

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

Minutes of Regular Meeting held November 13, 2025

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 13th day of November, 2025 at the offices of Nelson Hall Parry Tucker, PLLC, at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 convening at 12:00 p.m. The meeting was broadcast via Zoom with the following Meeting ID No. 828 0482 6311, and Passcode Fire2025.

The following were present:

Commissioners Ralph Isom, Derik Nielsen (via Zoom), Dana Kirkham, and David Long, were present. Commissioner Tyler Gebbs was absent. The following were also present: Attorney Abigail French, District Communications Officer Dick Fowler (via phone), Terri Gazdik CPA, Beth Lange with Cooper Norman, Fire District Chief Jon Molbert, Fire District Administration Assistant Ashlee Meyer, City of Idaho Falls Fire Department Interim Fire Chief Paul Radford, Shannon Kinghorn, John Taylor, Scott Norman, Jason Wilson, Joe Cook, Randy Virgil, “Resident” with an illegible signature, Paul Grate, James Hitch, Sherry Glick, Jason Howard, Ricardo Hernandez, iPhone (via Zoom), Mark P (via Zoom), Wyan Whitmeyer (via Zoom), Carson Johnson 96 (via Zoom), Mark Hyde (via Zoom), Dylan Smith (via Zoom), and BCFD St. 1 (via Zoom). Notice of the time, place and purpose was posted at premises of 490 Memorial Drive, Idaho Falls, Idaho, as well as the Fire District website. A copy of the notice and agenda is attached to these minutes.

It was declared that a Quorum of Commissioners were present and due notice of the meeting had been posted in accordance with law.

DISCUSSION AND ACTIONS

1. **Call to Order.** The meeting was called to order at 12:00 p.m. by Chairman Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held October 9, 2025, were reviewed. A motion to accept the regular meeting minutes was made by Dana Kirkham and seconded by David Long. Said motion carried unanimously. Minutes of the special meeting of Commissioners held October 16, 2025, were reviewed. Dana Kirkham requested more time to review said minutes. Given this request, approval of said minutes was tabled until the next regular meeting.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated November 13, 2025, prepared and submitted by Terri Gazdik, was reviewed with a total expenditure of \$27,476.47. Ms. Gazdik reported on the financials. After discussion,

a motion was made by Dana Kirkham and seconded by David Long to approve the total expenditure of \$27,476.47 and unanimously accepted.

4. **Discussion and Reports.** The following items were reviewed and discussed, or actions were taken:

a) **Operations Report.** District Operations Officer Dick Fowler gave his monthly report, which included:

i. **Grange Lease Agreement.**

Mr. Fowler briefly discussed the current lease of 5590 S 45th W, Idaho Falls, ID 83402 (the “grange”) to Signature Party and Events LLC and its termination date. Mr. Fowler also noted that Shannon Kinghorn was present and interested in leasing the grange and that Ms. Kinghorn had requested to present during the public comment portion of the meeting.

ii. **Selection of Regular Meeting Date, Time, and Location for Calendar Year 2026.**

Dana Kirkham requested this action item be tabled until the next regular meeting. Given this, no action was taken on this agenda item.

iii. **Selection of Long-Term Strategy for Fire Protection and Emergency Response Services.**

Discussion regarding the potential options, as outlined on the agenda for the meeting, was had. Officer Fowler stated that if it were up to him, he would seriously consider Option No. 1, noting that Option No. 3 was not achievable. Ralph Isom agreed that Option No. 1 would be his preferred approach, and David Long concurred. Dana Kirkham expressed concern with the uncertainties involving the Mayor and City Council of Idaho Falls. She suggested waiting until after the runoff election had concluded and a permanent fire chief had been selected for the City of Idaho Falls, noting that it was difficult to evaluate the Fire District’s options without knowing those outcomes. Given this, she recommended revisiting the matter in January. Chief Molbert commented that automatic aid remained a viable option but agreed that it would be prudent to wait until the City of Idaho Falls was in a better position to discuss the options before the two governmental boards. Following discussion, it was agreed that the agenda item would be tabled until the January regular meeting.

b) **Report from City of Idaho Falls Fire Department.** Interim Fire Chief Paul Radford reported the following call volumes: 222 total calls with 145 being EMS related. Interim Chief Radford reported it had been a “normal” month as far as call volume.

- c) Report from BCFD1. Chief Jon Molbert reported a total of 33 total calls, with 2 of those calls being outside fires and some of the other calls being interior fires with no significant property damage. Chief Molbert reported that the fire truck that had been sent was back from Oregon. Chief Molbert also reported on the “fill-the-boot challenge” with \$52,000.00 and change being raised, which was the highest in the state and the highest per-capita amount in the nation.

5. **Public Comment.**

- a) Shannon Kinghorn commented on her proposal to rent the Fire District’s grange facility. Ms. Kinghorn reported on her relationship with Danielle (current tenant) and explained that she believed she could solve the issues that the District was currently experiencing with its current tenant. Specifically, Ms. Kinghorn proposed contracting with Triton Security to ensure events did not get out of hand. Ms. Kinghorn also stated that she was a “5-star” host on at least one short-term rental site and had been in the short-term rental space since 2017. A copy of her proposal is attached to these minutes.
- b) John Taylor introduced himself as a commissioner-elect and explained that he grew up in the Ammon area and had previously been employed by the City of Idaho Falls Fire as a mechanic and later worked at the site doing similar work.
- c) Randy Virgil commented on the current status of Fire District stations and his concern with his perception that the Board lacks direction.
- d) Paul Grate expressed concern with what he perceives to be a lack of quality service within the Fire District and noted a few specific response times that he believed to be concerning.
- e) Sherry Glich expressed her concern with the quality and response time when BCFD1 responds versus when IFFD responds. She also stated that she believes that patrons/citizens do not know realize they are receiving a different level of response depending on where they are located.

6. **Adjournment.** There being no further business to come before the Board of Commissioners at the meeting a motion was made to adjourn by David Long and seconded by Derik Nielsen with unanimous approval around 12:50 p.m.

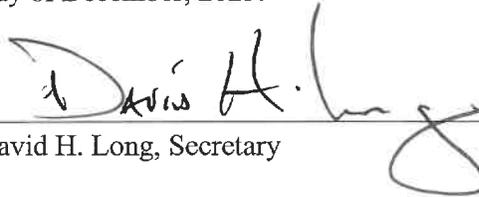
Approved the 11th day of December, 2025.



Approved by Board Chairman

ATTEST:

The undersigned, as Secretary of the Bonneville County Fire Protection District No. 1, hereby attests that the foregoing minutes were approved by a proper vote of the Board of Commissioners of the Fire Protection District on the 11th day of December, 2025.



David H. Long, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1
NOTICE AND AGENDA FOR MONTHLY MEETING
November 13, 2025

NOTE: This meeting will be conducted in person and by Zoom. Those joining by Zoom may connect with the following Meeting ID: 828 0482 6311 and Passcode: Fire2025. For those attending in person the number of persons permitted to attend may be limited for safety reasons. Priority for personal attendance shall be given to the five serving Fire District commissioners and other officers of the District.

Notice is hereby given that the Bonneville County Fire Protection District No. 1 ("Fire District") will hold its regularly scheduled monthly meeting on Thursday, November 13, 2025, at the hour of 12:00 o'clock p.m. to be held in the conference room at Nelson Hall Parry Tucker, PLLC., located at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 and by Zoom, as above mentioned. The Commissioners of the Fire District will take up the following agenda during the meeting:

1. Call to Order and Roll Call by Chairman Ralph Isom.
2. Review and approval of minutes for regular meeting held on October 9, 2025.
Action: Approve minutes of regular meeting held on 10/9/2025.
3. Review and approval of minutes for special meeting held on October 16, 2025.
Action: Approve minutes of special meeting held on 10/16/2025.
4. Review and action on November 2025 monthly bills and financial statement for preceding month (Terri Gazdik).
Action: Approve monthly bills and financial report.
5. Discussion and Reports from District Operations Officer, Fire Chiefs, and legal counsel, including:
 - a. Richard Fowler, Operations Officer, or his designee:
 - (1) General operations report.
 - (2) Discussion regarding regular meeting date, time, and location for calendar year 2026 and possible designation of regular meeting date, time, and location for calendar year 2026.
Possible Action: Designation of regular meeting date, time, and location for calendar year 2026.
 - (3) Discussion and possible action to select a long-term strategy for fire protection and emergency response services within the Fire District. Possible options for consideration:
 - i. Develop a Strategic Plan to Achieve Automatic Aid
 1. Establish a formal process and timeline to meet automatic and mutual aid standards with neighboring departments/districts.
 2. Identify staffing, equipment, and response capacity needs to ensure adequate coverage and response times.
 - ii. Transition Away from Idaho Falls Fire Department (IFFD) Contract Toward a Full-Service District Model
 1. Evaluate the feasibility of discontinuing the existing service contract with the IFFD.
 2. Develop a plan to operate as a full independent, full-service fire protection district.
 3. Adopt and implement appropriate NFPA 1710 (career) or NFPA 1720 (volunteer/combination)

