



Caras Park Booking Process

Want to host an event at Caras Park? Booking is simple—review the reservation process below.

Making a Reservation

1) Contact the Downtown Missoula Partnership (DMP) at info@missouladowntown.com to check availability.

2) Confirm Your Reservation

To officially secure a rental date, lessees must submit the Caras Park venue [confirmation form](#) and pay a \$200 non-refundable deposit (applied to the full rental fee). Once paid, the reservation is confirmed!

Due (30) Days Before Reservation

Venue lessees must provide the following payments and documentation prior to hosting their event at Caras Park.

- ☐ **Remaining Rental Balance**
Card, cash, and check is accepted.
- ☐ **Pavilion Lease Agreement**
A simple contract to initial and sign.
- ☐ **Pavilion Layout**
Venue map for lessee to mark up with event setup.
- ☐ **Card on File Form**
Card will only be charged a \$350 fee if the venue is left in poor condition or damaged.
- ☐ **Certificate of Insurance (COI)**
Required for all events. Must name the Missoula Downtown Association as an insured party.
- ☐ **Alcohol Permit (If Applicable)**
Events with alcohol must pay a \$10 fee and submit a Parks & Rec alcohol permit to the DMP. Lessees may provide complimentary beer and wine under this permit. If the lessee wants to sell alcohol or provide liquor at their event, they must hire a licensed liquor vendor.

