

# Boise Airport Snake River Conference Center

Thank you for your interest in Boise Airport's Snake River Conference Center. Located on the third floor 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 (DNC), 208-345-1713; [bsheffield@delawarenorth.com](mailto:bsheffield@delawarenorth.com); [bbest@delawarenorth.com](mailto:bbest@delawarenorth.com); directly to arrange your local catering needs.

**Parking** is not included in the room fee. Parking validations may be purchased in advance for your guests.

1. Please include any potential equipment needs when making reservation.
2. No advertising or selling from conference center facilities is allowed.
3. Signage for meetings or conferences is permissible, but may not include any advertising or corporate logos.
4. No signs, posters, or banners may be hung on any walls in the Boise Airport.
5. 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, ID 837015  
Fax: 208-343-9667 or email to [mwigley@cityofboise.org](mailto:mwigley@cityofboise.org)

For more information, call 208-972-8388. 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<br>(# of people) | Rate<br>(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:**

bsheffield@delawarenorth.com

bbest@delawarenorth.com

No, we will not require catering service.

**Method of Payment:**

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

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

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

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

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

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

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

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

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