

be used only during the ceremony.

- No candles on benches, regardless of being covered.

## Equipment Rental

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Boise City shall furnish the customary building, heating, lighting and air conditioning. Event must provide tables, chairs, and any other decor desired (within facility guidelines).

All equipment must be removed at the end of the scheduled event unless special arrangements are made and listed on the facility permit.

The Permit Holder will be assessed a \$250.00 rental fee plus any additional costs associated with the removal of equipment left past the event's scheduled end time, or as "listed pick up" on the facility permit. Scheduled times for pick up are the event ending time or by 8:30 a.m. the following day.

## Facility & Grounds

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- Alteration to the Depot or property of the Depot is prohibited.
- Animals are prohibited.
- Driving on the bricks is prohibited.
- Birdseed, rice, confetti, flower petals, and sparklers are prohibited.
- BBQs are allowed on the gravel area outside the catering kitchen 4 feet away from the bricks and sidewalk.

## Generators & Electrical Power

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- Generators are prohibited at the Boise Depot
- The Great Hall has (12) 110 volt outlets.
- Extension cords cannot run from the Great Hall to the Depot Plaza area.
- Depot Plaza has (2) 110 volt outlets.
- Lights in the Great Hall may be dimmed during an event but may never be completely shut off.

## Insurance

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Liability insurance is required for all events. It is the responsibility of event organizers to maintain a **COMPREHENSIVE GENERAL LIABILITY** insurance policy with coverage not less than \$1,000,000 combined single limit per occurrence.

Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry (a certificate naming the City of Boise as

additional insured). The adequacy of all insurance required by these provisions shall be subject to approval by the City's Risk Manager. Unless other insurance is proven, the user fee includes a \$125 for liability insurance through the City of Boise.

A copy of the insurance certificate must be submitted with the final payment.

## Parking

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Parking is limited to designated areas and is available on a first-come, first-serve basis. Large events may consider shuttling guests to the event.

There are 73 parking spaces on Eastover Terrace which is an Ada County Highway District (ACHD) roadway. Road restrictions are not allowed unless the event organizer arranges for an ACHD Citizen's Use Permit and provides added security.

Approximately 35 additional parking spaces are available in the gravel area west of Big Mike on the north side of the tracks off Rudy Street.

## Security

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Security staff will be on duty for the entire event; they will unlock the Depot, meet the event organizer and monitor the Depot facility during events. They are not to help set up, clean up or take down your event. Additional security will be assigned when the Depot Plaza and/or Bell Tower are rented.

## Smoking Policy

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The Depot is a smoke-free facility.

## Trash/Recycle

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The Depot provides two (2) yellow recycle bins, clear plastic bags and a green dumpster for event use. See posters for acceptable recycle items.

All trash & recyclables **MUST** be taken to the outside trash or recycle dumpster (east end of Depot). All bags need to be tied and sealed.

To prevent damage to the bricks, garbage bags in the cans are to be transported using the hand truck provided.

# Depot Use Policies



The Boise Depot is a beautiful historic Mission-style structure operated by the City of Boise as a public meeting space and historic site. The Great Hall may be scheduled for private and business events, weddings/receptions, fund-raisers, corporate meetings, parties, reunions and other special occasions.

### FREE PUBLIC HOURS

May-September	October-April
Sunday, Noon-6 p.m.	Sunday, Noon-4 p.m.
Monday, 1-8 p.m.	Monday, 2-6 p.m.
Closed Legal Holidays	

### TO SCHEDULE A RESERVATION

(208) 608-7644, Fax (208) 608-7648

TDD/TTY (800) 377-3529

Email Reservations: [reserve@cityofboise.org](mailto:reserve@cityofboise.org)

View detailed Depot schedules:

[www.cityofboise.org/parks/reservations](http://www.cityofboise.org/parks/reservations)



**Parks &  
Recreation**

1104 Royal Blvd., Boise, Idaho 83706

[www.cityofboise.org/parks](http://www.cityofboise.org/parks)

M-F 8 a.m. to 5 p.m.

Closed Legal Holidays

## The Great Hall

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This large 3,542 square-foot space can occupy 300 people standing or 165 seated. Along the wall are six original benches that can be used. The original 1925 Barkalow Brothers Newsstand is featured on the west wall which can be used for a buffet, display or bar setup.

Above the newsstand is the Brides Room. This room is 29 feet x 13 feet and overlooks the Great Hall from its own balcony. A long graceful stairway descends for the bride to make her entrance.

A kitchen located behind the Barkalow Brothers Newsstand is available for caterers to use. To serve food and/or beverages at an event, a caterer must have current Central District Health Department Permit. (208) 375-5211 and a Boise City Eating & Drinking License from Boise City Clerk's Office (208)-384-3703.

Free WiFi provided by ClearWire. (Boise Parks & Recreation does not guarantee service or provide technical support for this service.)