standards to ensure consistent service delivery to patrons.

iii. Fully explore a consolidation/joint powers agreement with the IFFD.

1. Initiate further discussions with the City of Idaho Falls regarding possible consolidation of operations and personnel under a unified department structure.
2. Review potential legal, financial, and operational implications of consolidation.

Possible Action Item: Selection of one of the three options outlined above as the direction for the Fire District's long-term service model.

- b. Chief Duane Nelson, report regarding Idaho Falls Fire Department activity and needs.
- c. Chief Jonathan Molbert, report regarding Ammon Area fire responses activity and needs.

6. Patron and community comments (limited to 5 minutes each)

7. **Summary of Action Items:**

- (a) **Approval of October 9, 2025, regular meeting minutes.**
- (b) **Approval of October 16, 2025, special meeting minutes.**
- (c) **Approval of monthly bills and financial report.**
- (d) **Possible action to designate regular meeting date, time, and location for calendar year 2026.**
- (e) **Possible action to decide the long-term service model for the Fire District.**

8. Recess/Adjournment.

Bonneville County Fire Protection District #1
Summary of Accounts Payable
November 13, 2025

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Net Amt Due
Nelson Hall Parry Tucker PA	October Stmt	10/31/25	Upon receipt	4,929.35	4,929.35
Cooper Norman	Inv 195309	10/31/25	Upon receipt	4,850.00	4,850.00
Rocky Mountain Power	S 55th	10/22/25	pd online	114.53	114.53
	2137 S Ammon	11/05/25	pd online	574.45	574.45
	3575 Brookfield	10/31/	pd online	-	-
Intermountain Gas	144 S 55th W	10/22/25	pd online	168.10	168.10
	2137 S Ammon	10/31/25	pd online	270.39	270.39
	3575 Brookfield Lane	10/31/25	pd online	23.43	23.43
Cardmember Services	#4788 Berg	11/07/25	Upon receipt	724.59	724.59
	#0216 Fowler	11/08/25	Upon receipt	-	-
	#5644 - Molbert	11/09/25	Upon receipt	4,272.64	4,272.64
	#8458 - Banda	11/10/25	Upon receipt	127.48	127.48
	#0879- Norman	10/09/25	Upon receipt	2,971.92	2,971.92
Allied Business Solutions	AR575094, AR579958	10/7,11/6	Upon receipt	65.44	65.44
ALSCO	LBLA2624819	10/22/25	Upon receipt	221.92	221.92
B & K Professional	Inv 170625,171054,171806	10/16,11/16,11/16	Upon receipt	471.20	471.20
BPA Health	Inv 609569	11/01/25	Upon receipt	78.75	78.75
City of Ammon	Fuel 11113,11209	10/14,10/31	Upon receipt	2,069.02	2,069.02
	2137 S Ammon Rd - utilities	10/30/25	Upon receipt	183.35	183.35
	3575 Brookfield - utilities	10/31/25	Upon receipt	240.96	240.96
D & L Cleaners	10/31 stmt	10/31/25	Upon receipt	193.90	193.90
Elite Extraction & Equipment	Invoice 1377	11/01/25	Upon receipt	51.43	51.43
Kendall Norman	10/14 NREMT testing	10/14/25	Upon receipt	104.00	104.00
Scott Norman	10/18 Halloween candy for events	10/18/25	Upon receipt	339.22	339.22
Nuesynergy	Inv C16766	10/13/25	Upon receipt	150.00	150.00
Orkin	Inv 1058676	10/31/25	Upon receipt	114.00	114.00
O'Reilly	Inv 3832-332158	10/20/25	Upon receipt	233.98	233.98
Pristine Supply	Inv PS20237, PS30539	10/7,10/21	Upon receipt	401.89	401.89
Rainbow Restoration	Inv 2005	10/24/25	Upon receipt	700.00	700.00
T Mobile	Inv 11/1	11/01/25	Upon receipt	921.04	921.04
Yellowstone Lumber	Inv 2510-C53254	10/16/25	Upon receipt	90.35	90.35
WEX	10/31/2025 stmt	10/31/25	Upon receipt	1,819.14	1,819.14
Total				27,476.47	27,476.47

Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union	304,330.81	4.91%
Frontier Credit Union	273,697.91	4.18%
Mountain America Federal Credit Union	335,954.55	4.89%
Westmark	304,147.95	3.94%
Citizens Community Bank/Glacier	298,768.91	3.50%
Lookout CU	290,467.15	4.07%
Bank of Commerce CD #1003	314,351.59	3.74%
Connections CU CD	304,459.37	4.16%
DL Evans	289,513.49	4.18%
LGIP	4,233,679.24	4.31%
Stifel	557,845.65	3.85%
Connections savings	31.37	
Frontier savings	8.50	
Idaho Central Credit Union Savings	25.00	
Mountain America Federal Credit Union	1.00	
Westmark Savings	25.28	
Lookout Credit Union savings	25.70	
Lookout Credit Union savings	25.08	
Bank of Commerce savings	50,651.06	0.45%
Bank of Commerce	202,345.58	
TOTAL	7,760,355.19	

Fiscal year	2025-2026
City of Idaho Falls payments	
Due	
October	x 454,561.88
January	454,561.88
April	454,561.88
July	454,561.88
Total	1,818,247.52

Authorization to pay bills



BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

11/13/25

October 2025

Accrual Basis

	Oct 25	Budget	\$ Over Budget	% of Budget
Income				
400 · Tax Revenues	0.00	100,624.00	-100,624.00	0.0%
430 · Interest Income	28,513.28	22,916.63	5,596.65	124.4%
440 · Miscellaneous Income	9,314.47	3,326.00	5,988.47	280.1%
450 · Contract Fire Revenue	16,755.40	0.00	16,755.40	100.0%
Total Income	54,583.15	126,866.63	-72,283.48	43.0%
Expense				
500 · Advertising				
501 · Public Relations - Ammon	842.51	0.00	842.51	100.0%
502 · Fire Prevention - Ammon	111.83	0.00	111.83	100.0%
500 · Advertising - Other	0.00	826.00	-826.00	0.0%
Total 500 · Advertising	954.34	826.00	128.34	115.5%
510 · Audit Fees	0.00	1,674.00	-1,674.00	0.0%
520 · Vehicle and Travel				
521 · Auto Fuel & Oil	2,473.96	2,076.00	397.96	119.2%
523 · Contract Fire-Fuel & Travel	4,290.76	0.00	4,290.76	100.0%
Total 520 · Vehicle and Travel	6,764.72	2,076.00	4,688.72	325.9%
530 · Building & Grounds Maintenance				
531 · Building Maint/Operations	1,509.22	0.00	1,509.22	100.0%
530 · Building & Grounds Maintenance - Other	105.00	1,674.00	-1,569.00	6.3%
Total 530 · Building & Grounds Maintenance	1,614.22	1,674.00	-59.78	96.4%
540 · Equipment Maintenance				
541 · Equipment Repair & Maint	800.63	0.00	800.63	100.0%
542 · Vehicle Repair & Maint	1,838.58	0.00	1,838.58	100.0%
540 · Equipment Maintenance - Other	0.00	5,560.75	-5,560.75	0.0%
Total 540 · Equipment Maintenance	2,639.21	5,560.75	-2,921.54	47.5%
550 · Capital Outlay	0.00	5,076.00	-5,076.00	0.0%
560 · Commissioners(wage, tax, Persi)	9,922.63	10,000.00	-77.37	99.2%
570 · Computer Support & Equip				
571 · IT - Computer Support & Equip	5,494.75	0.00	5,494.75	100.0%
570 · Computer Support & Equip - Other	0.00	4,837.00	-4,837.00	0.0%
Total 570 · Computer Support & Equip	5,494.75	4,837.00	657.75	113.6%
580 · Property Insurance	0.00	3,337.00	-3,337.00	0.0%
590 · Training & Safety				
591 · Training & Certification	104.00	0.00	104.00	100.0%
590 · Training & Safety - Other	0.00	1,500.00	-1,500.00	0.0%
Total 590 · Training & Safety	104.00	1,500.00	-1,396.00	6.9%
600 · Workmens Compensation	0.00	5,663.00	-5,663.00	0.0%
610 · Dues & Subscriptions	0.00	250.00	-250.00	0.0%
620 · Legal Costs	4,929.35	6,826.00	-1,896.65	72.2%
630 · Accounting Costs	4,850.00	5,250.00	-400.00	92.4%
640 · Supplies and Miscellaneous				
641 · Supplies				
641.01 · Department Supplies	250.59	0.00	250.59	100.0%
641.02 · Office Supplies/Expense	25.63	0.00	25.63	100.0%
641.03 · Custodial Supplies	401.89	0.00	401.89	100.0%
641 · Supplies - Other	973.55	0.00	973.55	100.0%
Total 641 · Supplies	1,651.66	0.00	1,651.66	100.0%
643 · Clothing & Uniforms	322.22	0.00	322.22	100.0%
640 · Supplies and Miscellaneous - Other	0.00	6,250.00	-6,250.00	0.0%
Total 640 · Supplies and Miscellaneous	1,973.88	6,250.00	-4,276.12	31.6%
650 · Utilities	1,876.93	2,576.00	-699.07	72.9%
660 · Payroll, Benefits, & Taxes				
661 · Wages & Salaries	215,503.18	188,424.00	27,079.18	114.4%
663 · Employee Benefits				
663.01 · Insurances - Employee	28,592.81	0.00	28,592.81	100.0%
663.02 · HSA	1,913.00	0.00	1,913.00	100.0%
663.03 · PERSI	27,742.54	0.00	27,742.54	100.0%

