beer Garden area)	_____
_____ Stage (\$20/section)	_____ Pipe and Drape (3' or 8' available – specify below)	_____
_____ Projector & Screen	_____	_____

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

Do you have Liability Insurance: YES NO

If no, we have insurance available for \$100/event.

Would you like to purchase? YES NO

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

Will an Admission Fee be charged: YES NO

Estimated number of guests/participants/spectators: \_\_\_\_\_

(Set up and tear down service available, see next page for details)

All other event spaces have seating for 200 guests – one time fee \$150 YES NO

Other Event Details/Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*SEE REVERSE SIDE\*\*\*\*

General Rules:

- A deposit is required to reserve the facility along with a signed application (the contract will follow once the application is completed).
- There is a set up/tear down service available for tables and chairs in the Event Center only. The cost is \$50/hour, per person with a minimum of 1 hour charged. This service is **not** for cleaning purposes, but the movement of tables and chairs only. Please provide us with a diagram below on how you would like us to set up your event space.
- 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 and/or in the Event Center during the time of your event.
- All Fees and Deposits are determined from this application.
- Insurance is 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

**Lone Tree Room**

**Missouri Room**

**Yellowstone Room**

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