



## **Bannock County Veterans Memorial Association**

### **Building Rental Information**

**300 N Johnson Ave**

**Pocatello, Idaho 83204**

**(208)232-99690**



## History of the Building



**The Citizens of Bannock County felt they owed the veterans in the community something for their service. Hence the Bannock County Veterans Memorial Building which was constructed in the 1920s. The building was designed by architect Frand Paradise Jr., and was built by contractor Alex Mathers. Construction began in 1924, but due to supply difficulties and funding stops and starts, the building was not completed until 1926.**

**The building retains its function as a community center and is maintained by the Bannock County Veterans Memorial Association, a non-profit organization.**

**The building is currently the home to the local Veteran Service Organizations. The present Veterans Service Organizations that utilize the building have charters that hang in the main meeting room**



Daughters of the American Revolution



American Legion



American Legion Auxiliary



Veterans of Foreign Wars



Veterans of Foreign Wars Auxiliary



Disabled American Veterans



Non Commissioned Officers  
Association



Marine Corps League



Forty and Eight



Military Officers Association  
Of America



AMVETS



AMVETS Auxiliary



Sons of AMVETS



AMVETS Bengals Post 1901



Vietnam Veteran  
of America

### **Breakdown of the Building Rental Costs**

**Building use without the use of the kitchen \$700**

**Building use with the use of the kitchen \$800**

**Usage of a projection screen is an additional \$50 (with speaker)**

### **6 – Hour Rental**

**With the use of the kitchen \$500**

**Without the use of the kitchen \$400**

**(8 Hour Rental is \$800 with kitchen, \$700 without kitchen)**

### **Break Down of Room Rental Costs**

**Usage of a room is \$50 for 3 Hours**

**(Setup and clean up must be included into the 3 Hours)**

### **Linen**

**Building Linens can be utilized for an event for an additional \$50 cleaning fee**

### **Seat Covers**

**Seat Covers can be utilized for an event for an additional \$50**

**\$200 CLEANING DEPOSIT – REFUNDABLE**

**PLUS APPLICABLE TAX**

**\*ALL PRICING SUBJECT TO CHANGE\***

**If you are a Veteran that is not affiliated with a Veterans Service Organization**

**If you're an Active Duty Soldier or First Responder**

**Non Profit Organizations**

### **Ballroom has**

25 6-foot Round Tables

Along with 190 Folding Chairs

### **Downstairs has**

15 10-Foot Banquet Tables

with seating for 150

### **UPSTAIRS TABLES AND CHAIRS**



### **DOWNSTAIRS MEETING ROOM**



**A formal request must be fully completed and returned to the Bannock County Veterans Memorial Building no later than 30 Days prior to or by the third Monday of the month before the date requested. Prior to announcing or expecting the date of the event, the requesting party must read the request form thoroughly and comply with its directions.**

**The Rooms Available Are:**

**Upstairs – South Meeting Room-Barrett/Anderson**

**North Meeting Room – Ivan Gasser – Ballroom – James Edmund Johnson Medal of Honor Room**

**Downstairs – Main Meeting Room – Service Lounge**

**TO RESERVE YOUR DATE YOU MUST PAY THE \$200 DEPOSIT.  
REMAINING BALANCE DUE NO LATER THAN 7 DAYS PRIOR TO  
YOUR SCHEDULED EVENT**

