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

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