



City of Ketchum

Procedures and Guidelines for Special Events

GENERAL INFORMATION APPLYING TO ALL EVENTS

Special Event: The temporary use of public property, including streets, parking lots, parks and waterways, for the purpose of conducting certain public events such as, but not limited to, art shows, music concerts, fundraising events, amusement attractions, circuses, carnivals, rodeos, craft fairs, sporting events, contests, dances, tournaments, walk-a-thons, marathons, races, exhibitions or related activities. In addition, a "special event" is any public event which could reasonably be interpreted to cause significant public impact via disturbance, crowd, traffic/parking or disruption of the normal routine of the community or affected neighborhood. (Ord. 1131, 2015)

Your event application is due ten (10) days prior to the event if you are a small event; thirty (30) days prior if you are a street party or medium event; and sixty (60) days prior if you are a large event.

Please ensure that your Special Event Application has been approved by the City before you promote, market or advertise your event. Conditional approval may be made after the event organizer submits the application and it is initially screened by City staff. Acceptance of your Special Event Application is neither a guarantee of the date or location nor an automatic approval of your event.

Medium and large events should plan to have a pre-application meeting with the City. It is recommended that all events do a walk-through with Special Event Coordinator prior to submission of application.

Smoking is prohibited in the following outdoor public places: (Ord. 1105, 2013)

- On any "public property"
- Within twenty (20') feet of all designated bus stops
- On all school property, including public and private elementary, secondary, vocational, and trade schools or colleges
- Within any designated "special event zone," unless the "special event zone" has a designated and delineated smoking area identified in an approved Ketchum special event permit application

All events are required to attend a debrief with City staff within five (5) days following the event.

Application and road closure fees are non-refundable.

Any violation of the conditions of approval for an event, or the event not operating in the manner identified in the event application, may result in the event being canceled or shut down. In addition, if the event is a reoccurring event, future application may be denied. (Ord. 1131, 2015)

HAVE YOU READ THE GUIDELINES?

Please read the guidelines before you begin to fill out your application. Make a list and contact Special Event Coordinator Alisa Sergeyeva with your questions. Answering them ahead of time will result in a smoother process and faster approval.

Alisa Sergeyeva
Special Event Coordinator/Administrative Support
asergeyeva@ketchumidaho.org
208.727.5077

WHAT SIZE IS YOUR EVENT?

Please select the correct event category. Medium and large events should plan to have a pre-application meeting with the City.

Street Party: A special event that requires a one-block street closure, no more than 6-hour road closure, is a single occurrence with anticipated attendance under three hundred (300) people, is self-organized by a local Ketchum organization, its publicity is focused on Wood River Valley residents and businesses, and a limited number of vendors (1 food, 1 beverage, 1 merchandise).

Small Event: Special events that do not require a street closure, are a single occurrence, and have an anticipated attendance under one hundred (100) people.

Medium Event: Special events that require a street closure of one day or less; or have an anticipated attendance between one hundred (100) and four hundred (400) people; or a weekly event that takes place up to, but not more than, four (4) consecutive weeks.

Large Event: Special events requiring a street closure of more than one day; or have an anticipated attendance over four hundred (400) people; or a weekly event that takes place more than four (4) consecutive weeks.

GENERAL INFORMATION

Please provide a detailed narrative and timeline, including a description of activities to understand the theme, activities, purpose and benefit of your event to the community.

Applicant should provide a good faith estimate of expected number of participants.

An alternate location should be listed if your event cannot be accommodated at your requested location.

If fees are associated with your event, such as registration or entry fees, you must obtain a sales tax permit. Permit applications can be accessed at www.ketchumidaho.org/applications or at the Ketchum City Clerk office.

EVENT COORDINATION

Visit Sun Valley manages the event schedule for the City of Ketchum and its neighboring cities. Please contact them and make the City aware of events on or around the date of your proposed event.

EVENT SCHEDULE

Provide the date and time requested to set up and breakdown your event along with the date/time during which the event will take place.

APPLICANT INFORMATION

The applicant must be the chief person of the organization or an assigned representative authorized to apply on behalf of the organization and plan the event. This person must be available to work closely with the Special Event Coordinator throughout the permitting process and event.

On-site contact must be accessible at all times from set-up to breakdown of the event.

If your event has more than one contact, in addition to the applicant, please list their information under "Other Contact."

USE OF CITY FACILITIES, PARKS AND STREETS

If you are requesting the use of a public park, the Special Event Coordinator will assist with your park reservation.

The applicant will be responsible for production, posting and removal of signage required by the City of Ketchum, such as "No Parking," etc.

As an event organizer you are required to comply with all City, County, State and Federal Disability Access requirements applicable to your event. All temporary venues, related structures and outdoor sites for special events shall be accessible to persons with disabilities. Disability access includes but is not limited to, restrooms, clear paths of travel, vendor booth accessibility, building entrances, etc.

If your event includes a road closure request, please contact Mike Knudson with Mountain Rides at 208-788-7433 ext. 106 **prior to submittal of application** to ensure the closure will not conflict with their bus schedules.

Temporary Traffic Control Plans (TTCP) must be prepared by a qualified firm for review by the Director of Streets and Facilities.

City does not lease or loan its equipment, barriers, street cones, bleachers, signage, etc.

Event organizers are responsible for snow removal if the road closure obstructs City plowing.

If your event requires a road closure on Main Street or on Sun Valley Road, east of Main Street, please contact Deb Pierson at deb.pierson@itd.idaho.gov or 208-886-7839 for permit application.

EVENT SITE PLAN

To ensure the appropriate review of your event, please submit your site plan including all checklist elements, utilizing indicators listed on application. Omission of any checklist elements constitutes an incomplete application. