

# Boise Airport Snake River Conference Center

Thank you for your interest in **Boise Airport's Snake River Conference Center**. Located on the third level of Boise Airport's terminal building, the Snake River Conference Center provides a convenient location for your meeting or conference for a small gathering of 2 people or a large presentation for up to 125 people.

To accommodate your needs for a successful meeting or conference, our facility also offers presentation equipment needs such as projectors; tables and chairs; and onsite catering. *Please contact Delaware North, 208-' ()-%+% directly to arrange your local catering needs.*

Parking is not included in the room fee. Parking validation may also be purchased for your guests.

1. Outside catering is permitted with a charge of \$1 per attendee to be included in the room fee, or you may also contact Delaware North, 208-345-1713 onsite directly to arrange your catering needs.
2. Please include any potential equipment needs when making reservations.
3. No advertising or selling from conference center facilities is allowed.
4. Signage for meetings or conferences is permissible, but may not include any advertising or corporate logos.
5. No signs, posters, or banners may be hung on any walls in Boise Airport.
6. Report any damages or problems to Airport Administration.

To reserve your Snake River Conference Center location, complete the attached reservation form and return to:

**Boise Airport**  
**3201 Airport Way, Suite 1000**  
**Boise, Idaho 83705**  
**fax: 208-343-9667, or email to [MWigley@cityofboise.org](mailto:MWigley@cityofboise.org).**

For more information, call 208-383-3110 (TTY: 208-424-5609). Please retain a copy of the reservation form for your records. Thank you.

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**RESERVATION FORM:** Please provide any additional requests in writing and submit with this form.

Fax form to 208-343-9667 or email to MWigley@cityofboise.org.

Contact Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Room	Size (# of people)	Rate (half day/full day)
<input type="checkbox"/> Owyhee River	2 to 10	\$50/\$100
<input type="checkbox"/> Bruneau River	2 to 10	\$50/\$100
<input type="checkbox"/> Malad River	2 to 10	\$50/\$100
<input type="checkbox"/> Payette River	16 to 33	\$125/\$250
<input type="checkbox"/> Salmon River	48 to 80	\$200/\$400
<input type="checkbox"/> Boise River	40 to 125	\$300/\$600
<input type="checkbox"/> Sun Valley	58 to 90	\$200/\$400

**Room Set-up** (Please Check One) for <sup>number of</sup> \_\_\_\_\_ **people:**

Classroom       Theatre       Conference

Other \_\_\_\_\_

Yes, we will require catering service.  
(Please contact Delaware North, 208-345-1713.)

No, we will not require catering service.  
(Reminder: Outside catering is permitted with  
a \$1 per person fee as noted below.)

**Full Day Rates are for use of more than 4 hours**

**Method of Payment:**

Credit Card: \_\_\_\_\_

Cardholder: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date \_\_\_\_\_

CVV Number: \_\_\_\_\_

**TOTAL Room Rental:** \_\_\_\_\_

**Outside catering (\$1/per person)** \_\_\_\_\_

**Advanced Parking:** \_\_\_\_\_

**TOTAL RENTAL:** \_\_\_\_\_

Office Use Only

**Processed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_