

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.