### Additional rental options

- Depot North Plaza Area can hold 100 maximum capacity. (Not available for 5 for 5 Special)
- Bell Tower
- Sound System (included in 5 for 5 Special Rental fee)

## Deposits, Refunds & Cancellations

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- A deposit of \$400.00 (\$250.00 for 5 for 5 Special) is due two weeks after a reservation is scheduled. A reservation will automatically be cancelled if payment is not received by payment due date.
- Final payment including a refundable \$300.00 security deposit is due 45 days before the scheduled event. (Security deposit does not apply for the 5 for 5 Special Rental fee)
- Security deposit refunds will be issued within 30 days after the event if the Depot policies have been met.
- A \$120.00 administrative fee is charged on all reservations cancelled after 1<sup>st</sup> payment has been made.
- Reservations cancelled within 60 days of an event will be refunded the \$300 Security deposit if balance has been paid in full.
- Rescheduling requests must be made 60 days prior to the original event date and must be within that calendar year.
- Rental Adjustment Refund: Depot amenities needing adjustments must be made 30 days prior to the event date to qualify for a refund.

## Alcohol Use

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- To include Alcohol at an event an Idaho Licensed Caterer is required.
- In addition, the Caterer serving beer, wine or alcohol must secure and display at all times during the event an **ALCOHOL BEVERAGE CATERING PERMIT** from the Boise City Clerk's Office, (208) 384-3703.
- Individuals under the age of twenty-one (21) years of age will not be allowed to consume or possess any alcohol.
- The applicant will be responsible for the actions of the participants and is required to be present during the entire time alcohol is being served. Should the applicant leave the area while alcohol is present for any purpose, this permit is revoked and a security deposit refund will not be issued.
- Alcohol is to remain within the Boise Depot's Great Hall area, unless the Depot Plaza is additionally rented. If the Plaza is rented, alcohol will then be allowed in a controlled area.
- Alcohol is not allowed in Platt Gardens or the roadway. This is an open container violation.
- All alcohol distribution must cease one hour prior to the end time of the event as listed on the facility permit.

## Amplified Sound

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When the Depot Sound System is rented, the renter must provide their own sound equipment (i.e. CD players, iPod, etc...) and any equipment adaptors.

- Amplified sound may not exceed 75 decibels inside the Great Hall.
- Depot Plaza - no person shall operate or aid in the operation of private radios, stereophonic or sound amplification devices at a greater operating level than 62 decibels measured at a distance of 20 feet from such devices, except as authorized by written permit. All amplified sound on the Depot Plaza must end at 10 p.m.

## Benches & Newsstand

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- Benches cannot be moved. No exceptions.
- A protective cover (tablecloth, etc.) must be used at all times to protect the benches and newsstand counter.
- The Barkalow Brothers Newsstand windows can only be opened and closed by our security staff.
- Items in the Newsstand are for display only. Touching or moving these items is prohibited.

## Canopy, Tent & Awnings

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Contact Boise City Fire Department, Fire Code Enforcement at (208) 570-6572 to obtain a permit for

canopies, tents and awnings over 200 square ft. per structure. U.F.C. Article 32, B.F.D. Tent Permit.

## Cleanup & Kitchen Use

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- Food and/or beverages may only be served by a Idaho Licensed Caterer with a current permit issued by Central District Health Department and a current Eating and Drinking License issued from Boise City.
- Food and/or beverages may only be set up using the kitchen, Barkalow Brothers, the west end of the Great Hall, and if additionally rented the Plaza area. The "Bell Tower" entrance cannot be used as a food service access. **The area around the doorway from the Great Hall to the Bell Tower area must remain clear at all times.**
- The Event organizer is responsible for ensuring all spills are cleaned, and all trash is removed and placed into the outside dumpster.
- A security deposit is returned only if the Depot is left cleaned, undamaged and orderly, without trash or debris.
- The licensed caterer must make sure the kitchen sink is drained and rinsed clean and the floor drain is cleaned; wipe-off all counter tops, fronts of cabinets, inside and outside of the refrigerator, sweep and mop up spills.
- Cooking is restricted in the Depot. Open flames are prohibited within the building. Steam/Heating trays are permitted.
- The Great Hall, Depot Plaza and Newsstand areas are to be swept removing excess debris and spot-mop all spills.
- Ice shall be discarded only on the gravel on the west side of the Depot. Do not leave ice in the freezer.

## Decorations

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- All decorations must be free-standing. Tape, tacks, staples and poster putty are all prohibited. Gaffer tape maybe used.
- Extension cords must be secured to the floor using a non-residue tape.
- Helium and Mylar balloons are prohibited. Air-filled balloon arrangements are acceptable.
- Fog machines are prohibited.
- Real flower petals are restricted to bouquets only.
- The uses of confetti, bubbles, bird seed, popcorn or rice are prohibited.
- Sparklers or open flames decorations are not allowed.

## Decorations (cont.)

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- All candle flames must be enclosed and allowed only on user provided equipment. Exception: A Unity Candle may