

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 \$ _____ whole day \$ _____
Lights and/or power \$ _____
Restroom fees ½ day \$ _____ whole day \$ _____
5. Renting Person/
Organization _____
Address _____ City _____ Zip Code _____
Phone Numbers h _____ w _____ other _____

Please describe your event and what will be taking place during the event in detail:
6. Stage Fees \$ _____ Tables & Chairs/seating # _____ Charge \$ _____
7. Set up/Clean up fees \$ _____ (if provided by Old Town)
8. Additional Insurance required. ____ yes ____ no (copy of policy attached)
Old Town Pocatello, Inc. must be listed as “additionally insured” and the policy must be in the minimum amount of \$500,000. Insurance is required for all rentals that include vendor booths, vendors selling items, any activity that may cause bodily harm or injury such as bouncy toys, demonstrations, or any item that may cause property damage such as fire.

9. Please list all vendors who will be onsite during your event, whether they will be selling items, conducting demonstrations, or simply handing out information. Include a description of what activities each will be engaged in during the event:

This rental agreement is inclusive of the Old Town Pocatello Pavilion area only. It does not include the office of Old Town Pocatello, Inc., City of Pocatello sidewalks, streets or parking lots. The rental agreement does not include street closure approvals or open container waivers of any type. The rental agreement does not include the ability to sell alcohol of any type without a permit obtained by the City of Pocatello or the State of Idaho. Copies of all permits must be posted in a visible location during the length of each event.

Old Town Pocatello, Inc. represented by its staff and/or Board of Directors, reserves the right to ask any renter and/or vendor to leave the property immediately if their display, items, or content are deemed to be inappropriate for families who may be participating in other area events, such as First Friday Art Walk, and/or may be in view of the general public. No refunds will be made for rent paid as a result of enforcement of this right.

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

Date

Renter

Date

**Executive Director
 Old Town Pocatello, Inc.**

Office Use Only:

\$_____ collected

\$_____ refunded

Staff Signature