

8th Street Rental Application

Steps in Approval Process:

Submit application to Max Clark at CCDC. mclark@ccdcboise.com or 121 South 9th Street, Suite 501. If preliminary approval of the event is received, applicant will be required to meet the Applicant Responsibilities Checklist on the second page no later than a week before the event.

Event Information

<u>Date:</u>	<u>Set-up Time:</u>	<u>Event Hours:</u>
<u>Event Name & Purpose:</u>		
<u># of Participants:</u>	<u>Food & Beverage y/n:</u>	<u>Live Music y/n:</u>
<u>Stage y/n:</u>	<u>Chairs & Tables y/n:</u>	<u>Other:</u>

Applicant Information

Name:

Phone:

Address:

Email Address:

City:

State:

Zip:

Applicant Responsibilities Checklist:

CCDC – Contact Max Clark 384-4264 mclark@ccdcboise.com

- Submit proof of insurance (2 million dollar policy) to CCDC**
- Reimburse CCDC for street closure (\$150), portable toilets (\$100), and trash disposal (\$50)**

Boise City Parking Control – Contact Stu Prince 208-384-3773

- Reimburse Boise City up to \$115.00 for lost parking meter revenue**

Boise City Police Department – Contact Mike Majors 208-570-6402

- Sign off on liquor permits, security**

Boise City Fire Department – Contact Jeff Root 208-570-6578

- Sign off on location of tents, stages and vehicle clearance issues**

Ada county Public Health – Contact Irene Mansfield 208-327-7499

- Catering permit and food safety issues**

8th Street Merchants – Contact list at

http://www.ccdcboise.com/UseOf8thSt/Default.aspx#for_property_owners

- Communication with 8th Street Merchants – speak to owner or manager and provide him/her with an event flyer or poster**