

MDA CARAS PARK PAVILION CONFIRMATION FORM

Updated December 2019

Please return this form to:

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

For MDA Use Only

Date Received by Missoula Downtown Association: _____
Down Payment Received: _____

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

Date(s) Requested: _____

Name of Event: _____

Name of Requesting Organization: _____

Contact Person: _____

Address (including City, State, & Zip): _____

Daytime Phone: _____ Cell Phone: _____

Email Address: _____

Description of Event: _____

Time Actual Event Starts: _____ Anticipated Ending Time: _____ Annual Event (Y/N)? _____

- 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 Attendance: _____ Public Event: Private Event:

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
- Portable Stage under the Pavilion
- Pavilion Side Walls
- Shade Awnings over the Amphitheatre Seating
- Tables (8 foot) and chairs

Will alcoholic beverages be served?

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? YES NO

Number of ATMs Requested: _____ **Not available for weddings. ATMs only permitted when provided by the MDA.*