



Northside Park Fieldhouse Event Center

819 N 13th Street, Livingston, MT 59047

Date Requested: _____ Recurring Request? YES or NO

Group (if applicable): _____

Purpose of Rental: _____

Access Time: _____
(to include
setup/cleanup) Arrival Time: _____ Departure Time: _____

Approximate #
Attendees _____

Name of Responsible
Individual: _____

Address: _____

Phone(s): _____

Email Address: _____

Recurring Request Only Beginning Date: _____ Ending Date: _____

Arrival Time: _____ Departure Time: _____

Day(s) of week: MON TUES WED THURS FRI SAT SUN

Is there anything else we need to be aware of?

Non-profit organizations will receive a 30% discount to facility rental fees

Type of Use	Time(s) of Use	Amount
Half Day Rental	8:00 a.m. – 3:00 p.m. 3:00 p.m. – 11:00 p.m.	\$175.00
Full Day Rental	8:00 a.m. – 11:00 p.m.	\$300.00
Recurring Use Groups	Based on availability	\$15.00 - \$35.00 per hour
Concession Area (prep space)	During Rental Hours	\$100.00
Lower Bathroom Access	Half Day Full Day	\$50.00 \$75.00
Wi-fi Access	One-time fee	\$20.00
Event Clean-up Rates	Half Day Full Day	\$75.00 \$150.00
<i>Contracted by Exec-U-Care Services</i>		



Northside Park Fieldhouse Event Center

815 N 13th Street, Livingston, MT 59047

What is included: The Fieldhouse provides five; 5-foot rectangular tables and 30 chairs. There is a refrigerator and microwave oven in the concession area. There are no pots, pans, dishes or utensils available. The cleaning supplies will be provided.

You must be 21 years of age or older to rent the facility.

DEPOSIT/RENTAL FEES: A \$500.00 cleaning/damage deposit is due at the time you make the reservation. The deposit must be in the form of a check submitted with the application. The deposit check will be held until after the event. A larger deposit may be due upon approval by LYSA's representative for the Extended Term Facility Reservation Requests.

If the cost of cleaning and damage exceeds the deposit, the renter will be sent an itemized statement for the remaining cost of cleaning/damage repair. The statement must be paid within 30 days of the date of the invoice.

All of your items must be removed from the facility by the end of the rental time marked above. After returning the key, the deposit (or remainder thereof) will be mailed to the contact listed above. Please allow up to 3 weeks for processing.

The balance of your rental fee is due thirty (30) days prior to your event. In the case you have a recurring rental set-up your monthly balance will be due at the end of each month.

CANCELLATIONS: When a reservation cancellation is requested more than 30 days prior to the reservation date, a \$50.00 processing fee will be held from the paid deposit. If a cancellation is requested 30 days or less prior to the reservation date the full deposit will be held and not returned.

INSURANCE: Special Event Liability Insurance is required of ALL renters and is due no later than ten (10) days prior to your event. The insurance must, at renters sole expense, provide and maintain public liability and personal property damage insurance, insuring Livingston Youth Soccer Association (LYSA) and the City of Livingston and the City of Livingston employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of clients use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of no less than \$1.5 Million, and general aggregate liability of not less than \$2 Million. LYSA and the City of Livingston shall be named as an additional insured of said policy. Any caterers and/or outside vendors, companies, and/or institutions MUST provide a copy of their Certificate and Catering License to LYSA at least one month prior to the event.

ALCOHOL:

1. Northside Park does not serve alcohol.
2. Wine and Beer may be brought and served by the renter in accordance with MT state liquor laws, for reception/events.
3. Spirits must be brought and served by a licensed, insured caterer who has been pre-approved by management.
4. All alcohol service must adhere to State of Montana liquor laws.
5. You are accountable for your guests' consumption of alcohol and for their conduct. All attendees are expected to behave responsibly and be respectful of the property and of others in the residential area.



