



City of Ketchum
Parks & Recreation

OFFICIAL USE ONLY
Event Name
Event Date
Date Received
Fees Paid

SPECIAL EVENT LICENSE APPLICATION

Guidelines for producers can be found at www.ketchumidaho.org/specialevents

Completed applications can be submitted via email to sarms@ketchumidaho.org or by mail or hand delivery to Ketchum Parks & Recreation Department, P.O. Box 2315, 900 Third Ave. N., Ketchum, ID 83340. If you have questions, please contact Special Events Coordinator Sharon Arms at (208) 726-7820 x107. Application fees are non-refundable.

Event Name: _____

Event Date: _____

FOR ALL EVENTS PLEASE CHECK ONE		
<input type="checkbox"/> Small Event	Special events that do not require a street closure and have an anticipated attendance under 300 people.	\$100.00
<input type="checkbox"/> Medium Event	Special events that require a street closure of one (1) day or less; special events that have an anticipated attendance of 300 or more people; weekly events that take place up to but not more than four (4) consecutive weeks.	\$200.00
<input type="checkbox"/> Large Event	Special events requiring a street closure of more than one (1) day; or weekly events that take place more than four (4) consecutive weeks.	\$600.00
CONTACT INFORMATION (License Holder)		SECONDARY CONTACT
Name:	Name:	
Address:	Address:	
Phone:	Phone:	
Email:	Email:	
EVENT COORDINATION		
Have you checked existing event schedules for possible event conflicts?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, list the other events:

EVENT INFORMATION

Name, Description and Purpose:

Location of Event (ADDRESS AND LEGAL DESCRIPTION OF PROPERTY):

Expected number of participants:

Admission charge per person:

Who benefits from admission charge?

EVENT SCHEDULE

Start Setup (Date & Time):

Event Time (Beginning - End):

Cleanup Complete (Time):

POLICE SERVICES

Law enforcement services request for:

Security Traffic Control Parking Control (Other)

Indicate number of officers requested and the dates and times needed:

*NOTE: The chief of police has the right to place officers and to staff events in the best interest of public safety. All officers remain employees of the city even when working at private events. Fees are charged for services according to the policies of the Police Department and the city of Ketchum.

FIRE AND AMBULANCE

If using or storing flammable materials, including fireworks, describe materials and location of use:

*NOTE: Approval and a permit from the Fire Department is required.

Are you requesting ambulance service at your event? Yes No

*NOTE: Availability and approval of request is determined by the Fire Department.

CITY PARKS, BUILDINGS AND PUBLIC RIGHTS-OF-WAY

List city property, public rights-of-way, and/or buildings you would like to use for your event:

Will your event use existing city infrastructure such as bathrooms and/or garbage service Yes No
If yes, add \$100 Facility Fee on page 4.)

*Are you requesting camping on public property? Yes No Camping is not allowed on city property unless it is with written permission from the city and associated with an approved special event license. **STRICT GUIDELINES APPLY.**

USE OF STREETS AND STREET CLOSURES

Does the event require a street closure? Yes No

List any street use and/or closure requests (DATES, TIMES, LOCATION):

*NOTE: The State of Idaho adopted the Manual for Uniform Traffic Control Devices (MUTCD) as a minimum standard for traffic control. The city is legally obligated to require a temporary traffic control plan (TTC) pursuant to MUTCD standards for anyone using the rights-of-way for any purpose including special events. A TTC must be submitted for Street Division review. Contact the Street Division at (208) 726-7831 for a list of resources such as Road Work Ahead (208) 734-4444.
Applications will not be accepted without a TTC.

RESTROOM FACILITIES

Company name to be used:

Describe type, number and location of restroom facilities to be used:

TEMPORARY STRUCTURES

Describe type of temporary structures (including 10' x 10' pop-up tents), what they will be used for, who will erect and disassemble the structures, etc.

*NOTE: All temporary structures are subject to inspection by the city to assure compliance with building and fire codes.

TRANSPORTATION AND PARKING

Describe parking facilities for bicycles and vehicles related to the event.

ELECTRICITY, NOISE, MUSIC LICENSURE & WI-FI

Describe ALL electrical equipment being used. Check the amperage needed and indicate how many outlets you will need.

50amp x ____ number of outlets 20amp x ____ number of outlets

Please bring your own extension cords and power strips. A vendor utility fee may be assessed to cover the cost of electricity, sewer and water.

Will your event use sound equipment to amplify noise? Yes No

If yes, please fill out an amplified sound permit and review the approved noise levels stated in the guidelines on:

www.ketchumidaho.org/specialevents

Wi-Fi is only available at Atkinson Park. Will your event need Wi-Fi? Yes No

The city of Ketchum is licensed with the three major performing rights organizations; ASCAP, BMI and SESAC. Anyone playing live or prerecorded music on Ketchum's public property is required to pay a license fee of \$10.00 in order to be covered under Ketchum's license. The fee may be waived for applicants showing proof of license with the appropriate organization or by certifying that any and all music played or performed is original and free of licensing requirements.

Fee is applicable, add \$10.00 to license fee Fee waived, proof of license provided (staff initial____)

CONCESSIONS

If vendor information is not currently available, please submit the following information ten (10) days prior to event.

Describe concessions to be sold at your event; what will be sold, who is selling and where sales will take place.

