

BOUNDARY COUNTY PARKS & RECREATION PAVILION USE FORM

This rental does not include the use of any buildings, commercial kitchens, tables or chairs operated by the Boundary County Fairgrounds. For inquiries/rental information on any of these, please contact Jodi at the Fair Office at (208)267-7041.

Please carefully read this agreement prior to payment for important information about your reservation. Forms need to be submitted via: · Mail to PO Box 3044 Bonners Ferry, ID 83805 · Drop box at our office 7171 Fifth Street Bonners Ferry, ID 83805 · Emailed to us at bcpark_rec@yahoo.com

Reservation Timeframe: Your reservation is valid from 6am-10pm on the day you have paid for. If you need additional days for setup/cleanup of your event, you will need to reserve those days as well.

Fees/Payment Information: \$35/day. Payment is due prior to or at time of confirmation. Online payment is currently unavailable.

Clean Up: Renters are required to remove ALL decorations and items brought into the facility for their event. All garbage needs to be placed in the available receptacles. If garbage exceeds capacity of receptacles, the renter is required to remove additional garbage from the premises.

Restrooms: There are currently no public restrooms available at Memorial Park, however, there are portable toilets available for use. If you feel you will need additional units for your event, you will need to arrange for that on your own. We use and recommend KG&T Septic and Excavation; they can be reached at (208)267-5110.

Amenities: The pavilion has garbage cans and power available for use during your reservation. There are picnic tables around the area that you are free to move inside for your event. We ask that you please move these picnic tables back out of the pavilion when you are finished.

Combination Locks/Keys: The pavilion entrance gate has a combination lock on it. We will contact you with the code for the locks prior to your reservation. If you will be needing to move larger items in for your event, there is a service gate on the side entrance to the pavilion. This gate also uses a combination lock with the same code.

Cancellations: Cancellations need to be made at least 10 days before event date. Cancellations made less than 10 days prior will possibly forfeit the right to reserve facility in the future.

Checks made to: Boundary County Parks & Recreation

Renter's Full Name: _____

Daytime Phone Number: _____ Date of Birth: _____
(must be at least 18 years of age to reserve)

Email: _____

Preferred contact method: Call Text Email

Address: _____

Requested date(s): _____

Secondary date(s) if first choice is not available: _____

Brief description or name of event: _____

*All lines above must be filled out. Once this form is received, we will contact you to confirm your reservation date.

(Signature) _____,

I agree to the above terms of reserving the pavilion at Memorial Park.

Office use only:

Paid via: _____ Date of payment: _____ Approved date for rental: _____

Staff initial: _____ Date of confirmation: _____