Caras Park Pavilion
2022 Rental Information

Updated September 2021

Thank you for your interest in renting the Caras Park Pavilion. This information sheet is designed to answer commonly asked questions. If you require further information, call the MDA office at (406) 543-4238. Please note this is not your formal lease document. We recommend you review the lease before confirming your event. In the event of a conflict between the lease and any other information provided to you, the terms of the lease control our agreement.

RENTAL LEVEL	RENTAL COST
Friday, Saturday or Sunday (including $100 confirmation fee)	$975
Monday through Thursday (including $100 confirmation fee)	$700

VALUE-ADDED SERVICES	COST
MDA Facilities staff on-site maintenance for duration of event*	$20/hour (prepaid)
MDA Facilities staff bathroom/garbage check halfway through event*	$50 (prepaid)

Timetable for Signing Documents and Making Payments

I. MDA Pavilion Confirmation Form and Confirmation Fee

- The MDA *Pavilion Confirmation Form* must be signed and returned with the $100 confirmation fee to the MDA office immediately in order to secure the Pavilion for the chosen date. The $100 Confirmation Fee is applied to the overall rental balance. Dates cannot be guaranteed without the form/fee. The Confirmation Fee is non-refundable, though it can be applied to a different date.

II. Pavilion Lease Agreement, Security Deposit, Alcohol Permit Waiver and Payment

- The *Pavilion Lease Agreement* must be completed and signed ***at least 30 days prior to your event***.
- The balance of your rental fee (rental fee minus the confirmation fee) is ***due with the signed Lease Agreement at least 30 days prior to your event.***
- A *Security Deposit* of $350 is required upon approval and signing of the *Pavilion Lease Agreement*. If no damage has been done or no additional cleanup is needed to the Pavilion during the event, it will be returned to you within 30 working days. Otherwise, charges for the damage will be deducted from the deposit and any balance returned within 30 working days.
- You must sign and return the *Alcohol Permit Waiver* form with your *Pavilion Lease Agreement*. If you will be selling liquor at the event, please see the Alcohol provision for information on obtaining a permit from Helena.
- Copies of any permits required (i.e.: burn/bonfire permit, large group permit) must be submitted to the MDA at least 30 days prior to the event.
- A copy of the insurance policy covering the event and listing MDA as an additional insured must be submitted to the MDA at least 30 days prior to the event.

All forms, fees, and scheduling must be completed 30 days prior to the event.

Details of the Services, Supplies & Equipment:

- Brooms & dustpans
- 2-3 garbage dumpsters (under the bridge)
- 15 aluminum garbage cans with a good supply of liner bags
- 30-35 eight-foot folding plastic tables
- 170 folding chairs
- 15 picnic tables throughout the park (during summer season)
- 8 modular stage sections each 4' by 8' (used on request)
- Pavilion Side Walls (lowered on request, note fire code regulations)
- Indirect Lighting
- Cold Running Water (mid-April through mid-October via hose spigot)
- Access to and use of electrical outlets (110v and 220v)
- Adjacent restrooms (mid-April through mid-October)

Performance Stage

The Caras Park Performance Stage is 1,250 square feet in size, 24 inches in height, six-sided concrete structure with full-circle steps and a load-in ramp on the northeast side. The canopy over the stage is 14 feet in height on the edges, and 20 feet in height in the middle. Free standing rigging is allowed on the stage for hanging lights and banners. The structure was built in 2011 and features both 110v and 220v power outlets protected from the weather elements.

Wall System
The new canvas and cable wall system, installed in 2013, allows walls to be raised and lowered as desired by lessee***. Lessee cannot hang banners from wall cable system on top of the wall or from the canvas wall itself. Lessee cannot tape, pin, tie or otherwise attach anything to wall system.*** A minimum of two opposing walls must be left open for fire and safety code regulations.

State of the Pavilion (Leave No Trace)
As with all rental properties, our lease requires the property be returned to the owner in the same or better condition than it was received. A cleaning fee will be assessed for anything left behind. Renter is responsible for moving trash bags from cans to dumpsters unless the facilities staff is hired to do so during the event. Renters are required to remove all trash and debris from the park during the event.

