

Agency specific Policies & Procedures

Office of the Boise City Clerk

Specific Policies and Procedures:

1. Alcohol Beverage Catering Permit
 - a. Engaging the services of a retailer, winery, or brewery for the purchase and service of alcohol beverages requires that they submit an application to the city for an Alcohol Beverage Catering Permit. These permits require at least one or two weeks lead time to process. The application must be accompanied by a copy of the caterer's State and County Alcohol Beverage licenses, site plan and the owner must sign the application.
 - b. The Boise Police Department will review all permits for safety and underage service concerns. Event Organizers will be expected to have their alcohol service area well defined, additional security when appropriate, and proactive steps that limits the possibility of underage consumption.
 - c. Permits submitted for outdoor events must be approved by the City Council and require at least two weeks to process. Permits submitted within less than two weeks of the event cannot be guaranteed to be processed before the event.
2. Event Vendor or Individual Vendor License
 - a. All vendors must be registered with The City of Boise, City Clerk's Office prior to the event set-up, to operate a concession at a special event on City owned land. This is accomplished either individually or as a group through an event vendor's license.
 - b. An individual vendor license – the application cost will be \$41.10 per vendor/per 6 months/per unit.
 - c. A vendor on an event vendor list submitted by the special event operator as part of their special events application will not incur any application fee.
 - d. In the interest of public safety, a zero tolerance policy is enforced for all special events. This means failure to comply with standards may result in ticketing and/or closure.
 - e. All vendors selling food items must complete and pass a Central District Health Department health inspection and obtain a Boise City Eating and Drinking Permit
 - f. The City of Boise reserves the right to operate a concession service at any special event.
 - g. All vendors must comply with all city and state codes applicable to them.
3. Eating and Drinking License
 - a. All vendors or temporary merchant selling foodstuffs or any type of beverage must apply for an Eating and Drinking license. Application can be made at the City Clerk's office and must be accompanied by a completed Central District Health Department inspection.
 - b. This license must be completed before any vendor or temporary merchant can serve food to the public.
 - c. On occasion, the Central District Health Department will designate a vendor or temporary merchant "Low Risk" and not complete a health inspection on their business. In this case, the applicant must have some form of written statement by CDHD showing their designation as "Low Risk" and this documentation must be included with their Eating and Drinking License application in place of the health inspection.