

MDA CARAS PARK PAVILION CONFIRMATION FORM

Updated July 2026

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; 8 Cocktail Rounds; 200 chairs)

Tables: _____ Chairs: _____ Cocktail Rounds _____

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