

Introduction

Background - Each year the City of Boise receives many requests from individuals and groups to operate special events on City of Boise property. In 2007, more than 100 special events took place on City property. These events vary in scope, purpose, size, cost and complexity.

Support Statement - The City of Boise recognizes special events as an important part of Boise's quality of life and as providers of affordable entertainment to its citizens. It is also recognized that special events enhance tourism, culture, recreation and education as well as providing an economic benefit to businesses in the City of Boise.

Foreword - These policies and procedures are designed to help the special event operator effectively use the requirements that are in place and to effectively plan and execute a successful special event. Most special events represent a major investment of time and money. When well conceived and planned, they can bring rewarding dividends to the organizers and the City of Boise. Successful events do not just happen; they are a result of:

- Responsible leadership;
- Careful planning;
- Good organization;
- Provisions against the unexpected; and,
- Methodical 'follow through' and evaluation.

The City of Boise is at your service to help in every way possible to make your event a success. The City of Boise Special Events Coordination Committee is committed to working with event organizers in helping them to achieve their outcomes while maintaining the standards established by the Policies and Procedures Manual.

Purpose - The purpose of the Special Events Policies & Procedures Manual is to incorporate, into one manual, policies and procedures used by the various agencies and departments inside and outside the City of Boise to process applications for special events. It will also outline an approved policy regarding the operation of events on City of Boise property, Ada County Highway District streets and roadways, and associated fees and charges for related services provided by City of Boise and affiliated agencies.