

# METRAPARK

P.O. Box 2514 Billings, Mt. 59103  
(406) 256-2400 (406) 256-2479 fax  
Fed. Ex./U.P.S 308 6th Ave. N.

\_\_\_\_ Manager  
\_\_\_\_ Concession  
\_\_\_\_ Operations  
\_\_\_\_ Box Office

\_\_\_\_ Comptroller  
\_\_\_\_ Event Coordinator  
\_\_\_\_ Marketing  
\_\_\_\_ County Attorney

NAME OF EVENT: \_\_\_\_\_

DATE (S) OF EVENT: \_\_\_\_\_

TIMES OF EVENT: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
FAX: \_\_\_\_\_

PREMISES COVERED IN THIS LEASE: \_\_\_\_\_

DESCRIPTION OF EVENT: Include information pertaining to audience, participant or volunteer participation with this event.

SET UP DATES & TIMES: \_\_\_\_\_ TEAR DOWN DATES & TIMES: \_\_\_\_\_

SETTLEMENT DATE & TIME: \_\_\_\_\_

LEASE AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2017, between METRAPARK, 308 6th Ave. North, Billings, MT. 59101, hereinafter designated "LESSOR" and \_\_\_\_\_, hereinafter designated "LESSEE".

**NOTE: This Lease Agreement is VOID if not fully executed by \_\_\_\_\_.**

## **ADDITIONAL INSTRUCTIONS, INFORMATION OR AGREEMENTS AFFECTING THIS CONTRACT (SEE #26)**

(1) PREMISES - In consideration of the mutual performance of the agreements herein and payment of the specified rental, Lessor lets unto Lessee and Lessee acquires from Lessor, for the period stated above, the right to occupy and use the PREMISES listed above less listed exceptions.

### (2) RENTAL & PAYMENT INFORMATION:

\_\_\_\_ Base Rent  
\_\_\_\_ Set-Up/Tear Down Rent:  
\_\_\_\_ Box Office Service (see #14)  
\_\_\_\_ Credit Card Fee (see #16)

**See 12** MetraPark Improvement Fee (see #12)(to be included in published ticket price for events sold at box office)

\_\_\_\_ User Services: (see #14 and Addendum "A" for detailed charges)  
\_\_\_\_ Minimum Facility Cleaning (additional cleaning charges may apply)

**Please Provide** Insurance (see #6): Provide a **copy of said policy of insurance, or a copy of the Policy Exclusions and a copy of the certificate of insurance listing the Limits of Liability** or contact MetraPark for rates. If your event uses volunteers, provide **Workman's Comp Certificate** proving coverage of all volunteers.

\_\_\_\_ Other  
\_\_\_\_ 1<sup>st</sup> Deposit: **Due at signing of contract**  
\_\_\_\_ 2<sup>nd</sup> Deposit: **Due on or before \_\_\_\_\_**  
\_\_\_\_ Total Deposit: All deposits are non-refundable. Deposits must be paid and lease agreement executed by authorized MetraPark agent, before event is confirmed and may proceed with advertising and ticket sales.

Some User Services and catering may be charged on another invoice. Final counts for catered meals are due at least 48 hours in advance of event and will be billed accordingly.

**ALL PAGES (1-7) INCLUDING ADDENDUM "A" MUST BE INITIALED**

Initials: \_\_\_\_\_

**(3) CANCELLATION** - It is agreed by both Lessee and Lessor this agreement shall not be cancelled without good and reasonable cause. In the event the premises leased hereunder or any portion thereof are not available for occupancy upon commencement or during the term of this lease due to fire, casualty, acts of God, strikes, national emergency or other cause beyond the control of Lessor, this lease and the obligations of Lessor and Lessee hereunder shall terminate, and Lessee hereby waives any claim against Lessor, their employees and agents for damages by reason of such termination; provided that any unearned portion of the rent due hereunder shall abate or, if previously paid, shall be promptly refunded by Lessor to Lessee. In the event of a concert cancellation, MetraPark will assess the promoter 3% of the ticket sale gross to cover the refund costs. This will be in addition to the 3% box office fee. Any written notices required or permitted under or related to this contract shall be sufficiently made or given if delivered personally or mailed by certified mail, return receipt requested to the appropriate recipient at their address specified in this contract; provided that either party may change their respective address by giving the other party written notice of such change. Any such notice shall be deemed to have been made or given by the date of personal delivery or a date two (2) days after mailing.

