

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 Smartboard, projectors, TV, VCR, and DVD; tables and chairs; and onsite catering. *Please contact Airport Catering, 208-383-3235 directly to arrange your catering needs.*

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

We are proud of our state-of-the-art facility available for visitors and locals alike. Please assist us in ensuring the Snake River Conference Center continues to be an alluring location for gatherings by following these guidelines.

1. Before rearranging any tables and chairs, please contact custodial staff for assistance. You may have them paged in Airport Operations, located next to the Administration office just past the conference center.
2. Outside catering is not permitted. Please contact Airport Catering, 208-383-3235 directly to arrange your catering needs.
3. Equipment rental is limited. Please include any potential equipment needs when making reservations.
4. No advertising or selling from conference center facilities is allowed.
5. Signage for meetings or conferences is permissible, but may not include any advertising or corporate logos.
6. No signs, posters, or banners may be hung on any walls in Boise Airport.
7. Report any damages to Airport Operations.
8. Cancellations must be submitted in writing for a full refund 48 hours prior to scheduled event. Refunds requested within 48 hours of the scheduled event are subject to a \$25 processing fee.
9. Airport staff may be available for technical assistance at an hourly rate of \$50.00, unless the problem is due to technical difficulties related to airport equipment.

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**. For more information, call 208-383-3110 (TTY: 208-424-5609). A letter of confirmation will be sent upon processing. Please retain a copy of the reservation form for your records.

Thank you.

Boise Airport Snake River Conference Center

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

Contact Name: _____

Company/Organization: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Please Check One:

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

Date(s): _____

Time(s): _____

Room Set-up (Please Check One) for number of people:

Classroom Theatre Conference

Other _____

Yes, we will require catering service.
(Please contact Boise Airport Catering, 208-383-3235.)

No, we will not require catering service.
(Reminder: Outside catering is not permitted.)

Equipment	Rate (half day/full day)
<input type="radio"/> Laptop	\$30/\$50
<input type="radio"/> Smartboard	\$30/\$50
<input type="radio"/> Presentation Projector	\$30/\$50
<input type="radio"/> TV/DVD	\$30
<input type="radio"/> TV/VCR	\$30
<input type="radio"/> Microphone	\$30
<input type="radio"/> Transparency Projector	\$15
<input type="radio"/> Flip Chart	\$10

Full Day Rates are for use of more than 4 hours

TOTAL Room Rental: _____

Total Equipment Rate: _____

Length of Rental: _____

Technical Assistance (\$50/hour): _____

TOTAL Equipment Rental: _____

Advanced Parking: _____

TOTAL RENTAL: _____

Method of Payment:

Credit Card: _____

Cardholder: _____

Card Number: _____

Exp. Date: _____

Please invoice to the address above

Office Use Only

Processed by: _____ **Date:** _____

Comments: _____

