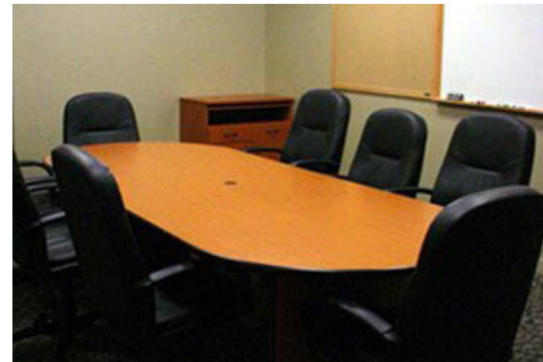




Your gateway to
successful collaboration



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 Areas.

Complete the attached form and submit via email to BOI-Admin@cityofboise.org to reserve your room. For more information, call 208-972-8400, option 0. Please retain a copy of the reservation form for your records. Thank you.

Quick Info:

CATERING

Email the Areas team to arrange your local catering needs.

✉ thomas.makowski@areas.com
cc: christy.ruesch@areas.com
and bill.best@areas.com

PARKING

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

✉ BOI-Admin@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 BOI-ADMIN@CITYOFBOISE.ORG.

Contact Name: _____

Company/Organization: _____

Billing Address: _____

Telephone: _____

Email: _____

Date(s): _____

Time(s): _____

ROOM	# OF PEOPLE	RATE (HALF DAY / FULL DAY)
<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"/> BBQ Grill		\$25

Room set-up for _____ people. Preferred configuration:

☐ Classroom ☐ Theatre ☐ Conference

☐ Other _____

☐ Yes, we require catering and I will contact Areas (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 ☐ Cash ☐ Invoice

If paying by credit card, please call the Airport Admin office with your credit card information at 208-972-8400, option 0. Leave a voicemail and Admin will return your call.

SUBMITTAL OF THIS FORM PLACES A TEMPORARY HOLD ON THE ROOM UNTIL PAYMENT INFORMATION IS RECEIVED. LIMIT THREE ROOM RESERVATIONS PER DAY.