**(4) ASSIGNMENT** - Lessee shall not: (a) assign this lease, (b) sublet any part of the premises without the written consent of Lessor (this DOES NOT apply to Lessee's exhibitors), (c) allow any use of the premises other than herein specified, (d) allow anything to be brought onto the premises or permit any act which will endanger persons or property on the Premises. The Lessee herein is an independent contractor and not the agent or employee of the Lessor.

**(5) TERMINATION** - It is agreed that if default be made in payment or rent or in any obligation by Lessee in this agreement, it shall be lawful, without notice, to declare the terms of this agreement ended, and to re-enter and take possession of the premises.

**(6) INSURANCE / INDEMNIFICATION/WORKERS COMPENSATION**

**(a)** Licensee shall maintain, at its sole cost and expense, commercial general liability insurance naming Yellowstone County/MetraPark as additional insured for the period of the Engagement, (including move in and move out days), against liability for damages for bodily injuries, including death, products, completed operations and property damages in a minimum amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00) for each claim and One Million Five Hundred Thousand Dollars, (\$1,500,000.00) in the aggregate arising from incidents which occur as a result of Licensee's negligence during the period of the Engagement and for which Licensor's sole basis for liability is vicarious liability for the acts or omissions of Licensee. In addition, Licensee shall maintain for the duration of the Engagement at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the Engagement by Licensee, agents, employees, representatives, assigns, sub-contractors or participants. This insurance shall cover such claims as may be caused by any negligent act or omission. The policy of insurance shall be an occurrence policy with a Best Rating of A- or better.

**(b)** Licensee shall deliver to Yellowstone County/MetraPark at least ten (10) days prior to the Engagement a Certificate of Insurance showing such insurance to be in effect and naming Yellowstone County/MetraPark as additional insured's with respect to any and all claims arising out of Licensee's operations during its Engagement. Yellowstone County/MetraPark reserves the right to require complete copies of insurance policies at all times. The policy of insurance will be endorsed to provide Yellowstone County and MetraPark a 30 (thirty) day notice of cancellation.

**(c)** Licensee shall defend, indemnify and hold harmless Yellowstone County and MetraPark from and against any and all claims, demands, obligations, causes of action and lawsuits and all damages and liabilities, fines, judgments, costs (including settlement costs), and expenses associated therewith (including reasonable attorney's fees and disbursements), arising from incidents which occur the result of Licensee's negligence during the period of the Engagement and for which Yellowstone County and MetraPark's sole basis for liability is vicarious liability for the acts or omissions of Licensee. The indemnification and defense obligations under this paragraph of the Agreement shall not be limited by any assertion or finding that Yellowstone County is liable for any damages by reason of a non-delegable duty.

**(d)** Specific Requirements for Workers' Compensation: Licensee is required to maintain workers' compensation insurance or an independent contractor's exemption issued by the Montana Department of Labor covering the Licensee and or/employees, including volunteers. Licensee is not, nor is Licensee's employees and or volunteers employees of Yellowstone County/MetraPark. This insurance/exemption must be valid for the entire period of Engagement.

**(7) LESSOR ACCESS** - Lessee agrees that authorized agents of the Lessor shall at all times, without interruption, have free access to the leased premises. This right of inspection, however, does not create a specific duty by MetraPark to conduct such inspection. Furthermore, inspections performed by MetraPark and any change orders or recommendations resulting there from are not to be interpreted as a warranty for fitness or safety by virtue of MetraPark's inspection.

