



Bannock County Veterans Memorial Association, Inc.

Memorial Building Rental Contract

300 N. Johnson
Pocatello, Idaho 83204
(208)232-9960

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 payment of *HALF your rental cost* must be made, in order to have your date reserved.

The individual requesting the use of 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.

All Day Rental (8am-11pm)	MON – THU \$1140.00 FRI - SAT \$1235.00
Up to 8 Hours	MON – THU \$960.00 FRI - SAT \$1040
Up To 6 Hours	MON – THU \$600.00 FRI – SAT \$650.00
Side Room, 3 Hours	MON – THU \$60.00 FRI – SAT \$65.00
Kitchen	\$100
Linens, Per 25 Pieces	\$50
Projector	\$50
	Plus Tax

Set Up and Clean Up MUST Be Included in Your Rental Time. Additional Time May Be Purchased at Same Rates.

\$200 DEPOSIT REQUIRED TO RESERVE EVENT, WHICH WILL BE DEDUCTED OFF TOTAL BILL AMOUNT

\$100 CLEANING FEE REQUIRED WHICH IS REFUNDABLE

If you prefer not to clean after your event and wish to forfeit your **cleaning fee**, initial here _____

Name of Requesting Individual(s): _____

Date and Time of Event: _____

Number of Guests: _____ Type of Event: _____

Contact Phone Number: _____

Upstairs or Downstairs: _____

If you will be serving alcohol, event security arrangements will be made for the last 2 hours of event. Security member numbers based on event attendance numbers. Security at \$35 per hour, per security member.

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 the use of the building, including, but not limited to: emotional injury, paralysis, death, 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, agent, 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: _____

Rental Charge:	Notes:
Deposit:	
Kitchen:	
Linen Per 25 x _____:	
Seat Covers:	
Projector:	
Security Fee:	
Tax:	
Total Due:	
Deposit of Half Your Rental Total is Required to Reserve Event. Remaining Amount Due Date: 1 WEEK prior.	

Date Event Placed on Calendar: _____

BANNOCK COUNTY VETERANS MEMORIAL ASSOCIATION, INC. BOARD

President: _____ **YES NO**

Vice President: _____ **YES NO**

Treasurer: _____ **YES NO**

Secretary: _____ **YES NO**

Historian: _____ **YES NO**

Conduct: There is or **absolutely no drug use or smoking** inside the Veterans Memorial Building during the event. Disparaging remarks or *any type of physical violence will not be tolerated* and will be *cause for immediate expulsion*. Guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of the Bannock County Veterans Memorial Association shall be grounds for immediate expulsion from the premises and conclusion of rental period. In such cases no refund of the rental fee shall be made.

Catering, Cleaning, Trash and Equipment Removal: The Veterans Memorial Building will be in a clean condition prior to your event. You will need to incorporate your set-up and clean-up time in to the rental agreement. You are required to return the space to the same clean condition in which it was found, unless payment for clean-up was made. The following list of items need to be read and completed:

PLEASE ENSURE THAT THE FOLLOWING ITEMS ARE COMPLETED BEFORE LEAVING THE BUILDING

****PLEASE DO NOT DRAG TABLES OR CHAIRS ACROSS FLOOR, NEW FLOOR HAS BEEN INSTALLED****

PLEASE DO NOT DUMP FOOD PARTICLES IN BAR SINKS

FLOORS SWEEPED AND MOPPED

ALL FURNITURE MOVED MUST BE RETURNED TO ORIGINAL LOCATION

ALL TRASH IS TAKEN OUTSIDE TO THE DUMPSTER

LINEN IS PUT IN A PILE IN THE CORNER OF THE BALLROOM

PLEASE WIPE DOWN TABLES IF DIRTY

ALL TABLES & CHAIRS ARE STACKED BACK IN DOLLIES & RETURNED TO SIDE ROOM

BAR AREA COUNTER IS WIPED DOWN

IF ICE BIN IS USED, MOVE TO DRAIN UNDER SINK AND PLACE HOSE IN DRAIN AND OPEN SPICKET FROM UNDER THE ICE BIN. LEAVE ICE TO MELT

REPORT ANY DAMAGE TO PERSONNEL PROVIDING SECURITY

PLEASE CHECK AREAS FOR PERSONAL BELONGINGS BEFORE LEAVING

REGARDING THE USE OF ALCOHOL:

