



Catering Permit Application

Applicant Information

Today's Date: _____

Fee: \$ _____

Name of License/DBA: _____

Address: _____ Alcohol Beverage License Number: _____

Name of Catering Service: _____

Contact Name: _____ Phone: _____

Email: _____

Day(s) & Date(s) of Event (ex: **Friday**, 12-32-2022): _____

Time of Event (Start & End time): _____

Place of Event: _____

Approximate Number of Attendees: _____

Type of Catering event and name for Individual(s),
Organization(s), Group(s)
or Person(s) Sponsoring the event: _____

The Sponsored event will be open to the named organization(s), group(s) and guest for a period of ____ day(s), not to exceed five (5) consecutive days at a fee of twenty dollars (\$20.00) per day.

Owner of License' Signature: _____ Date: _____

Internal Use Only

Recommend: _____ Not Recommend: _____ Date: _____

Ada County Sherriff Signature: _____

Recommend: _____ Not Recommend: _____ Date: _____

Ada County Recording Clerk: _____

Original: Ada County Records
Copy: Email to Applicant
Sheriff's Conditions: Email to Applicant

Email Completed Copy to: Alcohol Beverage Control, abc@isp.idaho.gov
Email Completed Copy to: Ada County Sheriff Attn: Catering Permits
cable@adacounty.id.gov

Alcohol Catering Permit Application Process:

- The Application and fees must be submitted to the Ada County Recorder's office at least **two (2) weeks** prior to the date of the event to ensure they meet the deadline for agenda items to be submitted to the Commissioner's office
- Ada County 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 downloaded from our website at www.adacounty.id.gov
- The Owners of the State of Idaho Retail Alcohol Beverage License must be the one to 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 current State of Idaho license
- Applications may be brought into the Recorder's Office during business hours, mailed into our office or emailed to alcohol.licensing@adacounty.id.gov
- Application fees may be paid in person with Cash, Check or Credit Card (a 3% plus \$1 processing fee will be added for each transaction)
- For emailed applications, fees may be paid by requesting an online payment link be emailed to the applicant. Please note that Catering Permit Applications will not be processed until all fees are paid.
- A **NON-Refundable** fee of \$20.00 per day for no more than five (5) consecutive days will be collected at the time the catering permit application is submitted to the Ada County Recorder's office.
- Ada County Recorder's office will process the application and collect fees before routing the application to the Sheriff's office for you.
- All Catering Permits must be approved by Ada County Sheriff then signed by an Ada County Commissioner during their scheduled Open Business Meeting

Please contact our office with any questions

alcohol.licensing@adacounty.id.gov

208-287-6840