



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



Military Order of the
Purple Heart



AMVETS



AMVETS Auxiliary



AMVETS Bengals Post 1901



Vietnam Veteran
of America

Breakdown of the Building Rental Costs

Building use without the use of the kitchen \$600

Building use with the use of the kitchen \$700

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

6 – Hour Rental

With the use of the kitchen \$300

Without the use of the kitchen \$200

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

\$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**

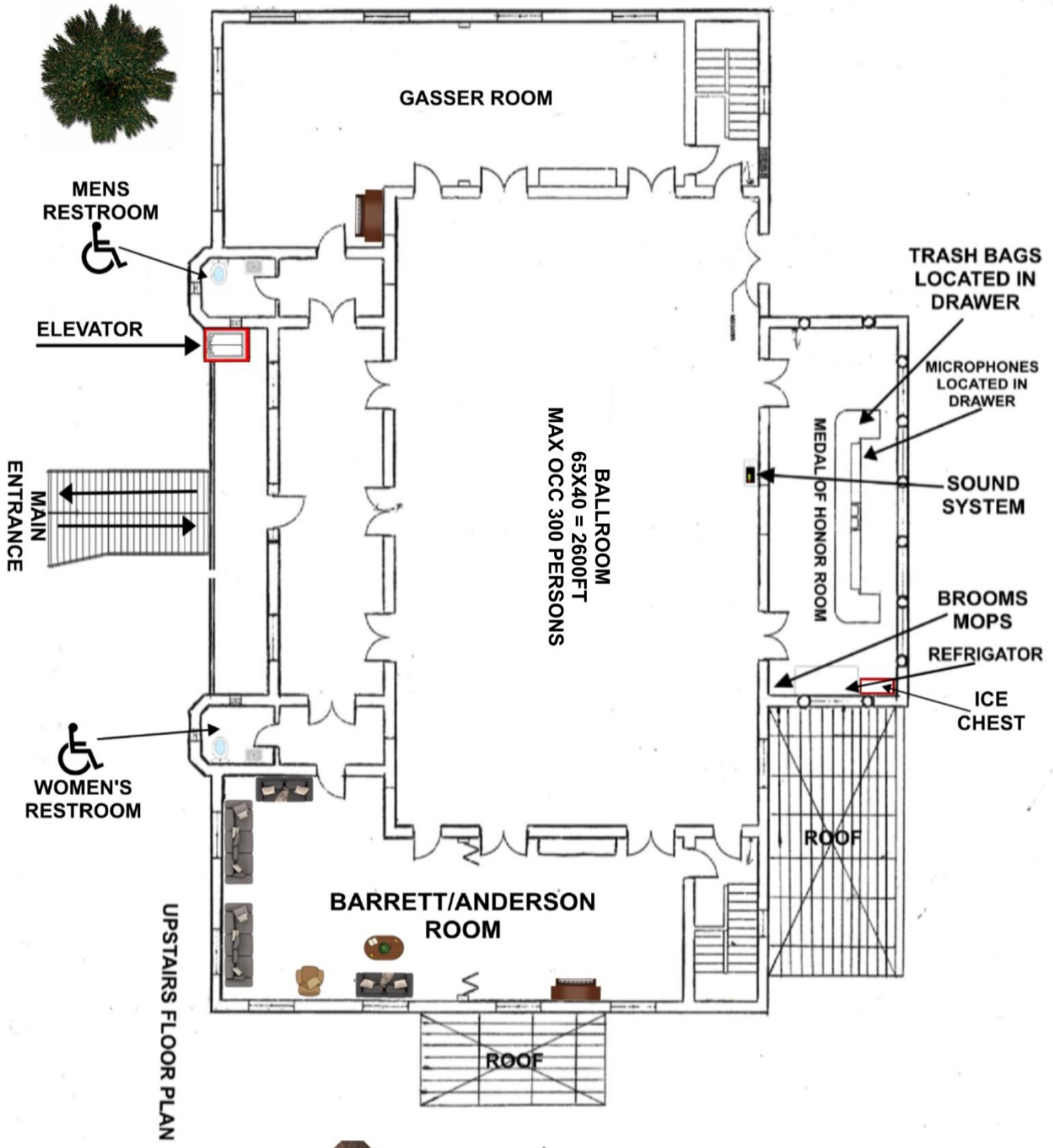
LINENS



NAPKINS



UPSTAIRS FLOOR PLAN



UPSTAIRS FLOOR PLAN

