

### **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](http://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, **two (2) weeks prior to the event**, to ensure we meet the Friday at Noon deadline at the Ada County Commissioners Office to be put on the agenda for the following Tuesday meeting.
- 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.



# Catering Permit Application

## Applicant Information

Today's Date: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Name/DBA: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alcohol Beverage License Number: \_\_\_\_\_

Date(s) of Event : \_\_\_\_\_

Time of Event (Start/End): \_\_\_\_\_

Place of Event: \_\_\_\_\_

Approximate Number of Attendees: \_\_\_\_\_

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 five (5) consecutive days at a fee of twenty dollars (\$20.00) per day.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Internal Use Only:

Recommend: \_\_\_\_\_ Not Recommend: \_\_\_\_\_ Date: \_\_\_\_\_

Ada County Sheriff: \_\_\_\_\_

Recommend: \_\_\_\_\_ Not Recommend: \_\_\_\_\_ Date: \_\_\_\_\_

Ada County Recording Clerk: \_\_\_\_\_

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