

MDA CARAS PARK PAVILION CONFIRMATION FORM

Updated October 2023

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.

PLEASE WRITE CLEARLY

Date(s) Requested: _____

Name of Event: _____

Name of Requesting Organization: _____

Contact Person: _____

Mailing Address (including City, State, & Zip): _____

Daytime Phone: _____ Cell Phone: _____

Email Address: _____

Description of Event: _____

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 you anticipate using for your event:

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

Main Stage	YES	NO	UNDECIDED
Portable Stage under the Pavilion	YES	NO	UNDECIDED
Pavilion Side Walls	YES	NO	UNDECIDED
Tables (8 foot) and chairs	YES	NO	UNDECIDED

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

Tables: _____ Chairs: _____

Will alcoholic beverages be served? YES NO UNDECIDED

If yes, will alcohol be:

_____ Sold

_____ Served complementary to your guests

*Would you like the MDA to arrange for an ATM on-site during your event for no additional charge? YES NO

Number of ATMs Requested: _____ **Not available for weddings. ATMs only permitted when provided by the MDA.*