**(8) LAWS, POLICIES, REGULATIONS** - Lessee agrees to comply with all federal, state, and local laws, and MetraPark rules and policies during the term of the lease, and to pay all taxes imposed by law in connection with its use and occupancy thereof. Any provisions of this contract prohibited by law or declared invalid by a court of law shall be invalid and void as to the extent such provision is prohibited by law without invalidating the remaining provisions of this contract. Pertinent policies are incorporated and are made a part of this lease as if fully set out herein. The laws of the State of Montana shall govern this contract. In the event of litigation concerning this contract, venue for such litigation shall be in the Thirteenth Judicial District, Yellowstone County, Montana.

**(9) FOOD, DRINK, SIGNAGE & OTHER ADVERTISING** - Lessee agrees to comply with current policies regarding food, drink, signage and other advertising. Lessee understands that if Lessee does not hire a licensed caterer to prepare and serve food for the event, Lessee will not prepare food for the event. And instead, Lessee agrees to use only pre-prepared consumable food items from a licensed commissary or kitchen that possesses a catering endorsement. Furthermore, Lessee accepts full responsibility and agrees to hold MetraPark, its agents, employees, and/or representatives harmless and free from any/all loss or liability arising from incidents relating to the handling, serving, and consumption of all food items brought into the MetraPark by Lessee for this event. Any exception to these policies must be in writing and signed by the General Manager of MetraPark. Sufficient space must be allowed to access all MetraPark concession stands. The Breakfast Exchange Club has the exclusive right to serve all alcoholic beverages including beer, wine, and liquor in all venues except the Grandstand and Turf Club which are contracted to the Billings Exchange Club. Lessee shall provide two weeks notice for these services and shall adhere to the Montana Liquor Control Commission regulations and Lessor's responsible alcohol policy. Lessee agrees that no advertising or other matter shall be placed or posted or distributed in or about said described facilities or announced or publicized over any loud speaker system without first having obtained the written permission of MetraPark's General Manager. Lessee agrees to abide by all applicable provisions of exclusive sale, signage, and advertising contracts Lessor may have with third parties. Lessee will not cover, block or remove any existing signage placed by Lessor. Lessee will not allow the sale or distribution of any food or beverage items by any parties other than Lessor.

**(10) FIRE & PYROTECHNICS** - Lessee is responsible for payment of Fire Marshall if required due to pyrotechnics. Lessee agrees it will not stage any act or performance if fire or flame is involved without the prior approval of the Fire Prevention Bureau of Yellowstone County. Lessee further agrees that it will not use any decorative materials including combustible materials in or about the described facilities without first securing the prior inspection and approval of the Fire Prevention Bureau of Yellowstone County.

Initials: \_\_\_\_\_

**(11) SECURITY, FIRST AID & OTHER PERSONNEL** - Lessor reserves the right to establish the minimum number of security, first aid, and other personnel to handle and protect persons and property at the MetraPark facility during the term of this lease. All personnel including, but not limited to, first aid (EMT and ambulance service), parking lot attendants, ticket sellers, ticket takers, ushers, door guards, and sound technicians used at the event shall be the employees of the Lessor, but shall be compensated for rendered services at the event by the Lessee at the rate(s) established by the Lessor. The number of employees needed for any event shall be determined by a discussion between both parties. The General Manager of MetraPark shall decide differences of opinion with his decision binding on the Lessee. Lessee shall remove from service upon the request of Lessor, any personnel not adhering to the rules and regulations relating to their conduct. Persons furnished by Lessee for these purposes shall be deemed agents of Lessee and not of Lessor; and Lessee will indemnify and hold Lessor harmless from all loss, liability and expense arising out of all acts or omissions of such persons.

**(12) IMPROVEMENT FEE** - Ticketed events in any MetraPark facility shall be charged an improvement fee. Less than \$10: \$1.50; \$10 up to \$39: \$2.50; over \$39 and up to \$99-\$3.50; \$100+\$4.50. The maximum number of complimentary tickets available on an annual basis shall not exceed 3000 tickets. Complimentary tickets up to one hundred (100) will not be assessed; then assessed at \$1.00 per ticket, capped at \$2000. Non-ticketed events shall be charged 20% of rental rate.

