

# 8<sup>th</sup> Street Rental Application

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## *Steps in Approval Process:*

Submit application to **Ben Houpt** at CCDC [bhaupt@ccdcboise.com](mailto:bhoupt@ccdcboise.com) or 121 South 9<sup>th</sup> Street, Suite 501, **Boise**. 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**

**Event Name & Purpose:**

**Date:**                      **Set-up Time:**                      **Event Hours:**                      **# of Participants:**

**Choose which blocks:**                      **Idaho to Main**                      **Bannock to Idaho**

**Electricity y/n:**                      **Alcohol y/n:**                      **Vending y/n:**

**Security y/n:**                      **Amplified Sound y/n:**                      **Other:**

## **Applicant Information**

**Name:**                      **Title:**

**Phone:**                      **Email Address:**

**Address:**                      **City:**                      **State:**                      **Zip:**

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## **Applicant Responsibilities Checklist:**

CCDC – Contact **Ben Houpt** 384-4264 [bhaupt@ccdcboise.com](mailto:bhoupt@ccdcboise.com)

- Submit proof of insurance (2 million dollar policy) to CCDC
- Reimburse CCDC for street closure (**amount varies based on event needs**)

Boise City Police Department – 208-570-6402

- Sign off on liquor permits, security

Boise City Fire Department – 208-570-6578

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

Ada county Public Health – 208-327-7499

- Catering permit and food safety issues

8<sup>th</sup> Street Merchants

- Communication with 8th Street Merchants (**shops, restaurants, etc...**) – speak to owner or manager and provide him/her with an event flyer or poster