

Old Town Pocatello Pavilion Rental Agreement

1. Date Requested: ____/____/____
2. Time Requested: _____ To: _____ (including set up and clean up)
3. Key Deposit Date: ____/____/____ Amount: \$ _____ (____)
Key Returned: ____/____/____ Refund: \$ _____ (____)
Condition of Property _____
4. Rental fees ½ day \$ _____ 1day \$ _____
Lights and/or power \$ _____
Restroom fees ½ day \$ _____ 1day \$ _____
5. Person/ Organization _____
Address _____ City _____ Zip Code _____
Phone Numbers h _____ w _____ other _____
6. Stage Fees \$ _____ Tables & Chairs/seating # _____ Charge \$ _____
7. Set up/Clean up fees \$ _____ (provided by Old Town)
8. Additional Insurance required. ____ yes ____ no (copy attached)

Old Town Pocatello must be informed at least 14 days prior to your event if you need to cancel or reschedule. Please call 208-232-7545

Date

Renter

Date

Executive Director

Office Use Only:

\$ _____ collected

\$ _____ refunded

Signature