Montana Heritage Commission
300 ½ West Wallace St.
P.O. Box 338
Virginia City, MT 59755
MHC@mt.gov

Concession & Lease Application

1. Applicant Contact Information

Business Name: _____

Primary Contact Name & Title: _____

Mailing Address: _____

Phone / Email: _____

Best Method & Hours for Contact: _____

2. Property Interest

Which location(s) are you interested in? _____

_____

3. Business Description

Brief overview of your business concept: ? _____

_____

_____

_____

Proposed Days and hours of operation: _____

Estimated start (and closing) date / season: _____

_____

4. Relevant Experience & Background

Business owners / managers – background & qualifications: _____

_____

_____

_____

List any similar businesses you operated (include location & dates): _____

_____

_____

Have you worked in or around historic properties?

☐ Yes ☐ No – If yes, describe your experience: _____

_____

_____

5. Historic Property Awareness

What interests you about operating at a historic property, and how will you respect and contribute to preservation and interpretation efforts? _____

_____

_____

6. Operational Requirements & Preparedness

Capital & Funding (startup capital, sources, timeline): _____

_____

_____

Are you a designated J-1 visa program sponsor? ☐ Yes ☐ No

Do you intend to apply to be designated as a J-1 visa program sponsor? ☐ Yes ☐ No

If you do not plan to operate as a J-1 visa program sponsor, how will you secure and retain sufficient staffing for your business:

_____

_____

7. Housing for Management & Staff

Do you require housing assistance for yourself or staff? ☐ Yes ☐ No
If no, do you have local housing secured? ☐ Yes ☐ No

Describe housing needs / arrangements: _____

_____

8. Attachments Checklist

- Resume(s) of key individuals
- Business Plan or Summary
- Proof of Financial Capacity
- Draft Insurance Certificate
- References
- Sample Menu/products list (if applicable)

9. Declaration & Signature

I/we certify that all information provided is true and complete.

Signature: _____ Date: _____

Printed Name: _____

Additional Signature: _____ Date: _____

Additional Printed Name: _____

Submission Instructions

Submit completed applications and materials to:

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