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October 2025

	Oct 25	Budget	\$ Over Budget	% of Budget
663.04 · HRA	1,655.70	0.00	1,655.70	100.0%
663.06 · Employee Benefits - Other	78.75	0.00	78.75	100.0%
Total 663 · Employee Benefits	59,982.80	0.00	59,982.80	100.0%
665 · Wages - Tax Employer	15,803.04	0.00	15,803.04	100.0%
660 · Payroll, Benefits, & Taxes - Other	0.05	0.00	0.05	100.0%
Total 660 · Payroll, Benefits, & Taxes	291,289.07	188,424.00	102,865.07	154.6%
700.00 · Payments - City of Idaho Falls	454,561.88	454,562.00	-0.12	100.0%
Total Expense	786,974.98	706,361.75	80,613.23	111.4%
Net Income	-732,391.83	-579,495.12	-152,896.71	126.4%



by Signature

Bonneville County Fire District Board Proposal

Date: November 13, 2025

To: Bonneville County Fire District Board of Directors

From: Shannon Kinghorn

Subject: Proposed Venue Rental Agreement and One-Year Operating Contract

Purpose

The purpose of this proposal is to outline The Venue by Signature Rental Agreement to address board concerns regarding **neighbor relations, event management, and property protection**, to request approval for a **minimum one-year operating contract** to ensure the viability and stability of venue operations, as well as a seamless transfer of the property from its current tenant.

Background

Venue by Signature has experienced recurring challenges during events, including:

- Excessive **noise past quiet hours**, resulting in neighbor complaints.
- Lack of clarity in client expectations regarding cleanup, alcohol service, and property care.

These issues have prompted the need for a more detailed, clearly communicated rental agreement that protects the venue, the surrounding neighborhood, and the property owner.

Summary of Proposed Contract

1. Respect for Neighbors & Noise Compliance

- Establish clear quiet hours requiring all amplified music and outdoor activity to end by **10:00 PM**.

- Require clients to initial acknowledgment of this rule.
- Emphasize responsibility for managing guest behavior and maintaining good neighbor relations.
- Include penalties for violations such as deposit forfeiture or event termination.

2. Security Requirements for Large Events

- Implement a new **Security Policy** requiring professional security for any event with **over 50 guests that extends past 8:00 PM**.
- Triton Security has been retained as the official Security Provider for the Venue.
- Security requirements will be determined based on the **nature of the event** (e.g., weddings vs. private parties), and will be paid for by the guest.

