

# MDA CARAS PARK PAVILION CONFIRMATION FORM

Updated September 2011

Please return this form to:

Missoula Downtown Association  
218 E Main St, Suite C  
Missoula, MT 59802.

A non-refundable down payment of \$100 is required to reserve the Caras Park Pavilion for each day of your event. **The balance of your rental fee is due upon submission of your lease agreement at least 30 days prior to your event.** Checks should be made payable to the Missoula Downtown Association.

PLEASE WRITE CLEARLY

Name of Requesting Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address (including City, State, & Zip): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

Name of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time Actual Event Starts: \_\_\_\_\_ Anticipated Ending Time: \_\_\_\_\_

- Amplified sound must end by 10 p.m. on weekdays and 10:30 p.m. on weekends.
- Missoula's City ordinances require parks to be closed at 11 p.m.

Set-up Time You Need: \_\_\_\_\_ Take Down Time You Need: \_\_\_\_\_

Anticipated Number Attending: \_\_\_\_\_

Please indicate which of the following you anticipate using for your event:

*(Any such choices are not binding and may be changed prior to execution of the Lease Agreement)*

Main Stage	YES	NO	UNDECIDED
Pavilion Side Walls	YES	NO	UNDECIDED
Portable Stage under the Pavilion	YES	NO	UNDECIDED
Shade Awnings over the Amphitheatre Seating	YES	NO	UNDECIDED
Tables (8 foot) and chairs	YES	NO	UNDECIDED

Will alcoholic beverages be served? YES NO UNDECIDED

If yes, will alcohol be:

\_\_\_\_ Sold

\_\_\_\_ Served complementary to your guests

\*Would you like the MDA to arrange for an ATM on-site during your event for no additional charge? YES NO

**\*Not available for weddings.**

For MDA Use Only

Date Received by Missoula Downtown Association: \_\_\_\_\_

Down Payment Received: \_\_\_\_\_