



BOISE DEPOT USE APPLICATION

Boise Parks & Recreation • Administration Office
 1104 Royal Blvd • Boise ID 83706-2898
 (208) 608-7644 • TDD/TTY 1 (800) 377-3529 • Fax: (208) 608-7648
reserve@cityofboise.org; www.cityofboise.org/parks



PARKS AND RECREATION

CONGRATULATIONS! You have made preliminary arrangements for your special event at the Boise Depot's Great Hall. In order for us to best serve you, we need some additional information concerning your event.

To secure your reservation, please complete the form, sign and mail, fax, or scan/email to the address provided above with your final payment.

RESERVATION #:	DATE(S) OF EVENT:	FINAL PAYMENT DUE DATE:
SETUP TIME:	EVENT STARTS-ENDS:	EVENT CLEANUP:
<p>Your reserved time is listed on your Facility Reservation; scheduled times includes setup, event time, and clean up. Depot Security Staff will meet the event organizer at the scheduled start time, open Depot and be on site during the entire event. The Depot North Plaza <u>must</u> be scheduled if your plans are to extend your event to the outside brick area of the Depot. Great Hall rental alone does not give exclusive rights to the PLAZA. The roadway in front of the Depot (Eastover Terrace) is a public road; it may not be blocked as per ADA County Highway District. Platt Gardens is a special use area located directly in front of the Boise Depot. This park is for drop in use only, not available for reservations.</p>		
PRIMARY CONTACT PERSON:		
MAILING ADDRESS:		EMAIL:
CITY:	STATE:	ZIP:
CONTACT NUMBER: DAY-TIME:	CELL:	EVENING:
EVENT COORDINATOR:	CONTACT #:	E-MAIL:
EVENT CLEANUP COORDINATOR:	CONTACT #:	E-MAIL:
NAME OF EVENT:	Sample(Jone/White Wedding, or XYZ Company Christmas Party)	
ESTIMATED ATTENDANCE: _____ <input type="checkbox"/> SEATED <input type="checkbox"/> STANDING <input type="checkbox"/> BOTH Maximum occupancy 300 /165 seated in the Great Hall		
PURPOSE & BRIEF DESCRIPTION OF EVENT:		
CHECK ALL PLANNED ACTIVITIES Check those items that apply to your event: You have 30 days prior to your event to make any adjustments or added arrangements for all Depot rentals		
<input type="checkbox"/> YES <input type="checkbox"/> NO BELL TOWER TIME SCHEDULE: START _____ END _____ (requires scheduling 4 hours \$85 each additional hr. \$30). <i>Bell Tower is available to rent for 5hr or 6hr Special for minimum of two (2) hrs \$45.</i>		
<input type="checkbox"/> YES <input type="checkbox"/> NO DEPOT NORTH-PLAZA TIME SCHEDULE: START _____ END _____ 8 hours \$260, each additional hr. \$55. 100 maximum capacity. Logistic Map required including layout, equipment, activities, and supplies. <i>Depot North-Plaza is not available for 5hrs or 6hrs Special.</i>		
<input type="checkbox"/> YES <input type="checkbox"/> NO MEETING STATION TIME SCHEDULE: START _____ END _____ (minimum 2 hours \$110, each additional hr. \$55). Options available with a Great Hall Reservation: use as Groom's Room, Care Taker Room, Rest Area, etc. Event can reserve no earlier than 11 months (1st business day of the 11th month) in advance and no later than 30 days prior to the event day. NOTE: The Event Coordinator is responsible for ensuring all children under the age of 18 have adult supervision (over 21) at all times. Boise Parks and Rec staff does not provide babysitting services and reserves the right to immediately close the Meeting Station for non-compliance with any of our policies. No refunds will be provided.		
<input type="checkbox"/> YES <input type="checkbox"/> NO DEPOT SOUND SYSTEM (\$65 per regular events) Amplified sound may not exceed 75dba inside the Great Hall. Wireless 4 Mics, 3 Stands, 2 clip-on Mics – output/line in put. Event provides own sound equipment (i.e CD players, iPod, etc) and equipment adaptors. <i>INCLUDED in 5hrs or 6hrs Special.</i>		
<input type="checkbox"/> YES <input type="checkbox"/> NO AMPLIFIED SOUND DISC JOCKEY, SPEAKER (OUTSIDE PROVIDER)		
<input type="checkbox"/> GREAT HALL <input type="checkbox"/> NORTH PLAZA SOUND WILL TAKE PLACE (CHECK LOCATION)		
NAME & PHONE OF VENDOR:		TYPE:



