

2023MAR31

Bannock County Veterans Memorial Association, Inc.

Memorial Building Room Usage Contract

300 N JOHNSON

POCATELLO IDAHO 83204

Prior to announcing or expecting the date of the event, the requesting party must read this document completely and comply with its direction. Contract must be filled out and deposit must be made, in order to have your date reserved.

The individual requesting the use of a room at the Bannock County Veterans Memorial Building will be supported by a VSO who is part of the Bannock County Veterans Memorial Association. The VSO sponsor will 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). (Usage of the Bldg for an 8 hour Rental is \$800 with the use of kitchen, \$700 without use of kitchen)**

Usage of projection screen is an additional **\$50**. Building Linens can be utilized for an event for an additional **\$50** cleaning.

\$200 CLEANING DEPOSIT Required - Refundable

Plus, applicable tax. All pricing subject to change.

If you prefer not to clean after your event and wish to forfeit your deposit initial here _____

(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. The 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: _____

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: _____

Rental: _____

Deposit: _____

Linen: _____

Extras: _____

Total Due: _____

Due Date: 48 Hours Prior to your event

BANNOCK COUNTY VETERANS MEMORIAL ASSOCIATION, INC. BOARD

President: _____ YES NO

Vice President: _____ YES NO

Treasurer: _____ YES NO

Secretary: _____ YES NO

Historian: _____ YES NO

DATE EVENT PLACED ON CALENDAR: _____

