



Office Hours: Monday thru Friday 8:00 a.m. to 5:00 p.m., Closed Weekends and Holidays
Mailing Address: 10588 Fairgrounds Road, Pocatello, Idaho 83201
Email: eventcenter@bannockcounty.us
Phone: 208-237-1340 **Fax:** 208-237-4758

Payment Received: _____
 Insurance Received: _____
 Permits Received: _____
 501(c) Received: _____
 RecDesk Outlook Board
 Spreadsheet Reservation Listing

EVENT CENTER, WELLNESS COMPLEX AND FAIRGROUNDS APPLICATION

This is a request for facility reservation. Please complete all information. Incomplete information will result in a delay in the review of your contract. The information is requested to assist in the review and consideration of your request to rent a County facility. Historical users (using their original dates) have first priority. All other requests are on a first come – first served basis.

APPLICATION INFORMATION

- Company/Origination Name: (event host) _____
- Contact Name: (who will sign the contract) _____ Title: _____
- Mailing Address: _____
- City: _____ State: _____ Zip Code: _____
- Cell Phone: _____ Email: _____

EVENT INFORMATION

- Event Name: _____ Area Requested: _____
- Event Description: _____
- Event Date(s): _____ Estimated Number of Attendees: _____
- Event Start Time: _____ Event End Time: _____
- Additional Set-Up or Tear Down Days (if needed): _____
- Paid Admission Event: YES _____ NO _____ Cost: _____ Event Open to the Public: YES _____ NO _____
- 501(c)(3): YES _____ NO _____ Non-Profit Name: _____ Tax ID #: _____
- Will Alcohol Be Served/Consumed? YES _____ NO _____ (if yes, county permit (\$20) must be provided and present at event)

RESERVATION IS NOT COMPLETE UNTIL PAYMENT IS MADE IN FULL

- A. No use of County facilities or grounds shall take place in the absence of approval.
- B. A fee as set by the Bannock County Commissioners, including but not limited to additional security, shall be paid by Applicant for the use of facilities and/or grounds. If waiver or reduction of fees has been requested, this must be approved by the Bannock County Commissioners and Applicant must comply with such term set by the Board.
- C. Applicant shall use only those parts of the facilities and/or grounds applied for and essential for the use.
- D. Applicant is responsible for and shall pay to repair all damages caused by its employees, volunteers, agent's, participants or invitees to any fixtures, equipment, facilities and/or grounds as a result of the use.
- E. Applicant shall clean all areas of any facilities and/or grounds which are used and shall leave the building(s) and/or grounds in the state it was prior to the commencement of the use. Failure of Applicant to clean of the buildings and/or grounds to the satisfaction of the County shall result in an assessment of costs or loss of deposit to Applicant for any necessary cleaning. The County reserves the right to request and receive an appropriate security

and/or cleaning deposit from Applicant if deemed necessary. Cost for any repairs or cleaning required may be deducted from said deposit.

- F. Use of County buildings and grounds shall be in accord with any applicable state, local or federal law or regulation.
- G. In the event any hazardous or potentially hazardous activities are contemplated in Applicant's use of facilities, the Applicant shall obtain waivers and/or releases of liability from any and all participants in the activities. Said waivers shall contain, at a minimum, the following language in paragraph G(1). Said waivers are subject to the approval of the County prior to use of the facilities. Copies of all signed waivers shall be provided to the County upon request. This requirement does not, in any way, abrogate the requirement for indemnification herein, abrogate the invocation of sovereign immunity herein, eliminate any requirement imposed by the County for proof of sufficient insurance, nor modify or abrogate any defenses or immunities provided by law. Hazardous activities include, but are not limited to any sport or activity whether involving animals or equipment which carries an inherent risk or injury, property destruction or death. G(1) Applicant shall have participants sign a release and discharge of Bannock County, its elected and appointed officials, and employees and agents from all actions, cause of action, damages, claims or demands for all known personal injuries, property damage or death resulting from or arising out of my participation in the above described activity or events.
- H. To the fullest extent permitted by law, Applicant agrees to indemnify and hold harmless Bannock County and its elected and appointed officials, employees and volunteers from any and all claims, damages, losses and expenses, including reasonable attorney's fees, for injuries, illness, death, property damage, claims, penalties, actions, demands or expenses arising from or in connection with the application.
- I. Approval must be obtained for erection of buildings, tents, enclosures, structures and signs outdoor; no nails, paint or anything to walls; no tape on concrete floors.
- J. Permit is required for alcohol of any kind.
- K. All temporary structures, forms, booths, etc. shall be removed with 24 hours of event.
- L. RV rental space fee of \$25.00 per space per day to be collected and turned into Event Center Office at the conclusion of the event.
- M. Security is the responsibility of Applicant at its own expense as is deemed necessary for protection of valuable display and building during the event day and night.
- N. A Certificate of Insurance naming Bannock County and agents as additional insured in a \$ _____ combined single limit policy shall be delivered to Event Center Office ten (10) days prior to event.
- O. A security deposit is required as indicated on the fee schedule, payable when reservation for facility is taken. Deposit will be refunded if notification of cancellation is received 30 days prior to event or upon final inspection of facilities, provided there has been no damage and facility is returned in same condition as received.
- P. Applicant will pay the fees thirty (30) days prior to event (unless other arrangements are made prior to the event) in the amount of: (see attached page for fee schedule). Please make checks payable to Bannock County. Sales tax shall be collected as per Idaho State Tax Commission rules.