3. Alcohol Service Policy

- Require an **additional alcohol deposit** for any event serving or selling alcohol.
- Require proof of all **necessary permits or licenses** and limit alcohol service to designated individuals or vendors.
- Include a clear liability clause indemnifying the venue for alcohol-related incidents.

4. Clarification of Cleaning, Damage, and Deposit Terms

- Cleaning deposit structure that refunds **50%** if all client responsibilities are completed.
- Permission for the venue to retain a **credit card on file** for damages, missing items, or excess cleaning.
- Explicit cleaning checklist and client acknowledgment.

Request for a One-Year Operating Contract

Due to the nature of the event industry—particularly weddings and large celebrations—bookings are typically made **6 to 12 months or more in advance**. To effectively market, schedule, and manage these future events, a **minimum one-year contract** with Venue by Signature is essential. This stability allows for confident long-term event scheduling without the risk of cancellation conflicts, ensures consistent communication with clients and vendors, and supports improved operational planning, marketing, and community engagement.

To maintain momentum and provide clarity for both clients and operations, I respectfully request that the **board review and address the renewal of my operating contract in August**, following the close of the summer event season. This timing allows for an informed evaluation of performance and community impact while providing the necessary assurance to begin booking **2027 events** with confidence. Early renewal will

strengthen client trust, protect the venue's reputation, and allow for continued growth and consistency within the event schedule.

Transfer from Current Tenant

I have had a lengthy discussion with Danielle Williams, who currently holds the lease for Venue by Signature. She has expressed her willingness to transfer the property to me effective January 1, 2026, allowing me to continue operating under the same venue name to maintain brand consistency and client recognition. In addition, she is open to selling the furnishings and fixtures currently located at the property, ensuring a smooth, cohesive transition with minimal disruption to operations or client experience.

Conclusion

These updates are designed to protect Venue by Signature's reputation, maintain positive relationships with neighboring properties, and ensure professional, responsible use of the space. The proposed one-year contract term will enable sustainable business operations while ensuring all events are managed with care and accountability.

I respectfully request board approval of the rental agreement and a one-year operational contract renewal.

Sincerely,



Shannon Kinghorn



by Signature

Rental Agreement

Thank you for choosing **Venue by Signature** for your special event!

We are delighted to share our historic, charming space with you. To ensure your event runs smoothly and respectfully, please review the following agreement carefully. Your signature and initials indicate understanding and acceptance of these terms.

1. Rental Details

Event Purpose: _____
Event Date: _____
Setup Start Time: _____
Event End Time: _____
Cleanup Complete By: _____
Number of Guests _____

The rental includes use of the **main building** and **back lawn** only. All other areas are restricted unless written permission is granted by the Owner.

Any occupancy outside the approved rental period may result in additional charges.

2. Venue Charm Acknowledgment

Venue by Signature is a **historic property** located in a **rural area**. It offers character, beauty, and rustic charm that includes natural imperfections such as **wear and tear, dust, farm smells, and occasional pests**. By signing this agreement, the Client acknowledges and accepts the natural setting and unique condition of the venue.

Client Initials: _____

3. Cleaning Responsibilities

Client Responsibilities:

- Remove all decorations, personal items, and equipment.
- Dispose of all food, drinks, and trash (including recyclables).
- Take out full garbage bags to the dumpster and replace liners.
- Wipe visible spills or marks on counters, floors, and sinks (cleaning supplies provided). Place used wash rags in the kitchen closet washing machine (no need to start the cycle).
- Fold and stack chairs and tables neatly along the wall in the Ceremony Room.

Venue/Host Cleaning Includes:

- Disassembly and removal of tables and chairs.
- Removal of tablecloths.
- Wiping down surfaces.
- Sweeping and mopping floors.

Failure to complete the client cleaning responsibilities may result in withheld deposits or additional cleaning fees.

Client Initials: _____

4. Cleaning Deposit and Credit Card on File

A cleaning deposit of \$_____ is required at booking.

If the Client completes the cleaning duties as listed, **50% of the deposit will be refunded** within 7 business days after the event.

Venue by Signature reserves the right to retain the Client's **credit card on file** for damages, missing items, or excess cleaning.