**(13) ALTERATIONS** - No alterations, additions or improvements shall be made by Lessee except with the written consent of Lessor. No holes shall be bored, cut or otherwise made, nor shall any nails, screws, bolts or fastenings be driven in the floors, walls, ceilings, columns or any other part of the buildings.

**(14) USER SERVICES** - Lessee shall pay for all "User Services" ordered from or by the Lessor. All orders for such services must be placed through a designated person assigned to that position by the Lessee. Where applicable, twenty percent (20%) will be added to labor costs for payroll taxes. Unless otherwise stated in this contract, the parties agree on the additional user services charges included in **Addendum "A"**. Lessee agrees to pay for any and all user services ordered even if these services are not included on **Addendum "A"**. Services under contract to an outside provider are subject to change without notice. Rates subject to periodic change. Rental rates include standard labor. If this event necessitates setup, teardown, or otherwise requires county employees to perform duties in connection with the event on a recognized Yellowstone County legal holiday, Lessee agrees to pay holiday labor charges. Overtime labor charges may also be assessed to the Lessee if the overtime is directly related to the Lessee's event non-standard labor requirements. Lessor will attempt to communicate these assessments in advance to the Lessee. Under no circumstances will failure to communicate these assessments relieve the Lessee of the requirement to pay. See **Addendum "A"** for rates.

**(15) VENDORS** - Within the rented premises Lessor will not permit the sale of commercial space to any vendor other than those who have purchased space from the Lessee. The only exceptions are: (a) Those vendors (or products) covered under yearly contract such as Pepsi and MetraPark Catering and Concession; (b) Lessor reserves the right to sell MetraPark souvenirs at concerts and certain other shows. The Lessee shall pay the Lessor a percentage of 35% of gross for the sale of T-shirts, programs, novelties and other souvenirs and 35% of gross for sale of tapes, C.D.'s, or DVD's. The Lessor shall provide all labor to sell the products. The Lessee shall not sell or cause to be sold any such products in or about the described facilities except on terms and conditions established or agreed to by the Lessor.

**(16) TICKETS & CREDIT CARDS** - Lessee agrees that they will not distribute in any manner or permit to be distributed in any manner tickets in excess of seating capacity, or admit a larger number of persons than can safely and freely move about in the space contracted for, and the decision of MetraPark's General Manager in this respect shall be final. Lessor shall receive from Lessee eighty-six (86) complimentary tickets to the event(s) situated in a suitable and reasonable location. Lessee will be assessed four percent (4%) bank service fee for all types of credit card and bank card transactions.

**(17) FESTIVAL SEATING** - MetraPark policy prohibits festival seating (standing space, no seat provided) for concerts. Lessee or Lessee's representatives are prohibited from inviting the audience to move to the front of the stage. Should this occur, the house lights will be turned on and the power to the stage turned off.

**(18) TELEVISED or BROADCAST EVENTS** - Lessee shall not televise or broadcast Lessee's event without MetraPark's General Manager's written approval. If Lessee desires to televise or broadcast its event(s), Lessee agrees to pay MetraPark an additional fee equal to \$500.00 or 10 percent of the consideration received by the Lessee, whichever is greater, and in addition thereto to pay all cost in connection with televising or broadcasting of the event.

**(19) OTHER EVENTS** - Lessee understands and agrees that during the term of this contract other events may be held in other parts of the described facilities or in other nearby facilities not included in this agreement, and Lessee shall so conduct its activities so as not to interfere with such other events.

**(20) COPYRIGHTED MATERIAL** - Lessee and its representatives warrants that all copyrighted material to be performed at above described event has been duly licensed or authorized by the copyright owners or their representatives and agrees to indemnify and hold MetraPark harmless from any and all claims, losses, or expenses incurred with regard thereto. The Lessee shall furnish to the Lessor a copy of said License 30 days prior to the event.

**(21) OUTSIDE COMMERCIAL SPACE** - Unless otherwise stated in this contract, a lease requiring commercial space on the outside of the rented facility, shall include only that space adjacent to the building out to the outer edge or drip line of the roof. Grass areas for commercial space are not included in any building contract unless specifically stated. Damage to grass, walkways or landscaping shall be the responsibility of the Lessee and repair shall be billed on the basis of time, material and labor needed for repair.

