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, 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

<table>
<thead>
<tr>
<th>Today's Date:</th>
<th>Fee: $</th>
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<table>
<thead>
<tr>
<th>Name/DBA:</th>
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<table>
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<tr>
<th>Address:</th>
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<thead>
<tr>
<th>Phone:</th>
<th>Alcohol Beverage License Number:</th>
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<table>
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<tr>
<th>Date(s) of Event:</th>
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<table>
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<tr>
<th>Time of Event (Start/End):</th>
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<th>Place of Event:</th>
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<tr>
<th>Approximate Number of Attendees:</th>
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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.

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<tr>
<th>Signature:</th>
<th>Date:</th>
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## Internal Use Only:

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<th>Recommend:</th>
<th>Not Recommend:</th>
<th>Date:</th>
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<th>Ada County Sheriff:</th>
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<tr>
<th>Recommend:</th>
<th>Not Recommend:</th>
<th>Date:</th>
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<tr>
<th>Ada County Recording Clerk:</th>
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**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