



City of Ketchum
Parks & Recreation

Special Event Application Process and Processing Timeframes

Excerpt from Chapter 12.32 – Special Event Permits

APPLICATION PROCEDURE

An application for special event license shall be made in writing to the city staff on forms provided by the special event coordinator and available on the city website. Filing requirements are based on the category of the event:

<input type="checkbox"/> Category A	Special Events that do not require a street closure and have an anticipated attendance under 300 people.	\$100.00*
<input type="checkbox"/> Category B	Special Events that require a street closure of one (1) day or less; or have an anticipated attendance of 300 or more people; or a weekly event that takes place up to but not more than four consecutive weeks.	\$200.00*
<input type="checkbox"/> Category C	Special Events requiring a street closure of more than one day; or a weekly event that takes place more than four consecutive weeks.	\$600.00*

***Additional fees may apply**

City Department Heads review and provide feedback to city events coordinator. Department head review and subsequent packaging of event requirements takes approximately 10 (ten) business days. Additional requirements may be imposed based upon department head review.

FILING PERIOD

Category A: Application shall be filed a minimum of **fourteen (14) Days prior** to the special event.

Category B: Application shall be filed **forty five (45) days prior** to the date of the special event.

Category C: Application shall be filed **not less than sixty (60) days prior** to the date of the special event.

RECURRING EVENTS

Recurring events within festival areas shall be defined as events that have occurred during the previous two (2) years, during the same time period and at the same venue. In the case that a new special event application conflicts with the venue and time of a recurring event, the recurring event shall be given preference for use of that venue. Contact the [events coordinator](#) for recurring event information.

CONSECUTIVE WEEK EVENTS

Events that take place on consecutive weeks, or weekly events, are required to apply for one special event license. A weekly event shall be limited to one event per week, and limited to a total of twenty two (22) weeks out of the calendar year.

NOTICING REQUIREMENTS

All noticing requirements will be based on the category of the event. Each category outlines the noticing procedure for that type of event:

A.) Categories A and B: Event shall be placed on the official city of Ketchum special events calendar upon receipt of the special event application. Written notice of receipt of the application shall be e-mailed to those individuals that have voluntarily joined the city of Ketchum special event e-mail list. The notice shall state the proposed date, time and venue for the event. No further noticing is required.

B.) Category C:

(1) Event shall be placed on the official city of Ketchum special events calendar upon receipt of special event application. Written notice of receipt of the application shall be emailed to those individuals who have voluntarily joined the city of Ketchum special even e-mail list. The notice shall state the approximate dates and proposed street closures for the event, and that notice recipients have fourteen (14) days in which to submit comments regarding the proposed special event to city staff.

(2) Additional written notice shall be e-mailed to those individuals that have voluntarily joined the city of Ketchum special event e-mail list ten (10) days prior to the special event. The notice shall state the specific dates, times and proposed street closures of the event.

C.) The official city of Ketchum e-mail list shall be maintained and updated by city staff and shall be used only for the purposes of distributing information regarding city of Ketchum special events. This e-mail list shall be open to any and all groups or individuals interested.

D.) Changes to an approved special event may be made up to and during the event. Said changes shall include, and be limited to, the time, festivities and facilities so long as said change does not have the potential to cause significant negative impacts upon neighboring properties or businesses.

E.) For all events, city staff may elect to provide additional noticing based on the size, location and scope of the event. Additional noticing may include, but is not limited to, newspaper advertisements and physical mailing to adjacent property or business owners.

Public noticing may be required of the event producer.

Sound amplification requires additional application information including the following information:

Will your event amplify sound? If so, give approximate decibel levels:

Option 1: 60-75 dbs	Option 2: 70-85 dbs	Option 3: 80-100 dbs
Example: background music, MP3 player, stereo, occasional announcements	Example: DJ, band on stage, consistent MC, megaphones	Example: concert with professional sound system, starting guns
Times: _____ AM/PM to _____ AM/PM	Times: _____ AM/PM to _____ AM/PM	Times: _____ AM/PM to _____ AM/PM

Please contact the events coordinator for further assistance:

Sharon Arms, Arts & Events Coordinator

sarms@ketchumidaho.org

208-726-7820

Visit <http://www.ketchumidaho.org/Facilities> for facilities and venue information.