Describe location of alcohol sales, hours of operation, control of sales to minors and type of containers.

Attach list with each vendor selling concessions, including their Catering Permit number and Sales Tax number.

(NO PLASTIC SINGLE-USE BOTTLES ALLOWED ON CITY PROPERTY.)

WASTE DISPOSAL AND RECYCLING

Recycling is required at your event. Contact Environmental Resource Center for a list of contractors and Clear Creek Disposal or Independent Rubbish Service for waste disposal. **(NO PLASTIC SINGLE-USE BOTTLES ALLOWED ON CITY PROPERTY.)**

Describe your trash management procedures.

SIGNAGE

Complete separate sign permit application for temporary signs related to your event.

Has a sign permit been obtained? Yes No

INSURANCE REQUIREMENTS

Attach a certificate of public liability insurance pursuant to the following requirements of Title 12, Chapter 12.32 of the Ketchum Municipal Code. Every applicant, at its sole cost and expense, shall obtain and maintain in full force and effect throughout the entire term of the licensed special event public liability insurance in the amount of one million dollars (\$1,000,000.00) per person and one million dollars (\$1,000,000.00) per accident. In addition, every applicant, at its sole cost and expense, shall obtain and maintain public liability insurance for property damage in the amount of one million dollars (\$1,000,000.00). Certificates of such insurance shall be filed concurrently with the application for the special event and will include an endorsement stating that the City of Ketchum is named as an additional insured and that said insurance will not be canceled or altered by the insurance company or applicant without ten (10) days prior written notice of such intended alteration or cancellation to the City. Current certificates of such insurance shall be kept on file at all times during the term of the special event. (Ord. 669 § 7, 1995)

Have you done the following?

- City of Ketchum named as an additional insured
- General liability policy with a minimum \$1 million per person and \$1 million per accident.
- Public liability insurance for property damage in the amount of \$1 million.
- Copy provided to special event staff.

OUTSIDE AGENCIES

It is the applicant's responsibility to contact agencies outside of Ketchum that may be involved in the permit, inspection, sales, convenience, or assistance process connected with your event. Those agencies may include, but are not limited to the following. Check the agencies you have contacted.

- | | |
|---|---|
| <input type="checkbox"/> Health Department | <input type="checkbox"/> Idaho Highway Patrol |
| <input type="checkbox"/> Idaho Power | <input type="checkbox"/> Blaine County Recreation District (A separate permit is required for BCRD for use of any portion of the Wood River Trail System) |
| <input type="checkbox"/> Intermountain Gas | <input type="checkbox"/> Other |
| <input type="checkbox"/> Idaho Department of Transportation | |
| <input type="checkbox"/> Idaho State Tax Commission | |
| <input type="checkbox"/> Idaho Alcohol Beverage Control Board | |

AUTHORIZATION OF APPLICANT

I have reviewed the completed application and know the contents thereof to be true. I represent and warrant that I have the lawful authority and authorization to execute this application and attached indemnity agreement, for and on behalf of the entity applying for the special event license. I have reviewed the conditions of the Ketchum Municipal Code, Title 12, Chapter 12.32 and do hereby agree to the terms set forth therein. Furthermore, I acknowledge that if I fail to so comply with the criteria and conditions set forth in Title 12, Chapter 12.32, my special event license will be revoked.

Pursuant to Resolution No. 08-123, any direct costs incurred by the city of Ketchum to review this application will be the responsibility of the applicant. Costs include but are not limited to engineer review, noticing and copying costs associated with the application. The city will require a retainer to be paid by the applicant at the time of application submittal to cover said associated costs. Following a decision or other closure of an application, the applicant will either be reimbursed for unexpended funds or billed for additional costs incurred by the city.

Signature of Applicant: _____ Date: _____

LICENSE FEES

Event Category	Event Fees	Amount or N/A
Small, Medium or Large Event	Add \$100, \$200 or \$600	\$
Facility Fee	\$100 or N/A	\$
Music License Fee	\$10 or show proof of licensure	\$
	TOTAL FEES	\$

INDEMNIFICATION AGREEMENT

In connection with sponsoring the event described in the attached application, a "Special Event" to be held in Ketchum, and as a condition of obtaining a license therefore, _____, (hereafter referred to as "Applicant"), agrees that Applicant shall indemnify and save and hold harmless the City of Ketchum, (hereafter referred to as "City"), City officials, agents and employees from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by Applicant, its servants, agents, employees, guests, and business invitees and not caused by or arising out of the tortuous conduct of City or its officials, agents or employees. In addition, Applicant shall maintain and specifically agrees that it will maintain, throughout the course of the "Special Event" liability insurance in which City shall be named insured in the minimum amount as specified in Title 12, Chapter 12.32. The limits of insurance shall not be deemed a limitation of the covenants to indemnify and save and hold harmless City from and for all such losses claims, actions, or judgments for damages or liability to persons or property. Applicant shall provide City with a Certificate of Insurance evidencing Applicant's compliance with the requirements of this paragraph and file such proof of insurance with the special events coordinator.

DATED this _____ day of _____, 20 _____.

Signature of Applicant: _____

STATE OF IDAHO

County of Blaine

On this _____ day of _____, 20 _____, before me, a Notary Public in and for the State of Idaho, personally appeared _____, known to me or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

WITNESS my hand and official seal.

Notary Public: _____

Residing at: _____

Commission expires: _____