**(22) DAMAGE DEPOSIT** - Equal to a minimum of one day base rent. This damage deposit will be returned to Lessee within 48 hours of the close of event(s) or by a time limit mutually agreed upon, less any damage cost done to the building(s) as a result of the event(s). Damage will be charged at replacement cost plus labor.

**(23) ARENA SOUND** - A MetraPark sound technician, or a person approved by MetraPark management who is a qualified technician, is required for operation of any MetraPark owned sound board during rehearsals and/or events in the arena (for rates see 'Sound Technician' under User Services). Absolutely no adjustments shall be made to the amps, balance, or main board in the sound room. MetraPark reserves the right to require an event to use the Metra sound board, FM wireless system or other systems if in management's opinion, the MetraPark system is superior.

**(24) ON GROUNDS CAMPING** - MetraPark shall be responsible for all camper fee collection. 'Camping Permit' window cards with a carbon copy will be available. Promoter will be informed of non-permitted RV's.

**(25) PARKING LOTS** - Exclusive control of all parking is reserved expressly to the Lessor. Parking lots and/or areas used for Trade Shows or Commercial space shall be negotiated depending on the area needed, power needs, etc. NO overnight parking will be permitted. All towing will be at the owner's expense.

Initials: \_\_\_\_\_

**(26) ADDITIONAL INSTRUCTIONS, INFORMATION OR AGREEMENTS AFFECTING THIS CONTRACT:**

All Food and Beverage must be arranged in advance through MetraPark's Food and Beverage Department. The use of outside food vendors will incur a cost to the Lessee to be negotiated by MetraPark's Food and Beverage department.

Power auditing is the responsibility of the lessee. Vendors who connect to MetraPark power will be counted and charged to the show, regardless of their arrangement with the lessee. MetraPark staff will count outlets used and bill the show as per the charges in Addendum "A". The MetraPark count is final and will not be adjusted at settlement. The Lessee is encouraged to have a representative participate in the power count.

**(27) ACCEPTABLE USE OF INTERNET** – MetraPark reserves the right to deny, suspend or revoke a USER's (including Lessee, Lessees' agents, promoters, employees, as well as participants, where applicable) access to any or all internet services provided by MetraPark when MetraPark determines that the internet access has been used unacceptably. Some examples of unacceptable use includes, but are not limited to, password cracking, security scanning, use of profanity, use of offensive material, "spamming" (e.g., sending bulk unsolicited commercial emails), uploading or downloading illegal, copyrighted or licensed material, any use of the services that affects the services to MetraPark Public Access USERS, or which affects the performance of MetraPark's Public Access Network. USER may only use MetraPark Public Access Network for lawful purposes. Transference of any information in violation of any Federal, State or Local laws is forbidden. This includes, but is not restricted to, copyrighted data, information legally judged to be threatening or obscene and information protected by privacy rights. MetraPark prohibits the use of its services for the reproduction, dissemination, storage or handling, in any way, obscene or pornographic material, or any other data which MetraPark deems unacceptable, including, but not limited to, pornography, malicious material, or any and all information of an adult nature.

**(28) RISK OF LOSS** - Lessee agrees that the risk of loss or damage to any of its property, or the property of any Lessees' parties or agents, including loss or damage the result of theft, fire, water damage, failure of MetraPark systems or many other man-made or natural causes and occurrences shall be borne by Lessee except for any loss solely due to negligence or willful misconduct of MetraPark. Lessee shall be caused to be carried insurance on such property as Lessee elects, and Lessee shall look only to such insurance in the event of any loss or damage to any of its property or the property of Lessees' parties or agents unless such loss or damage was due to the negligence or willful misconduct of MetraPark.

**(29) FORCE MAJEURE** - Neither party to this Agreement shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by unforeseen conditions beyond its reasonable control, including but not limited to Acts of God, fire, flood, tornados, earthquakes, acts of war, acts of terrorism, labor disputes, intervention of any governmental authority, ("Force Majeure), that party will be excused from any further performance of the obligations so affected for as long as such circumstances prevails.

