

Headwaters Event Contact:
Brittney Jones
Managing Director Valley View LLC
406-285-0502 ext. 102
brittneyj@valleyviewmt.com



Mailing Address: PO Box 929
Three Forks, MT 59752
Physical Address: 25 Wheatland
Road Three Forks, MT 59752

EVENT RENTAL FORM

CONTACT INFORMATION

NAME _____ EMAIL _____

ADDRESS _____ PHONE _____

EVENT INFORMATION

EVENT/COMPANY NAME _____

EST ATTENDANCE _____ PROPOSED EVENT DAYS _____

BRIEF DESCRIPTION _____

DAILY OR HOURLY RENTAL INTEREST? DAILY RATE \$400 HOURLY RATE \$57/HR

IF HOURLY, WHAT IS THE START & END TIME PREFERRED? _____

Please email completed form to brittneyj@valleyviewmt.com

RENTAL INFORMATION

Each licensee/event must carry a certificate of liability insurance in the amount of \$1 million per occurrence/\$2 million aggregate and list Valley View LLC dba Headwaters Livestock Auction as additional insured. **Certificate of Insurance must be produced two weeks prior to the event.**

Valley View LLC dba Headwaters Livestock Auction will soon carry our own all beverage liquor license and will be the sole purveyor of any alcohol catering on the premise. Until the liquor license obtained, we will accept outside liquor licenses with a catering permit to serve your event. However, each licensee/event must carry "Host Liquor Liability" which makes you liable for the alcohol on the grounds. If we start operating our liquor license after an event contract is signed, we will uphold the agreement and allow you to continue to bring your own alcohol vendor in if you choose.

Events of 30 people or more must use The Rancher's Table for catering as they are our in-house caterer/café. You can reach Kelli Merkle with The Rancher's Table at 406-600-6193. If your event is 30 or less, you may either reach out to Kelli or bring in outside catering.

A deposit of 50% is due two weeks prior to the event. The remaining balance is due the day of the event.

You may make checks payable to Valley View LLC and mail to PO Box 929, Three Forks, MT 59752.

We also accept credit card payments with a fee of 3.5%. Please use the attached CC Authorization form.