

# **Old Town Pocatello Pavilion Rental Agreement**

We recommend you review the Rental Agreement before confirming your event. In the event of a conflict between the agreement and any other information provided to you, the terms of the agreement control our rights.

We require a \$25 deposit for the keys when you pick them up. The deposit will be returned to you when the keys are returned. The only time the deposit will not be returned is in the event that the keys are not returned or the facility is not cleaned up after the event.

#### **Pavilion Rental fees:**

\$50 for a half day

\$100 for a full day

\$25 for lights and/ or power

#### **Restroom fees:**

\$15 for a half day

\$30 for a full day

#### **Supplies and Equipment included in the Rental fees:**

10 picnic tables

6 benches

Garbage cans

We have access to electric outlets (110v and 220v) if needed. We also have adjacent restrooms if needed. Please note, we have available for rent, a portable stage for \$75 or seating and tables for up to 200 for \$125. We also provide set up/clean up for your event for an additional \$75.

Old Town has liability insurance for small parties and events, but for larger parties and events additional insurance may be required.

The City's noise ordinance is until 11pm. Please keep in mind the Pavilion is near residential properties, so be considerate in keeping the noise at a reasonable level.

The Old Town Pavilion is private property. You are prohibited from painting, printing, taping, or attaching anything such as posters, advertising, signs or anything else to the building structure, including walls, doors, windows, or other property.

If balloons are used, make sure they are removed, including the strings, when the event is over. We suggest that you do not use confetti, but if you do, make sure it is cleaned up after the party or event is over or you will be subject to a fine equal to your key deposit.

Alcohol may be served at parties or events but if you are planning on selling alcohol beverages you must get the appropriate permits from the City of Pocatello.

Please respect the property and owner of the property. As with all rental properties, our agreement requires the facility be returned to the owner in the same or better condition than when it was received.

If you have any questions you can contact us at (208) 232-7545

Thank you,

*Stephanie Palagi*

Executive Director  
Old Town Pocatello