

RICHLAND COUNTY FAIR & RODEO  
PO BOX 1026  
SIDNEY, MT 59270  
Phone: 406-433-2801 Fax: 406-433-7466  
**Request for Use of Facilities Application**

Type of Event: \_\_\_\_\_

Name of Business/Group: \_\_\_\_\_ Non Profit (501(c)(3)): YES NO

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Building(s)/Area(s) Requested: \_\_\_\_\_ The Event Center \_\_\_\_\_ Arena/Grandstand  
\_\_\_\_\_ Commercial Building \_\_\_\_\_ Grass Area  
\_\_\_\_\_ Stage Building (located in the Beer Garden area)  
\_\_\_\_\_ Beer Garden Building \_\_\_\_\_ Parking Lot  
\_\_\_\_\_ Other- please list area: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Times of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you need a set up day or a take down day? YES NO

If yes, which day(s) (if available)? Set-up \_\_\_\_\_ Take Down \_\_\_\_\_

Are you planning to do the set up & tear down? YES NO

Will you need the Kitchen (for cooking, refrigeration, etc): YES NO  
(available in The Event Center only)

Do you have Liability Insurance: YES NO

Will alcohol be available or sold at the event: YES NO

Estimated number of guests/participants/spectators: \_\_\_\_\_

Will an Admission Fee be charged: YES NO

Additional Needs: Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_  
(Only Available inside Event Center)

Other Event Details/Requests:  
\_\_\_\_\_  
\_\_\_\_\_

General Rules:

- A cleaning/damage deposit is required to reserve the facility along with a signed contract (the contract will follow once the application is completed).
- There is a fee for set up and tear down days.
- Camping on the grounds is \$15.00 per night/per vehicle and payment is required in advance.
- There may be other events held on the grounds/in the Event Center during the time of your event.
- All Fees and Deposits are determined from this application.
- Insurance may be required for your event.