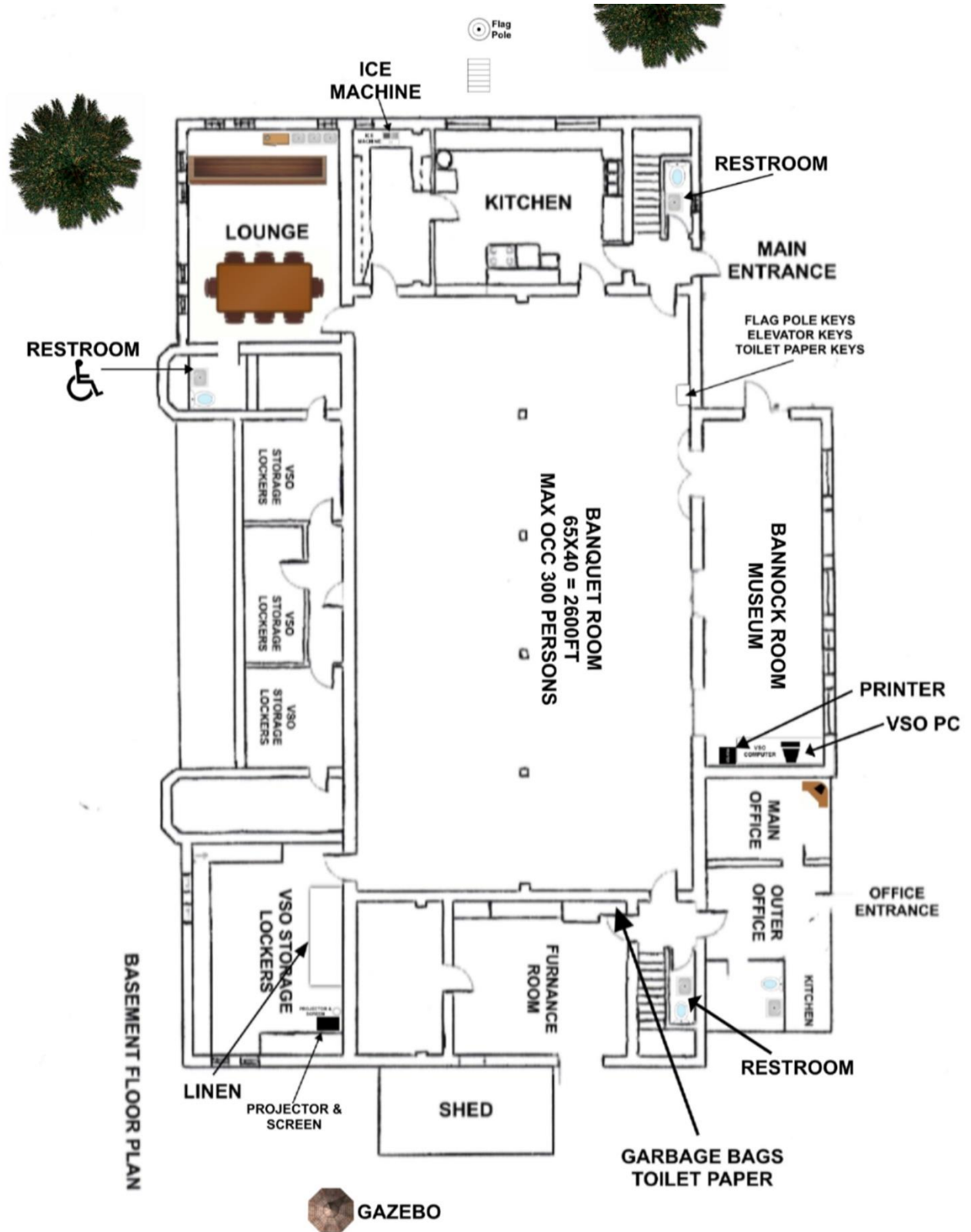


UPSTAIRS FLOOR PLAN
SEPT 2021

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 **\$700** with the use of the kitchen, **\$600** without the use of the kitchen. For a 6 Hour rental with the use of the kitchen is **\$300**, and without the use of the kitchen is **\$200**. Usage of a room is **\$50** for 3 hours. **(setup and clean up must be included into the allotted hours).**

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

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. 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: _____

2nd 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



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