**(30) PROMOTION** – For those occasions when the RIMROCK AUTO ARENA is the premises covered in this Lease, Lessee, (including Lessee's promoters and agents), agree to reference the arena, for promotional purposes, as the RIMROCK AUTO ARENA at MetraPark.

Time shall be of the essence regarding this lessee agreement, and the time granted shall not be extended for the occupancy or use of the premises or for the installation or removal of equipment without prior written agreement. All additional time shall be paid for according to the schedule of fees as established from time to time by MetraPark.

This contract constitutes the entire agreement between the parties, and no statement, promises, or inducements made by either party or their respective representatives that are not contained in this contract shall be valid or binding. This contract shall not be modified except by written documents signed by both parties to this contract.

NOTE: MetraPark is a county owned public facility. The public is entitled to see a copy of our signed contracts. Original documents cannot be removed from the MetraPark office.

IN WITNESS WHEREOF, the parties have agreed to these terms on the dates indicated below.

\_\_\_\_\_  
PRINT NAME – LESSOR (METRAPARK)

\_\_\_\_\_  
PRINT NAME – LESSEE

\_\_\_\_\_  
SIGNATURE – LESSOR (METRAPARK)

\_\_\_\_\_  
SIGNATURE – LESSEE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**ALL PAGES (1-7) INCLUDING ADDENDUM "A" MUST BE INITIALED**

Initials: \_\_\_\_\_



## Addendum "A"

equipment & services rates 07/01/2017

Item	Rate	Unit		
<b>Cleaning</b>				
Arena / Grandstands Non Dirt Events Cleaning:	1,750.00	Minimum per event		
Arena / Grandstands Dirt Events Cleaning:	4,000.00	Minimum per event		
Montana Pavilion Cleaning Total Building:	400.00	Minimum per event		
Montana Pavilion Cleaning Large Bay:	300.00	Minimum per event		
Montana Pavilion Cleaning Small Bay:	200.00	Minimum per event		
Expo Center Cleaning Total Building:	800.00	Minimum per event		
Expo Center Cleaning Large Bay:	700.00	Minimum per event		
Expo Center Cleaning Small Bay:	400.00	Minimum per event		
Expo Center or Pavilion Dirt Events Cleaning:	1,500.00	Minimum per event		
All other buildings Cleaning:	200.00			
<b>Labor</b>				
House Electrician:	45.00	hourly		
Forklift & Operator:	60.00	hourly		
Building Maintenance Labor:	30.00	hourly		
Overtime Maintenance Labor:	41.75	hourly		
Holiday Maintenance Labor:	64.25	hourly		
Steward or Riggers:	36.86	hourly 4 hour minimum		
PBX Operator:	15.00	hourly		
Runner: (Vehicle Charge additional per invoice)	225.00	per day		
Sound Technician as available:	75.00	hourly		
Video/Camera Technician:	28.67	hourly 3 hour minimum		
<b>Security</b>				
Ambulance Service:	85.00	hourly per crew		
Security Director:	21.85	hourly 4 hour minimum		
Uniformed Security:	21.60	hourly 4 hour minimum		
Security Rover / Overnight:	18.45	hourly 4 hour minimum		
Event Supervisor:	19.60	hourly 4 hour minimum		
Peer Group Security:	17.70	hourly 4 hour minimum		
Peer Group Supervisor:	18.35	hourly 4 hour minimum		
Parking Attendant:	17.45	hourly 4 hour minimum		
Ushers:	16.95	hourly 4 hour minimum		
Ushers Supervisor:	18.60	hourly 4 hour minimum		
Ticket Takers:	16.95	hourly 4 hour minimum		
Ticket Sellers:	16.95	hourly 4 hour minimum		
Tram Drivers:	21.25	hourly 4 hour minimum		
Porters:	18.50	hourly 4 hour minimum		