# LINENS

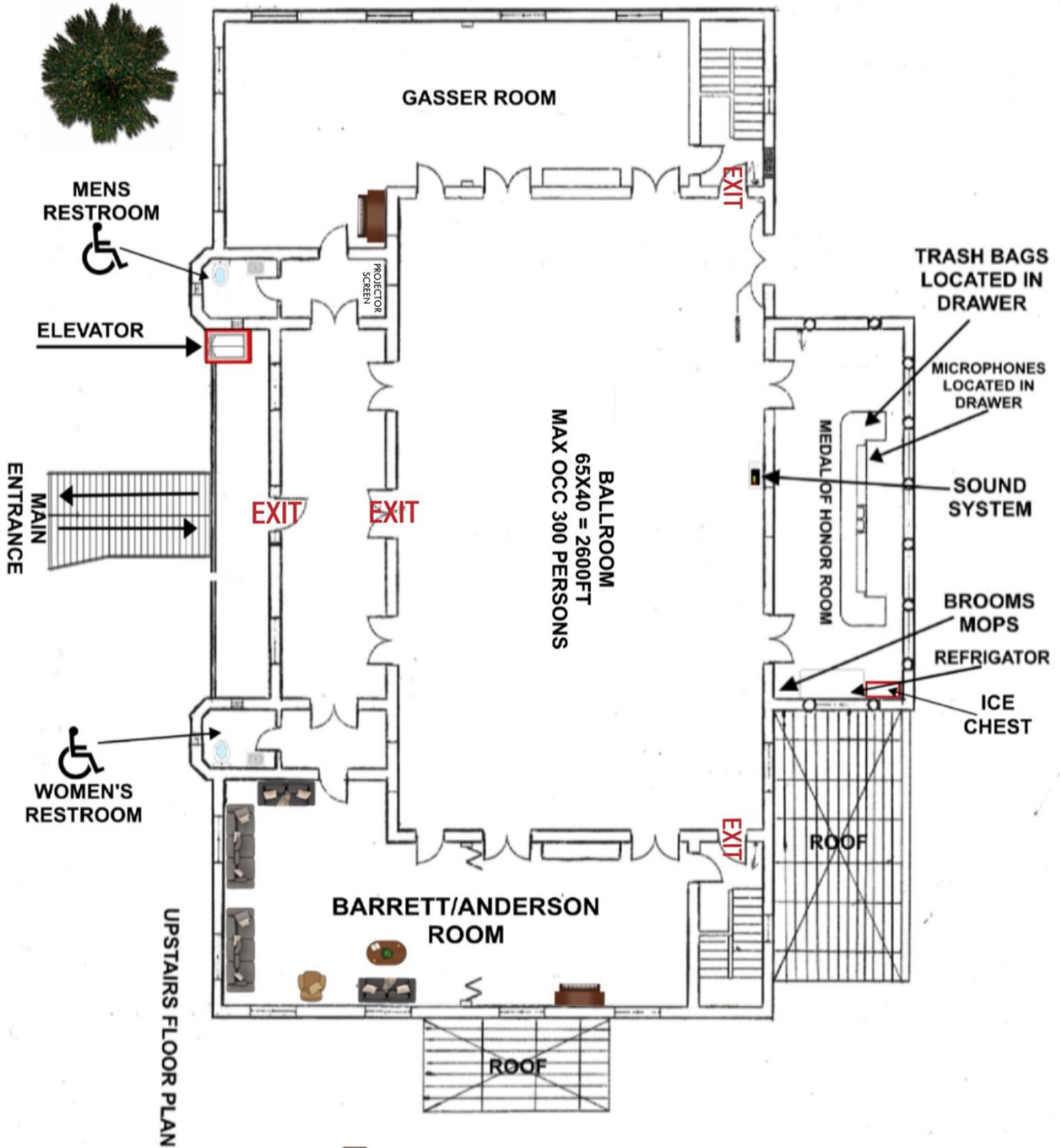




# NAPKINS



# UPSTAIRS FLOOR PLAN



UPSTAIRS FLOOR PLAN

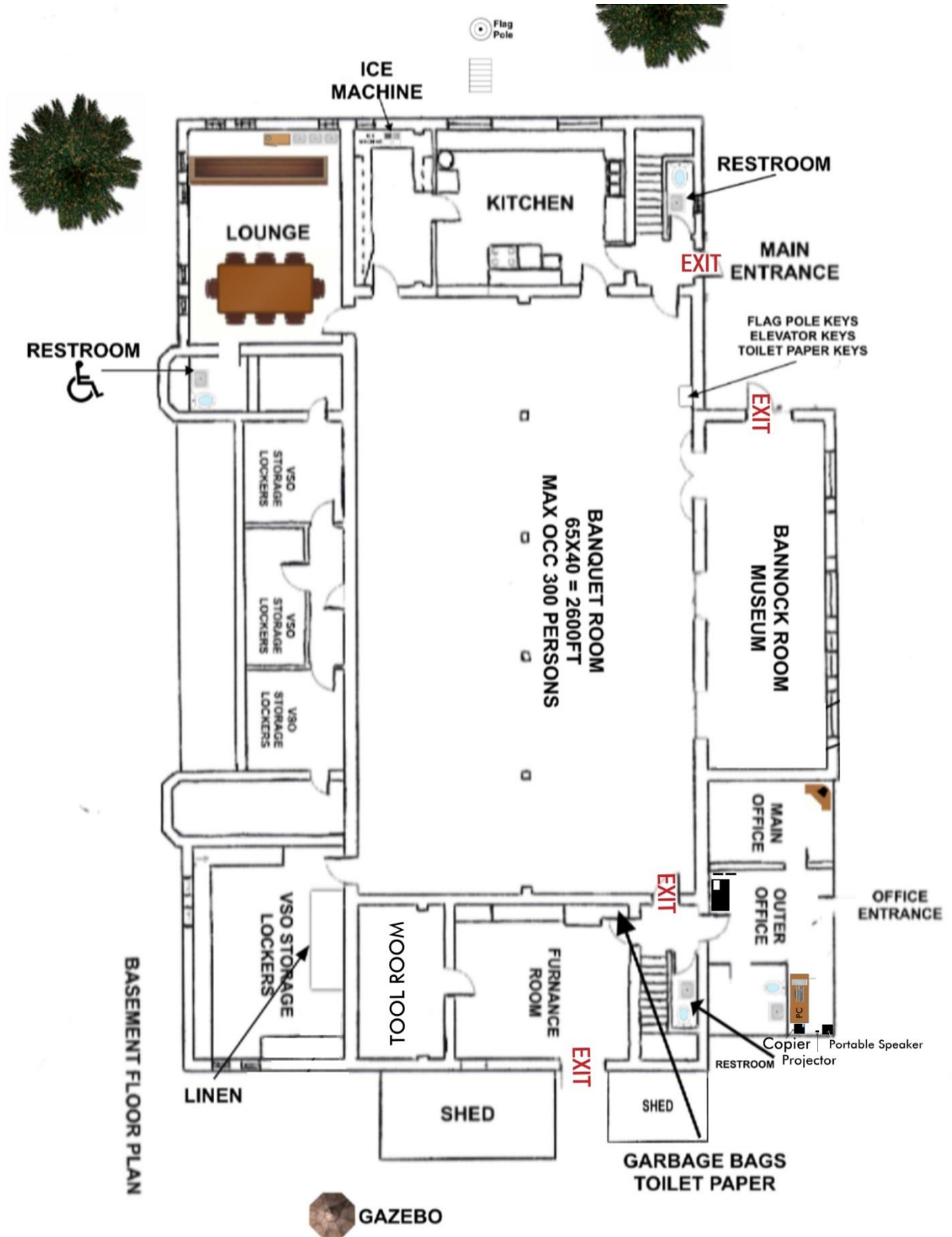


UPSTAIRS FLOOR PLAN  
SEPT 2021

MEMORIAL BUILDING  
300 N JOHNSON  
POCATELLO, IDAHO 83204

BANNOCK COUNTY  
MEMORIAL ASSOCIATION

# DOWNSTAIRS FLOOR PLAN



BASEMENT FLOOR PLAN  
SEPT 2021

MEMORIAL BUILDING  
300 N JOHNSON  
POCATELLO, IDAHO 83204

BANNOCK COUNTY VETERANS  
MEMORIAL ASSOCIATION

**Bannock County Veterans Memorial Association, Inc.**

**Memorial Building Room Usage Contract**

**300 N JOHNSON**

**POCATELLO IDAHO 83204**

A request must be submitted for the use of a room at the Bannock County Veterans Memorial Building through a Veterans Service Organization (in good standing) who is a member of the Bannock County Veterans Memorial Association, Inc. (BCVMA), to determine eligibility and approval of use. Prior to announcing or expecting the date of the event, the requesting party must read this document completely and comply with its direction.

The Individual requesting the use of a room at the Bannock County Veterans Memorial Building must be supported by a VSO who is part of the Bannock County Veterans Memorial Association. The VSO sponsor must assure that all rules of this document are complied with and that proper respect and care is given to the building during the event.

Usage of the Building for an all day event is **\$800** with the use of the kitchen, **\$700** without the use of the kitchen. For a 6 Hour rental with the use of the kitchen is **\$500**, and without the use of the kitchen is **\$400**. Usage of a room is **\$50** for 3 hours. **(setup and clean up must be included into the allotted hours).**

**(8 Hour Rental with Kitchen is \$800, without kitchen usage \$700)**

Usage of projection screen is an additional **\$50** (screen is located downstairs). Building Linens can be utilized for an event for an additional **\$50** cleaning fee for the first 15 table cloths and than **\$5** a piece after that.