Clean up of the Pavilion by the Lessee (Leave No Trace)
The Lessee, or caterer/party planner in Lessee's stead, is required to maintain all toilets including the public restrooms and remove all trash and place it into the trash containers and dumpsters we provide during and immediately after the event unless the facilities staff is hired to do so (see MDA Facilities Staff section below). If there has been excessive spillage or trash left on the Pavilion floor, the Lessee is responsible for cleaning this up and should consult with the Pavilion Facilities Staff if in doubt. The Lessee or caterer/party planner is also responsible for removing any trash/mess left by their event in Caras Park. The trash must be emptied into the garbage dumpsters marked **Caras Park** underneath the Higgins Avenue Bridge, with any cardboard being placed in the recycling dumpster with the yellow top. If garbage is placed in the recycling dumpster or on the floor surrounding the dumpster, an additional fee may be deducted from the Lessee's Pavilion Security Deposit. If the tables are used for projects that entail paint or liquid (i.e. beverages), then they should be wrapped in plastic. Clean up must take place immediately after the event. If the clean-up is not done satisfactorily and has to be completed by the pavilion staff, funds to cover clean up may be deducted from the Lessee's Pavilion Security Deposit. If you would like the MDA staff to assist you after the event for cleanup, you may request them with your confirmation. The rate is $20/hr.

Clean up of the Pavilion by the MDA Facilities Staff
The MDA staff responsibilities following an event are to: raise the Pavilion walls, stow shade awnings and house pavilion equipment in storage shed.

MDA Facilities Staff
The MDA will ensure the Pavilion "floor" is free of debris, furniture is arranged according to your proposed layout, and the pavilion walls are up or down, according to your request prior to your event. Please let us know by exactly what time this needs to be accomplished. The MDA facilities staff retains the right to change the wall configuration in response to weather conditions and fire code regulations.

MDA facilities staff can be hired to perform maintenance and restocking of the on-site restrooms and to empty garbage either for the duration of the event or can perform a single check-in halfway through the event. These services are offered for an additional fee (see fee structure above) that must be paid prior to the event. Facilities staff is not able to provide additional services for any portable toilets brought in for an event or any event cleanup aside from emptying garbage cans (see Clean-up of the Pavilion by the Lessee section above).

Insurance
The Missoula Downtown Association requires that you have insurance to cover your event. The Missoula Downtown Association carries a liability policy on the Pavilion in the amount of $1,500,000. The policy carried by the MDA does not cover parties that rent the facility. If there is to be liquor exposure, your insurance policy should include liquor liability. If you contract with a catering service to provide liquor, it is likely the caterer will have liquor liability insurance to cover your event. You must list the Missoula Downtown Association as an additional insured on your policy. If you do not have a General Liability policy in place, we advise you to contact an agent of your choice to obtain a Special Events policy. Private parties may be able to purchase a rider on their homeowner's policy or renter's policy. A copy of the insurance plan covering the event must be submitted to the MDA 30 days prior to the event.

Pavilion Layout
Once you have finalized your desired event layout, please call the MDA office and arrange a time before your event when you can visit with the Facilities Staff to explain the layout of the equipment that you would like to use. It is beneficial for this to happen at least two weeks prior to your event.

Briefing the Caterer/Party Planner
We request the event host or Pavilion Lessee inform his/her caterer or event planner in advance of the terms of the Lease, the requested layout of the furniture and their responsibilities. Because the caterer will be working in the Pavilion, it may be useful for us to have direct contact with him/her. Please provide caterer information to MDA staff. Please share this form and enforce all rules and regulations therein.

Confetti, Balloons, Tape
Confetti is not allowed in Caras Park. If using balloons to decorate the Pavilion, then please ensure they are securely attached to the structure. Otherwise the balloons drift into the top of the Pavilion and cannot be removed until the end of the season. Balloons and their

attached strings must be removed from the Pavilion upon completion of your event. The use of tape on any of the painted surfaces is not allowed. **Please use sticky tack adhesive, zip ties, or magnets when hanging temporary signs or decorations for your event.**

Fire & Heating Devices

Per Fire Code Section 3104.7, open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device are not permitted inside or located within 20 feet of the pavilion. This includes propane heaters of any kind, burn barrels, bonfires, and similar heating devices. Special permits can be sought for bonfires, burn barrels, and similar heating devices through the City of Missoula and are the responsibility of the lessee. If they are approved, no fire is allowed within 20 feet of the pavilion or band shell and must be isolated to an approved area. Electrical heaters are permitted and can be rented through several rental companies, contact the MDA office for more information. Outdoor cooking that produces sparks or grease-laden vapors must be located 20 feet outside of the Pavilion or Band shell.