Initials: \_\_\_\_\_



<b>Equipment</b>				
Spotlights:	150.00	per spot / per performance		
Spotlight Operator:	28.67	hourly 3 hour minimum		
Tables:	6.50	each		
Skirted (or) topped table:	14.00	each		
Skirted & topped table:	22.00	each		
Chairs:	0.50	each		
Park Bench:	10.00	each		
Small bleachers:	20.00	each		
Large bleachers:	75.00	each		
Bunting:	75.00	per roll		
Pipe & Drape:	2.50	per linear foot		
Towel Rental:	4.50	each		
Concert Forklift:	200.00	Per day (operator additional cost)		
Concrete Jersey Rail:	25.00	each		
Barricade:	500.00			
Bike Rack / Stanchions:	5.00	each		
Stage: Concert Size	500.00			
Stage: Medium	125.00			
Stage: Small	75.00			
Risers:	15.00	each		
Trade Show Electric 110v:	40.00	per hookup; Per Show		
Trade Show Electric 220V:	60.00	per hookup; Per Show		
Video Board Use Fee:	200.00	flat		
Ice 50lb. Bags	1.00	each		
Picnic Tables	10.00	each		
<b>Electronic Services</b>				
Roll Tickets:	50.00	per roll		
Computer Ticket Printing:	0.15	per ticket		
Telephone:	75.00	per hookup		
New Telephone Line:	125.00	per hookup		
Wireless / Hardwire Internet:	125.00	per event / per hookup		
Key card or door fob replacement:	20.00	per key		
<b>Miscellaneous</b>				
Barn Stalls:	15.00	per stall / per day		
Manure Hauling:	4.00	per yard		
RV Space with electricity/sewer/water:	30.00	per day		
Dry Camp Space:	15.00	per day		
Courtyard Space:	1,000.00	per day		
Carnival Lot:	TBD	per day		
Other Outside Space:	0.25	per square foot/per day		
Water Hook Up (Trade Show)	50.00	Per hook up		
Arena Kitchen Rent:	200.00	per day	\$500	Deposit
Expo or Grandstands Kitchen Rent:	150.00	per day	\$500	Deposit
Montana Pavilion Kitchen Rent:	150.00	per day	\$300	Deposit

Initials: \_\_\_\_\_

## MetraPark Event Checklist

- Return Signed Contract (within 2 weeks of receipt)
  
- Submit a copy of your Insurance Policy, or a copy of the Policy Exclusions and a copy of the Limits of Liability (with signed contract). If your event uses volunteers, provide Workman's Comp Certificate proving coverage of all volunteers. (email to [dwinkler@metrapark.com](mailto:dwinkler@metrapark.com) or mail with contract)
  
- Send Completed W-9 (with signed contract) (email to [dwinkler@metrapark.com](mailto:dwinkler@metrapark.com), mail with contract, or fax to 406.256.2479)
  
- Contact a MetraPark Event Coordinator to go over Logistics and Equipment Needs  
  
Lyon Davis 406-281-1862  
[ldavis@metrapark.com](mailto:ldavis@metrapark.com)  
  
Robert Trimble 406.256.2466  
[rtrimble@metrapark.com](mailto:rtrimble@metrapark.com)  
  
Natalie Sitter 406.694.4002  
[nsitter@metrapark.com](mailto:nsitter@metrapark.com)
  
- Contact MetraPark Food Services to discuss any Food and Beverage needs including catering and outside food vendors.  
Sam Merrick                      Michael Groscop  
406.256.2465                      406.256.2463  
[smerrick@metrapark.com](mailto:smerrick@metrapark.com)    [mgroscop@metrapark.com](mailto:mgroscop@metrapark.com)
  
- For ticketed events or those charging admission, Contact Box Office Manager, Sue Devries 406.256.2414 [sdevries@metrapark.com](mailto:sdevries@metrapark.com)
  
- For local marketing information and a list of MetraPark's marketing assets contact Ray Massie 406.256.2402 or Jamie Porter 406.256.2462  
[rmassie@metrapark.com](mailto:rmassie@metrapark.com)                      [jporter@metrapark.com](mailto:jporter@metrapark.com)
  
- For Arena Events: If you plan to utilize the Indoor End-Wall Video Board please notify your event coordinator.

Initials: \_\_\_\_\_