I understand and agree with the terms and conditions above.

_____ Date: _____
Applicant Signature

BANNOCK COUNTY

By: _____ Date: _____

ADDITIONAL EVENT INFORMATION

EVENT NAME: _____

DATE: _____

TIME OF EVENT: _____

AREA: _____

ADDITIONAL EVENT DETAILS:

SPECIAL SET UP INSTRUCTIONS:

NOTES/DRAWINGS:

EVENT CENTER, WELLNESS COMPLEX, RV PARK

FEE SCHEDULE

Area	Description	Cost		Unit	Quantity	Total
		Half Day	Full Day			
WELL	Pavilions 1-4 (Include 4 Tables & Electricity)	\$50	\$100	Per Pavilion		
WELL	Basketball Court (2 Courts Available)	\$50	\$100	Per Court		
WELL	Volleyball Courts (4 Courts Available)	\$50	\$100	Per Court		
WELL	Multi-Use Fields (6 Fields Available)	\$150	\$300	Per Field		
WELL	Championship Field	\$175	\$350	Per Field		
BCEC	Multi-Use Soccer Fields (6 Available)	\$150	\$300	Per Field		
BCEC	Indoor Arena (Seats 500) Event/Individual	\$60		Per Hour		
Indoor Arena Riding Passes		*Open Except For When Otherwise Reserved (Arena Worked Once Per Day) *				
BCEC	6 Month Indoor Arena Family Pass (Nov-Apr)	\$120		Family of 4 Including Parents and Children 17 and Younger-Renewed Annually		
BCEC	6 Month Indoor Arena Individual Pass (Nov-Apr)	\$90		Renewed Annually		
BCEC	Indoor Arena Lights	\$25/Hour		Per Usage Hour		
BCEC	Arena 1	\$150	\$300	Half/Full Day		
BCEC	Arena 2	\$100	\$200	Half/Full Day		
BCEC	Arena 3	\$75	\$150	Half/Full Day		
BCEC	Arena 1 or 2 Lights	\$25/Hour		Per Arena/Per Hour		
BCEC	Building B (Concrete Floor/Heated)	\$25	\$250	Per Hour/Full Day		
BCEC	Tack/Hay Room	\$20		Per Day		
BCEC	Horse Stalls	\$20		Per Day		
BCEC	Horse Stall w/Run	\$30		Per Day		
BCEC	Stall Bedding (Sawdust)	\$10		Per Bag		
BCEC	Walker Pad	\$15		Per Day		

BCEC	Cattle Panel (Setup Labor Additional \$)	\$5		Per Panel/Per Day		
RV	Full Hookups (Water, Electricity, Sewer)	\$45		Per Day		
RV	Partial Hookups (Water & Electricity)	\$35		Per Day		
RV	Dry Camping	\$25		Per Day		
Labor	Additional Labor Per Person/Per Hour	\$25		Per Hour		
EQUIP	Water Truck w/Operator	\$100		Per Hour		
EQUIP	PA Systems	\$10		Per Hour		
EQUIP	Operator w/Equipment (Tractor, Backhoe, Skid Steer)	\$75		Per Hour		
EQUIP	Operator w/Motor Grader (Special Circumstances)	\$100		Per Hour		
EQUIP	Tractor, No Operator	\$50		Per Hour		
VENDOR	Vendor Admission Fee (Inspection, Permit, Admin)	\$200	\$300	Per Day Non-Food/Per Day		
ELECTRIC	Ground Rod Kit (If Needed for Generator)	\$50		Per Kit		
AMP	Amphitheater 60x25x30 (9,000 capacity)					
ITEMS TO BE NEGOTIATED BY CONTACT ONLY						
BCEC	Upper Arena & Grandstands (Seats 3,500)					
BCEC	Race Track					
BCEC	Elk Stage & Grass Area					
BCEC	Upper Office Spaces (3 Available)					
BCEC	Livestock Holding Pens					