

BOI CONFERENCE ROOMS

Reservation Form

Meeting Name: _____

Contact/Organization: _____

Billing Address: _____

Telephone: _____

Email: _____

Date: _____

Time/Day: _____

Projected attendance for meeting (# of people): _____

ROOM	CAPACITY	HALF / FULL DAY RATES
☐ Bruneau River	8-10 attendees	\$50 / \$100
☐ Malad River	8-10 attendees	\$50 / \$100
☐ Payette River	18-24 attendees	\$125 / \$250
☐ Salmon River	42-78 attendees	\$200 / \$400
☐ Boise River	42-120 attendees	\$300 / \$600
☐ BBQ Grill		\$25

Half day is 4 hours or less and must include time for set-up and take-down.

Other Details:

Room set-up available for Salmon and Boise River

Rooms only (default configuration is Hollow-Square).

Please indicate if a different configuration is preferred:

☐ Classroom ☐ Theater ☐ U-Shaped ☐ V-Shaped

☐ Conference ☐ Other: _____

Will drinks or food be provided at this meeting?

☐ Yes, we will contact Areas for catering (see sidebar),
use an outside vendor, or provide independently.

☐ No

Total Room Rental: \$ _____

Advanced Parking (\$5/vehicle): \$ _____

TOTAL RENTAL: \$ _____

Method of Payment

☐ JV ☐ Invoice ☐ Cash ☐ Credit Card*

**If paying by credit card, the Airport Admin office will call you directly to securely collect your credit card information.*

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

QUICK INFO:

CATERING

To use the onsite catering service, please email Areas.

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

PARKING

Parking validations may be purchased in advance for your guests at \$5/vehicle. Parking fee is added to the room rental fee.

REQUIREMENTS

- All conference rooms are equipped to connect to a laptop or USB drive for presentations and video conferencing.
- Meeting supplies (like extension cords, chargers, easel pads, markers, etc.) are not available for your use.
- No advertising or selling from conference rooms is allowed.
- Signage for meetings or conferences 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 Admin.

QUESTIONS?

Direct any questions to Airport Admin and submit this completed PDF form via email.

✉ BOI-Admin@cityofboise.org


Boise Airport