RENTER MUST BE PRESENT AT ALL TIMES DURING THE EVENT

ALCOHOLIC BEVERAGES CANNOT BE SOLD, GIVEN, TRADED, OR SERVED TO MINORS

ALCOHOLIC BEVERAGES MAY NOT BE TAKEN OUTSIDE OF THE DESIGNATED RENTAL SPACE AND CANNOT BE AVAILABLE TO THE GENERAL PUBLIC

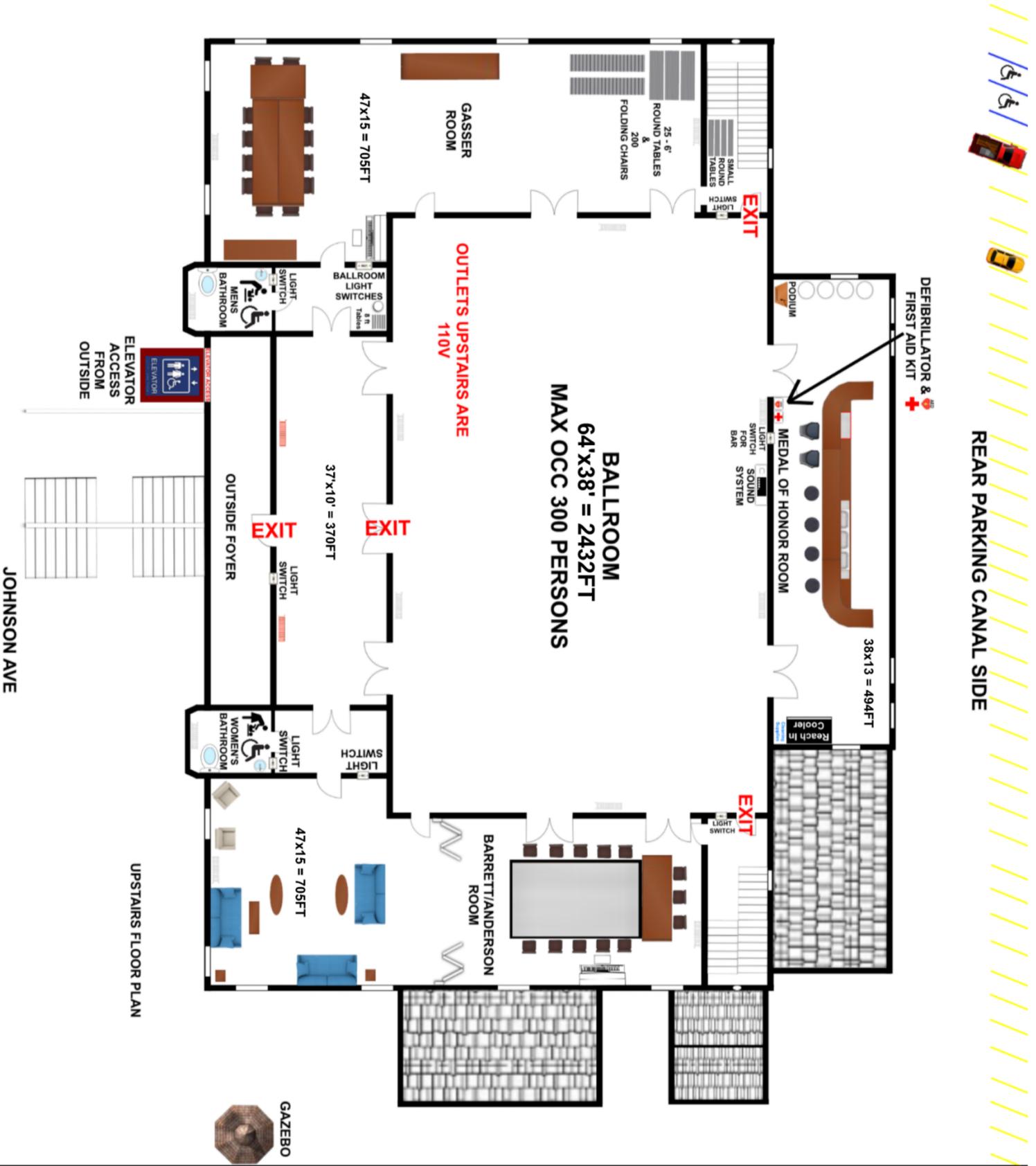
STAFF HAVE THE RIGHT AT ANY TIME TO ENTER THE EVENT AND MONITOR THE SERVICE AND CONSUMPTION OF ALCOHOLIC BEVERAGES

IF ALCOHOL IS SPILLED ON FLOORS, IT MAY REQUIRE SEVERAL MOPPINGS TO CLEAN

(SETUP AND CLEAN UP MUST BE INCLUDED INTO THE RENTAL HOURS)

