

Alcohol Catering Permit Application Process:

- Catering Permits are for events that are held in the unincorporated areas of Ada County.
- Catering Permits can be obtained at the Ada County Recorder's office, 200 W. Front St., Boise ID 83702 or at www.adacounty.id.gov
- The owner of the State of Idaho Retail Alcohol Beverage License must sign the catering permit application(s). If the State of Idaho Retail Alcohol Beverage License is from another county (i.e. Canyon County), please provide a copy of the State of Idaho license.
- **Do Not take the application to the Ada County Sherriff's Office.** The Ada County Recorder's office will route the application to them for you. The application **must** be submitted to the Ada County Recorder's office by 5pm Wednesday to ensure we meet the Friday at Noon deadline at the Ada County Commissioners Office.
- Fee of \$20.00 per day for no more than three (3) consecutive days will be collected at the time the catering permit application is submitted to the Ada County Recorder's office.

ADA COUNTY ALCOHOL CATERING PERMIT

Date: _____ Fee: _____

Name/DBA: _____

Address: _____

City: _____

State of Idaho Alcohol Beverage License Number: _____

License to be used (*day(s) of event*): _____

Beginning and Ending time of event: From: _____ To: _____

Place of event: _____

Catering for Individual(s), Organizations(s), Group(s) or Persons(s) sponsoring the event:

The sponsored event will be open to the named organization(s), group(s), or person(s) and guest for a period of _____ day(s), not to exceed three (3) consecutive days at a fee of twenty dollars (\$20.00) per day.

Signature of Licensee: _____

Unless licensee is disqualified, approval of this permit does certify that the licensee is entitled to hold and use this Ada County Alcohol Catering Permit at the above-designated premises, subject to provisions or Title 23-I.C.

Internal Use Only

Recommend: _____ Not Recommend: _____ Date: _____

Ada County Sheriff: _____

Signature

Recommend: _____ Not Recommend: _____ Date: _____

Ada County Recording Clerk: _____

Signature

Original: Licensee
Copy: Ada County Recorder's Office

Office Use Only:
Mail copy to:
Alcohol Beverage Control
Idaho State Police
700 S. Stratford Dr., Ste. 115
Meridian ID 83642-6202

Mail copy to:
Ada County Sheriff
Attn. Catering Permits