

RICHLAND COUNTY FAIR & RODEO  
PO BOX 1026  
SIDNEY, MT 59270  
Phone: 406-433-2801 Fax: 406-433-7466  
**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