

City of Driggs, Idaho
 60 S. Main Street | PO Box 48
 Driggs, ID 83422
 Ph: (208) 354-2362
 Fax: (208) 354-8522
 www.driggsidaho.org



City Center Reservation Form

Please call the City Clerk at 354-2362 for information on facility description, occupancy load and availability.

Applicant Name: _____

Phone: _____ **Email:** _____

Mailing Address: _____

Business/Organization/Sponsor Name: _____

Name of Event: _____

Type or Purpose of Event: _____

Number of Participants: _____ **Number of Events:** _____

Date(s): _____ **Time:** _____

1. Venue Location (select all that apply):

- Council Chamber – **Only available during regular business hours**
 (Gov, political, school & non-profit)\$40 per day
- Council Chamber - **Only available during regular business hours**
 (Commercial & for-profit).....\$80 per day
- Audio Visual Equipment use.....\$25 per day
- Foyer\$25 per day
- Plaza\$25 per day
- Entry key card if not returned within 3 business days after event..... \$50
- Cleaning fee, as needed.....Actual custodial cost

Total \$ _____

See other side

2. Will you be serving beer and/or wine? YES NO

Permit Needed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Clerk Approval <input type="checkbox"/> Date: _____
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3. Will you have retail sales at the event? YES NO

Permit Needed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Clerk Approval <input type="checkbox"/> Date: _____
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4. Describe your recycling and waste disposal plans for the event: _____

I understand and agree to the terms and responsibilities which are outlined in the Driggs Building Use Policy presented to me at the time the application was submitted.

Applicant Signature

Date

APPROVED BY: _____
City Clerk

Date