**\$200 CLEANING DEPOSIT Required – Refundable**

**If you prefer not to clean up after your event and wish to forfeit your deposit initial here \_\_\_\_\_**

**Plus, applicable tax. All pricing subject to change.**

**(When renting for an all day event the time is from 8am to 10pm unless arrangements have been made with the VSO that is covering the event)**

If your Active Duty, Reserve, National Guard, or First Responder or a Veteran in good standing with a VSO you will pay a reduced rate.

Name of requesting individual(s): \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

Phone number: \_\_\_\_\_

The individual(s) requesting the use of the building must show that they have read, understand, and agree to the above policies and procedures. They must acknowledge that they will use the Building in a safe manner following the recommended use and policies set forth by the Bannock County Veterans Memorial Association, Inc.

I, \_\_\_\_\_, have been shown and made aware of known hazards associated with use of the Building, including, but not limited to: emotional injury, paralysis, death, or damage to myself, the property, and others in attendance.

I, \_\_\_\_\_, expressly agree and promise to accept and assume all of the responsibility during the event, for myself and those attending. I agree to hold harmless and/or indemnify and defend the Bannock County Veterans Memorial Association, Inc. and its members, officers, agents, servants, and volunteers from all liability, costs, or expenses resulting from accidents or injury to or for the death of any person or property directly or indirectly arising from use of the Building.

**Requestor:**

Please print your name: \_\_\_\_\_

Signature: \_\_\_\_\_

**2<sup>nd</sup> Requestor:**

Please print your name: \_\_\_\_\_

Signature: \_\_\_\_\_

The sponsoring VSO will be responsible for providing security for the event, making sure clean-up is completed by the users of the room, and for the operation of the outside elevator, in addition to the following: \*For every 25 attendees of the event the VSO must provide one person for security. The sponsoring VSO signing the agreement for use of a room at building must be present at the time of the review for approval by the BCVMA.

**VENDOR INFORMATION**

Name: \_\_\_\_\_

Contact #: \_\_\_\_\_

Name: \_\_\_\_\_

Contact # \_\_\_\_\_

Name: \_\_\_\_\_

Contact# \_\_\_\_\_

**Veterans Service Organization**

VSO: \_\_\_\_\_

Please print your name \_\_\_\_\_

Signature: \_\_\_\_\_

Position with VSO: \_\_\_\_\_

**BANNOCK COUNTY VETERANS MEMORIAL ASSOCIATION, INC. BOARD**

President: \_\_\_\_\_ YES NO

Vice President: \_\_\_\_\_ YES NO

Treasurer: \_\_\_\_\_ YES NO

Secretary: \_\_\_\_\_ YES NO

Historian: \_\_\_\_\_ YES NO

Building Manager: \_\_\_\_\_ YES NO

DATE EVENT PLACED ON CALENDAR: \_\_\_\_\_



**BALLROOM**



**IVAN GASSER ROOM**



**WAR MOTHERS ROOM**



**OUTSIDE GAZEBO**



**ICE MACHINE**



**SOUND SYSTEM WITH 2 WIRELESS MIC's**



**If you require Ice for your event  
Please Contact us the day prior of  
Event so that we may turn on the  
Ice Machine for you**

**UPSTAIRS LOUNGE**





**In the Upstairs Ball Room there are 2 Ion Portable Speakers. These speakers are already connected to the Peavy Mixer. An individual wishing to play music from a cell phone or laptop just needs to Bluetooth to the Peavy Mixer (7878). Facing the speakers, the left side one is the primary and the right is the secondary. The left speaker needs to be on Bluetooth, and the right speaker needs to be on Aux. In order for the speakers to both play music they need to be linked together. On both speakers you need to press the link button you will see the link icon blink, once the speakers pair to each other the Link text will remain solid and you will hear a solid beep to confirm they are linked. If the guests wish to disable the speaker lights, they just need to keep pressing the "LIGHTS" button until they turn off**



## **ION PORTABLE SPEAKERS**



Speaker on Left needs to be on Bluetooth



Speaker on Right needs to be on Aux



**Link** button for pairing speakers

**Mode** button for changing from Bluetooth to Aux

**Lights** Button for the various light patterns or shutting lights off

**DOWNSTAIRS KITCHEN**





**The Memorial Building has free included WIFI and Bluetooth for connecting to the sound system. The passwords and Bluetooth key are located on a sticker on the middle glass door just outside the upstairs lounge room**



**BANNOCK COUNTY VETERANS MEMORIAL ASSOCIATION**

