



BOISE CITY ALCOHOL BEVERAGE CATERING PERMIT APPLICATION

ALL CATERING APPLICATIONS ARE REQUIRED TO BE SUBMITTED FIVE (5) BUSINESS DAYS PRIOR TO EVENT. EXAMPLE: EVENTS ON A FRIDAY AND/OR SATURDAY MUST BE SUBMITTED TO OUR OFFICE BY THE PREVIOUS FRIDAY.

- APPLICATION
- STATE ALCOHOL LICENSE
- CERTIFICATE OF OCCUPANCY (UNLESS STATE OWNED)
- MAP OF SITE SET UP
- LIP _____

PLEASE PRINT CLEARLY

LICENSE FEE: \$20.00 per day
PROCESSING FEE: \$1.50

LIQUOR LICENSEE _____
(NAME OF LLC AND/OR INC BUSINESS NAME)

DOING BUSINESS AS" (DBA) NAME _____ ADDRESS _____

ISP RETAIL ALCOHOL BEVERAGE LICENSE # _____ BEER WINE LIQUOR

TYPE OF EVENT TO BE HELD: CONVENTION FESTIVAL PARTY SPECIAL EVENT

"CONVENTION" means a formal meeting of members, representatives, or delegates, as of a political party, fraternal society, profession or industry. (5-day max, option for extension)

"FESTIVAL" means a period or program of festive activities, cultural events or entertainment lasting at least three (3) or more consecutive days. (5-day max, option for extension)

"PARTY" means a social gathering especially for pleasure or amusement and includes, but is not limited to, such social events as weddings, birthdays, and special holiday celebrations to include, but not be limited to, New Year's celebrations, Super Bowl Sunday, St. Patrick's Day, the Fourth of July and Labor Day. (2-day max, no extension)

"SPECIAL EVENT" means an event requiring extraordinary resources such as road closures or police resources; or attendance is expected to exceed 1000 people e.g., Art in the Park or Treefort). These require a special-event permit application be filed with the City Clerk's office 45 days in advance. The link to the special events application can be found below.

<http://cityclerk.cityofboise.org/media/220199/special-events-application-1021-2016.pdf>

EVENT NAME _____
(CATERING EVENT NAME - e.g., JONES WEDDING, BSU REUNION, MEETING OR HOLIDAY PARTY. PLEASE BE SPECIFIC)

ADDRESS OF EVENT _____

DATES PERMIT TO BE USED _____ TO _____ START TIME _____ (a.m./p.m.) _____ END TIME (a.m./p.m.)
MONTH/DAY MONTH/DAY FROM TO

EVENT ORGANIZER _____
NAME PHONE EMAIL

ONSITE CONTACT (PERSON SERVING ALCOHOL)
NAME PHONE EMAIL

IS THIS A 21-YEARS-OLD-AND-OLDER-ONLY EVENT? YES NO INDICATE IF THIS EVENT IS: INDOOR OUTDOOR

MAXIMUM NUMBER OF GUESTS IN ATTENDANCE _____ NUMBER OF GUEST IN ATTENDANCE PER HOUR _____

(*Attendance is never to exceed occupancy load listed on Certificate of Occupancy at any given time*)

WILL A TENT THAT IS 400 SQ. FT. OR LARGER OR A CANOPY THAT IS OVER 700 SQ. FT., BE USED? YES NO

IF YES, PLEASE APPLY FOR A TENT PERMIT WITH THE BOISE FIRE DEPARTMENT AT 570-6500.

IS THE LOCATION IN A STATE BUILDING OR ON STATE PROPERTY? YES NO

WILL YOU BE APPLYING FOR AN EXTENSION OF THIS PERMIT? YES NO

IF YES, FOR WHAT DATES IS THE EXTENSION REQUESTED? _____

I UNDERSTAND THAT BY SIGNING THIS APPLICATION, I AM CONFIRMING MY AUTHORIZED DESIGNATION AS SIGNER OR CO-SIGNER ON THE STATE OF IDAHO ALCOHOL BEVERAGE RETAIL LICENSE. THE RECORD OF AUTHORIZED SIGNEES IS ON FILE WITH IDAHO STATE POLICE ALCOHOL BEVERAGE CONTROL. FRAUDULENTLY SIGNED PERMIT APPLICATIONS WILL BE VOIDED.

AUTHORIZED ALCOHOL BEVERAGE LICENSEE PRINT NAME

SIGNATURE

Unless licensee is disqualified, approval of this permit does certify that the licensee is entitled to hold and use this catering permit at the above designated premise(s), subject to provisions of Idaho Code Title 23.

*** CATERING PERMITS ARE REQUIRED TO BE ONSITE WHERE ALCOHOL IS SERVED. ***

OVER

DRAWING OF SERVICE AREA AND ALL EXIT DOORS (SHOW LOCATION OF ALCOHOL SERVICE)

Required details: entrances, exits, bar service area, security staffing, tables, stages, barriers or fences.

If required details are not provided, your permit could be denied.

••• PERMIT MUST BE DISPLAYED AT EVENT •••