

# **Old Town Pocatello**

## **Pavilion Rental Information**

Old Town Pocatello, Inc. recommends 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 Rental Agreement our rights.

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

### Pavilion Rental fees:

\$100 for a half day

\$150 for a full day

\$25 for lights and/ or power

### Restroom fees:

\$25 for a half day

\$45 for a full day

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

15 picnic tables

6 benches

Garbage cans

There is access to electrical outlets if needed. Adjacent restrooms are also available if needed. Please note, we have available for rent, a portable stage for \$175 or seating and tables for up to 175 for \$175. We also provide set up/clean up for your event for an additional \$100.

Additional insurance may be required. Please see Rental Agreement for further details. A copy of the policy must be attached to the Rental Agreement.

The City's noise ordinance allows for music and noise in a public area until 10:00pm. Live bands may play only until 10:00pm. 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 or the State of Idaho.

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.

Please be sure to obtain any other required permit(s) from the proper entity prior to your event. Sales tax forms, street closure approvals, open container waivers, etc... all must be posted during your event so please be sure you have everything you need to allow your event to proceed legally.

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

Thank you,

*Stephanie Palagi*

Executive Director  
Old Town Pocatello