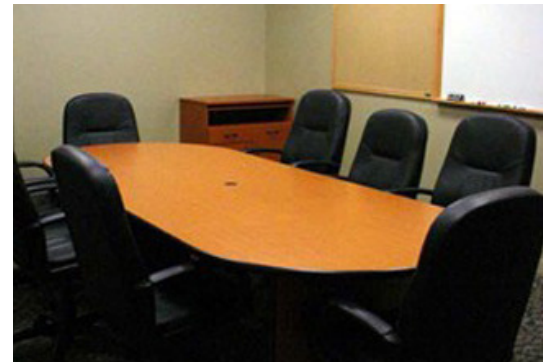




Your gateway to  
successful collaboration



# Boise Airport

## CONFERENCE ROOMS

The conference rooms at the Boise Airport are conveniently located on the third floor of the terminal and provide a prime location for your meeting or conference—accommodating small gathering of 2 people up to large groups up to 125 people.

Our facility offers presentation equipment needs such as projectors, tables and chairs, and onsite catering through our partner Delaware North.

Complete the attached form and submit via email to [mminegar@cityofboise.org](mailto:mminegar@cityofboise.org) to reserve your room. For more information, call 208-972-8389. Please retain a copy of the reservation form for your records. Thank you.

## Quick Info:

### CATERING:

Contact Bill Best at Delaware North directly to arrange your local catering needs.

✉ [bbest@delawarenorth.com](mailto:bbest@delawarenorth.com)

### PARKING:

Paid separately from the room fee. Parking validations may be purchased in advance for your guests.

✉ [mminegar@cityofboise.org](mailto:mminegar@cityofboise.org)

### REQUIREMENTS:

- Please include any potential equipment needs when making reservation.
- No advertising or selling from conference rooms is allowed.
- Signage for meetings or conferences is permissible, but may not include any advertising or logos.
- No signs, posters, or banners may be hung on any walls in the Boise Airport.
- Report any damages or problems to Airport Administration.



# Reservation Form

PLEASE PROVIDE ANY ADDITIONAL REQUESTS IN WRITING AND SUBMIT WITH THIS FORM VIA EMAIL TO [MMINEGAR@CITYOFBOISE.ORG](mailto:MMINEGAR@CITYOFBOISE.ORG).

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

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

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

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

Email: \_\_\_\_\_

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

ROOM	# OF PEOPLE	RATE (HALF DAY / FULL DAY)
<input type="checkbox"/> Owyhee River	2-10	\$50 / \$100
<input type="checkbox"/> Bruneau River	2-10	\$50 / \$100
<input type="checkbox"/> Malad River	2-10	\$50 / \$100
<input type="checkbox"/> Payette River	16-33	\$125 / \$250
<input type="checkbox"/> Salmon River	48-80	\$200 / \$400
<input type="checkbox"/> Boise River	40-125	\$300 / \$600
<input type="checkbox"/> Sun Valley	58-90	\$200 / \$400

Room set-up for \_\_\_\_\_ people. Preferred configuration:

☐ Classroom    ☐ Theatre    ☐ Conference  
☐ Other \_\_\_\_\_

☐ Yes, we require catering and I will contact Delaware North (see sidebar).

☐ No, we will not require catering service.

Full day rates are for use of more than 4 hours

Total Room Rental: \_\_\_\_\_

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

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

### Method of Payment

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

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

EXP Date: \_\_\_\_\_ CVV: \_\_\_\_\_