(BATHROOMS AND STAIRS ARE DONE BY STAFF)

FREMONT STREET



UPSTAIRS FLOOR PLAN

UPSTAIRS FLOOR PLAN
MAR 2023

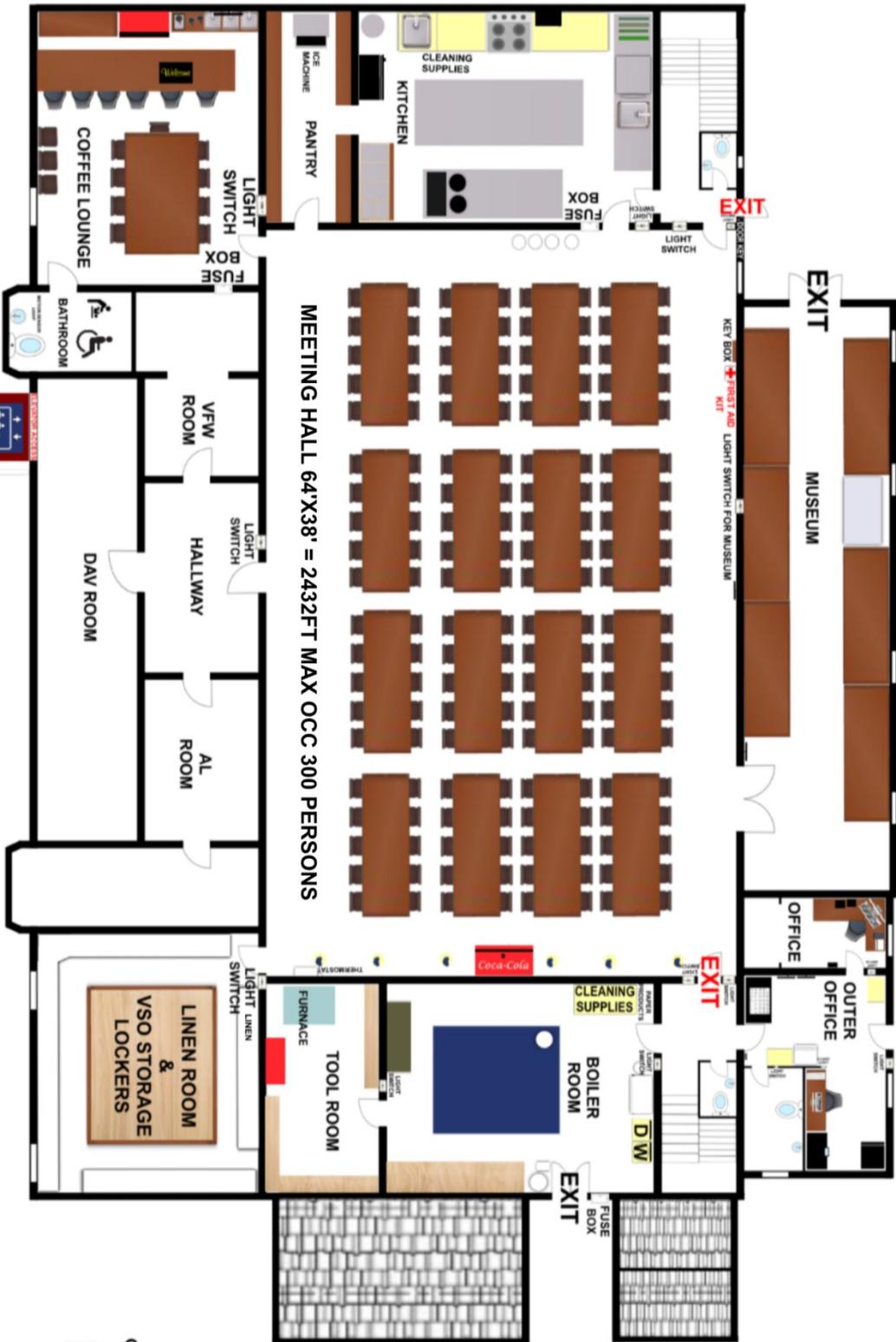
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MEMORIAL ASSOCIATION

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FREMONT STREET



REAR PARKING CANAL SIDE



ELEVATOR ACCESS FROM OUTSIDE

DOWNSTAIRS FLOOR PLAN



GAZEBO

JOHNSON AVE

DOWNSTAIRS FLOOR PLAN
MAR 2023

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