Northside Park Fieldhouse Event Center

815 N 13th Street, Livingston, MT 59047

6. The building use prohibits the selling of goods or alcoholic beverages. In consideration of being granted the building reservation, the applicant and those attending the function, hereby releases the Livingston Youth Soccer Association Board of Directors, City of Livingston and its officers and employees from any and all claims for damages which may arise out of said function; and furthermore, agrees to take full responsibility for the conduct of individuals are obeyed by those in attendance, preventing consumption of alcoholic beverages by those persons under 21 years of age, prohibiting the serving of alcoholic beverages to people who appear to be impaired or under the influence of alcohol, prohibiting those who appear to be impaired or under the influence of alcohol from operating a motor vehicle, and by providing a safe transportation plan for those in attendance using designated drivers. The building and surrounding area is to be left in a safe, sanitary, and clean condition.

In renting the Fieldhouse Event Center you agree to the following policies and rules:

1. Building occupancy is 278 people.
2. Selling goods, alcoholic beverages, or charging admission to attend a function is prohibited. Dances open to the general public are prohibited. City Ordinance: ~~Section 3, 23-26-050, B.3, Section 6, 12-28-080, E.1.~~
3. Due to the Fieldhouse being located in a residential area, strobe lights, loud noises, indoors or outdoors, is prohibited (yelling, foul language, squealing tires, revving car engines, vehicle engine left running, etc.) Music may be played inside the facility with volume so it cannot be heard outside and shall end by 10:00 p.m.
4. PLEASE BE CONSIDERATE OF THE NEIGHBORS! If the police are summoned to your event, you will lose the \$500.00 deposit.
5. Smoking is prohibited in the Fieldhouse and at Northside Park. Fogging machines are not allowed. If there is evidence of smoking in the facility, \$500.00 deposit will be withheld.
6. The renter is responsible for the conduct and actions of the individuals attending the function. The attendees shall not mark, deface, or remove any tables, chairs, benches, refrigerators, grills, railings, equipment, signs, drinking fountains, or other property.
7. Animals are not permitted in the Fieldhouse or events at Northside Park.
8. Vehicles are not allowed outside the parking lot areas.
9. Roller blades, skates or skateboard use is prohibited inside the building and on adjacent sidewalks.
10. No overnight stay or camping is allowed.
11. You are responsible to shovel sidewalks and stairs so individuals in your group will not slip or fall. A shovel is provided. Ice remover is provided and located outside the front door.
12. The function MUST END by 11:00 p.m. You are responsible to clean up the facility immediately after the function, and remove all personal effects. Cleaning is to be completed by midnight.
13. The individual responsible for renting the facility shall report all damages to LYSA representative. All non-reported damages or violations of the policies may result in the loss of deposit and privileges to rent this facility in the future.
14. If the LYSA Staff has to clean up any vomit, or any bodily fluids you will lose the entire \$500.00 deposit.

_____ ***Initials of Responsible Individual***



Northside Park Fieldhouse Event Center

815 N 13th Street, Livingston, MT 59047

In case of a facility maintenance emergency, call police dispatch at 406-222-2050 or 911.

The undersigned agrees and understands that any police officer shall have full authority to void this permit should the activity hereby approve become disruptive or abusive so as to disrupt the peace of the area, or involve any violation of park or building rules and regulations.

Keys must be picked up the day prior to or day of facility use; Saturday and Sunday rentals, keys should be picked up on Friday by 4:00 p.m. The contact number for key pickup is: _____

I have received a copy of this agreement and the cleaning checklist. I agree to abide by the policies and rules of this agreement for use of the facility.

Information provided on this form is a public record and open to inspection.

Signature of Responsible Person _____ Date _____

Phone _____ Address _____

Driver's License # _____

Type of Use	Amount	Total Days/Hours	Total	
Half Day Rental	\$175.00			
Full Day Rental	\$300.00			
Recurring Use Group Hourly				
Concession Area (prep space)				
Lower Bathroom Access				
Event Clean-up Rates		One-time fee		
Deposit	\$500.00	Held as a post dated check		Date Paid
Non-Profit Discount (Less 30% of facility fee)				
Total Amount				

LYSA Representative _____ Date _____

FOR OFFICE USE ONLY:

Deposit Amount: \$ _____ Check # _____

User Amount Paid: \$ _____ Check # _____ Receipt Number: _____

Proof of Insurance Received: _____ Key Issued: _____ Key Returned: _____