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<input type="checkbox"/> YES <input type="checkbox"/> NO FOOD BEVERAGES served may only be brought in and served using an IDAHO LICENSED CATERER with a current Eating & Drinking License issued from Boise City (384-3703). CATERER: _____ CONTACT #: _____	
<input type="checkbox"/> YES <input type="checkbox"/> NO ALCOHOL served at an event an IDAHO LICENSED CATERER is required. In addition the Caterer serving beer, wine, or alcohol must secure and display at the event during operating hours an ALCOHOL BEVERAGE CATERING PERMIT from the Boise City Clerk's Office, (384-3703). CATERER: _____ CONTACT #: _____	
<input type="checkbox"/> YES <input type="checkbox"/> NO RENTAL EQUIPMENT Boise City shall furnish the customary building, heating, lighting and air conditioning. Your event must provide tables, chairs, and any other decoration desired (within facility guidelines). Please list each company and equipment provided (use additional paper if needed). <u>Schedule times for pick up:</u> Event ending time or 8:30 a.m. the following day. This information must be posted on your event schedule. RENTAL AGENCY(IES) _____ CONTACT #: _____ TYPE OF EQUIPMENT _____	
<input type="checkbox"/> YES <input type="checkbox"/> NO OPTION #1 LIABILITY INSURANCE A charged of \$125 has been added to your regular events invoice for the City of Boise to provide the required liability insurance to cover your event at the Depot. A \$125 fee will be added to 5hrs or 6hrs Special events, if event chooses or if event fails to provide a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage not less than \$1,000,000 combined single limit per occurrence.	
<input type="checkbox"/> YES <input type="checkbox"/> NO OPTION #2 YOU PROVIDE LIBILITY INSURANCE required for all events at the Depot. It is the responsibility of event organizers to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage not less than \$1,000,000 combined single limit per occurrence. See Disclaimer for complete details. Policy must be sent to BPR no less than 45 days prior to the scheduled event, the \$125 will be subtracted from your invoice.	

SUPPLEMENTAL APPLICATION for REHEARSAL or SETUP: CHECK ALL PLANNED ACTIVITIES Check those items that apply to your event:	
<input type="checkbox"/> YES <input type="checkbox"/> NO REHEARSAL DAY DATE(S) OF EVENT: START _____ END _____ Event can reserve Great Hall no earlier than 30 days and no later than 2 weeks prior to event day for a minimum of 2 hours at the rate of \$55 per hour.	
<input type="checkbox"/> YES <input type="checkbox"/> NO NO SETUP DAY DATE(S) OF EVENT: START _____ END _____ Event can reserve Great Hall no earlier than 30 days and no later than 2 weeks prior to event day for a minimum of 2 hours at the rate of \$110 per hour.	

CITIZENS USE PERMIT (Road Closure)	
<input type="checkbox"/> YES <input type="checkbox"/> NO APPLYING FOR CITIZENS USE PERMIT APPLICATION IS THROUGH BOISE POLICE DEPARTMENT. PLEASE CAREFULLY READ THE INSTRUCTION PROVIDED ON THE APPLICATION.	

I hereby certify that I am 21 years old or older, I have read and will abide by the policies set forth by the city of Boise, Boise Parks & Recreation and that I will leave the Depot in the condition it was in upon my arrival. I further agree to promptly reimburse the city of Boise for any clean up, loss or damage to city property resulting from this use.

APPLICANT'S SIGNATURE: _____ DATE: _____