Pavilion Walls

No tape, posters, flyers, tacks, nails, screws, magnets, zip ties, or any other adhesive or attachment device may be used on the Pavilion Walls. The walls must be left blank and free from any posting to ensure their longevity and proper function.

Bill Posting Ordinance

It is unlawful for any person to paint, print, post, paste, attach or in any way affix any bill, poster, dodger, card or other advertising matter of any kind upon any post, hydrant, curb, sidewalk or other public improvement in any public ground or street; upon any bridge, public building, structure or erection of any kind belonging to the city; upon any mast or pole in any street avenue or alley; or upon any lamppost in the city, whether permission therefore has been granted by the owner or otherwise.

Alcohol

If there is going to be alcohol served at your event, you need to be aware of the strict rules and potential liability. Regarding permits, the Lease includes an *Alcohol Permit Waiver* if you are planning to serve alcohol to your guests in Caras Park. A $10 fee and all other documents and fees must be submitted to the MDA at least four weeks prior to your event. It is our understanding that if you are selling alcohol at your event or charging any sort of admission fee and serving alcohol, your caterer must have an endorsement for your event on his/her beverage license. It is also our understanding that the Department of Revenue Liquor Division in Helena can provide one and two-day special beer and wine permits to registered associations and corporations for a small fee. These regulations may change from time to time, and it is the responsibility of the lessee to verify and comply with all current regulations. The Department of Revenue Liquor Division in Helena (406) 444-6900 (revenue.mt.gov/home/liquor/alcoholbeverage_licenses) has details. Please read the Lease for further details on serving alcohol and consult with your attorney if you have any questions.

Noise Ordinance

Our agreement with the City of Missoula requires amplified sound to end no later than 10:30 p.m. on Fridays and Saturdays. Sunday through Thursday amplification must cease at 10 p.m. Please be aware that sound from Caras Park events travels well into the neighborhood across the river, so please be cognizant of our neighbors and utilize appropriate volume levels for both music and announcements. We recommend you hire experienced sound engineers who are aware of the ordinance and can monitor it with decibel meters. Please reinforce the ordinance policy. City Police now carry decibel meters and frequently monitor Caras Park events. Acceptable decibel levels allowed by the City's noise ordinance are as follows:

Sound Pressure Level Limits, Commercial Zone, Special Event

7am to 7pm.....65 dB (A)
7 pm to 10 pm..... .....60 dB (A)
Sun.-Thurs. 10 pm to 7 am.....55 dB (A)
Fri. & Sat. 10:30 pm to 7 am .....55 dB (A)

Extraordinary Events

An extraordinary event is an event that has some or all of the following characteristics and must be approved by the extraordinary event committee:

- Will or might attract crowds over 2,500 people;
- Requires significant equipment beyond that which is routinely available for the Pavilion;
- Potential for noise ordinance violation;
- Requires increased security;
- Requires additional restroom facilities;
- Significantly impacts traffic in the Caras Park area;
- Excessive garbage disposal requirements;
- Involves the use of Caras Park outside the Pavilion Area (East Caras Park or the Brennen's Wave Overlook);
- Risk of potential damage to Caras Park and the surrounding area;
- Any event referred to the Committee by the Manager;
- Potential for illegal activity.

If your event meets the majority of the above criteria, please contact the MDA (406-543-4238) for more information.

Bounce Houses Prohibited in Parks

It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with allowing inflatable bounce houses to operate on public property. City Parks and Recreation will no longer allow bounce houses to be permitted for use in public parks, including Caras Park. **Inflatables** used for obstacle courses will continue to be permitted, event organizers will be required to provide manufacturer's engineers specifications for construction and anchoring for each proposed unit, in conjunction with insurance required by the City of Missoula.

Parking

Please abide by all posted parking restrictions and signage. If you need to load or unload a vehicle, there is a long loading zone next to the Pavilion indicated by signage and a white curb. The time limit to park in the loading zone is 20 minutes. Parking longer than 20 minutes in the loading zone or anywhere else along Caras Drive is prohibited as Caras Drive is a fire lane. Parking is not allowed on the Caras Park Lawn. For more parking information, contact the Missoula Parking Commission at 406-721-3501 or the MDA at 406-543-4238.