

MDA CARAS PARK PAVILION CONFIRMATION FORM

Updated October 2025

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 \$200 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.

Date(s) Requested: _____

Name of Event: _____

Name of Requesting Organization: _____

Contact Person: _____

Daytime Phone: _____ Cell Phone: _____

Email Address: _____

Event Description: _____

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 venue features/amenities you anticipate using for your event:

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

Main Bandshell Stage YES NO UNDECIDED

Pop-Up Stage (Under Pavilion) YES NO UNDECIDED

Pavilion Side Walls YES NO UNDECIDED

Tables (8 foot) and chairs YES NO UNDECIDED

If Yes, how many of each (35 Tables and 150 chairs available for use):

Tables: _____ Chairs: _____

Which color(s) would you like the lights under the Pavilion Canopy to be?

Red__ Orange__ Yellow__ Green__ L. Blue__ D. Blue__ Purple__

(Lights only turn on when dark out. We will try to accommodate your color preference. Notify the DMP team if you want a multi-color display)

Will alcoholic beverages be served? YES NO UNDECIDED

If yes, will alcohol be:

____ Sold ____ Served complimentary to your guests ____ Catered/sold by liquor vendor