

**2008 Special Events Policies & Procedures Manual**  
City of Boise, Office of the City Clerk

Downtown Boise

Organizations: Downtown Boise Association (DBA) & Capital City Development Corporation (CCDC)

**Specific Policies and Procedures:**

**Pre Event Organization**

The DBA & CCDC encourages event organizers to meet with the DBA & CCDC early in the planning stages of their event to discuss the logistics and impact to the downtown businesses, parking system & residents so as to work on a footprint that works for both the event and downtown.

**Trash Plan**

Event organizers are required to provide adequate trash capacity and are responsible for removing trash generated from the impact of their event in the downtown area. This includes removing trash and replacing liners (45 gallon) in the permanent trash receptacles on the sidewalks, and removing trash left laying on the sidewalks and streets. Trash boxes are available from Allied Waste (345-1265) for a small fee to supplement the permanent trash containers. Portable recycle bins are available from Public Works (384-3901) at no charge. DBA and the city encourage organizers to minimize their event's environmental impact by recycling and minimizing waste.

Should the event organizer wish to contract with the Downtown Clean Team for trash removal, please contact the DBA at least four (4) weeks prior to your event to make arrangements for scheduling and payment procedures. Recycling collection/hauling is available through the Clean Team for an additional fee.

Trash Dumpsters in the Downtown area are for private business use only. Please do not use these dumpsters for your trash disposal. Doing so constitutes theft of service and is illegal. To lease a dumpster contact Allied Waste at 345-1265. For permission to site a dumpster in the right of way Contact Ada Count Highway District at 387-6280, City Parking Services if you choose to use a parking space, and the property owner for permission to use their property.

**Neighborhood Notices**

Event organizers are required to notify the downtown businesses, residents & public transit that may be impacted by your event (including road closures) at least two (2) weeks prior to their event. This includes a description of the event, a map of all the road closures and contact information for the event. The DBA will make available a mailing list to the event organizer for this mailing. In addition the DBA will include details of the event in their weekly email communication to downtown merchants. Email details to the DBA at [HYPERLINK "mailto:info@downtownboise.org"info@downtownboise.org](mailto:info@downtownboise.org).

**Posters**

Posters may not be displayed on historic lamp posts, utility poles or public property. The posting of posters, signs, etc. on utility poles is unlawful under Idaho Code: 18-7029 and violators may be cited for the offense. Permission must be granted from business and property owners to post signs, posters etc on their property.

**Banners**

The DBA manages the banner program for downtown Boise historic Lamp posts. If your event would like to display banners, please contact the DBA to coordinate installation and removal of banners. There is a fee for the install and removal, and banners are to be provided and paid for by the event organization. The installation location is based on availability and first come first served. The application can be found online at [HYPERLINK "http://www.downtownboise.org/"www.downtownboise.org](http://www.downtownboise.org/) under "services".

**Flower Planters**

There are over 450 flower planters distributed throughout Downtown Boise that the downtown merchants pay annually for. Should your event participants (including spectators) destroy the plants in any one of these planters your organization will be responsible for replacement costs associated with replanting. Approximate cost is \$200 per planter.

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**Parking Plan**

Public parking is a priority for downtown businesses and it is important that the organizers of the event provide as much possible access to public parking as possible including access to parking for event participants. This includes a plan to accommodate property owner's access to and from their property. The economic impact when parking revenues are disrupted due to lack of access to the public parking system and private lots should be considered when organizing your event.

**The Grove Plaza**

The Grove Plaza is owned by CCDC and managed by the Boise Centre on the Grove. All rentals of the Grove Plaza are through the Boise Centre on the Grove.

**8th Street Corridor (Main Street to Bannock)**

The 8th Street Corridor from Main Street to Bannock Street is owned by CCDC. All rentals of this location are through CCDC.