Client Initials: _____

5. Balloon Policy

To preserve our historic space lights and ceiling fans:

- **No free-floating balloons** are permitted inside the building.
- All balloons must be securely tied and weighted.
- If a balloon becomes stuck in a fan, turn off the fan immediately and contact the Venue Host.

Venue by Signature reserves the right to retain the Client's **credit card on file** for damages, missing items, or excess cleaning.

Client Initials: _____

6. Electrical Information

In the event of a tripped breaker, please locate the electrical boxes in:

- Main Room (adjacent to the women's bathroom), south Wall..
 - Laundry Closet, Kitchen.
-

7. Noise & Neighbor Respect

Venue by Signature is located in a peaceful rural community. Out of respect for our neighbors and in compliance with local regulations:

- All **amplified music and loud noise must end by 10:00 PM.**
- No shouting, outdoor speakers, or disruptive activity is permitted after 10:00 PM.
- The Client is responsible for managing guests and ensuring compliance.

Failure to adhere to quiet hours may result in **penalties, loss of deposit, or event termination.**

Client Initials: _____

8. Large Event & Security Policy

Events with **more than 50 guests** that extend **past 8:00 PM** may require **professional security personnel** at the discretion of Venue by Signature.

Security requirements will be determined based on the **nature of the event** (e.g., weddings, reunions, corporate functions, private parties).

If deemed necessary, the Client will be responsible for **all costs associated with hiring professional security**.

Client Initials: _____

9. Alcohol Service & Additional Deposit

If alcohol will be **served, sold, or consumed** during the event:

- An additional **alcohol deposit of \$_____** is required.
- The Client must obtain and provide all **necessary local and state permits or licenses** for alcohol service.
- All alcohol must be **served by licensed or designated individuals** (no self-serve or open containers outside permitted areas).
- The Client assumes full liability for alcohol-related incidents and agrees to indemnify Venue by Signature against any claims arising from such activities.

Failure to comply will result in **forfeiture of the alcohol deposit**, immediate event termination, and potential legal action if applicable.

Client Initials: _____

10. Damages

- The Client is responsible for any damage to the property, furnishings, or equipment.
- Damages must be reported promptly with photos.
- The Venue will invoice the Client for repair or replacement costs.
- If unpaid, Client agrees to cover all collection and legal fees.

Venue by Signature reserves the right to retain the Client's **credit card on file** for damages, missing items, or excess cleaning.

Client Initials: _____

11. Facility Care

Please:

- Turn off all lights, fans, and appliances.
- Ensure all doors are closed and locked.
- Do not tape, tack, or adhere anything to walls or surfaces.
- Do not drill, nail, or puncture walls.

Client Initials: _____

12. Host Responsibilities

Venue by Signature will:

- Provide access to the agreed rental areas during the specified times.
- Ensure the venue is clean and ready for setup at the start of the rental period.
- Maintain utilities and restrooms in working order.
- Be available by phone for support during your event.

Host Initials: _____

13. Cancellation Policy

If the Client cancels:

- **30+ days before event:** 35% deposit is nonrefundable.
- **15–29 days before event:** 50% of rental fee may be retained.
- **Within 14 days of event:** Full rental amount is due.

If Venue by Signature cancels due to unforeseen circumstances, a **full refund** will be issued, and rescheduling options will be discussed.

14. Indemnification

The Client agrees to indemnify and hold harmless Venue by Signature, its owners, employees, and agents from any liability, claims, or expenses arising from use of the property, including events involving alcohol service.

15. Force Majeure

Venue by Signature shall not be liable for cancellations or interruptions due to events beyond its control, including natural disasters, severe weather, labor disputes, or acts of God.

16. Governing Law

This agreement shall be governed by and construed under the laws of **Bonneville County, Idaho**. Any disputes will be resolved in the courts of Bonneville County.

17. Contact Information

For assistance during your event:

- **Venue Host:** Lori (208) 973-8116
 - **Signature Office:** (208) 529-0843
 - **Emergency:** 911
 - **Non-Emergency Dispatch:** (208) 529-1200
 - **Other Emergency Contact:** (208) 206-3758
-

18. Acceptance

By signing below, both parties acknowledge that they have read, understood, and agree to all terms and conditions in this agreement.

Client Signature: _____ **Date:** _____

Client Printed Name: _____

Owner/Host Signature: _____ **Date:** _____

Owner/Host Printed Name: _____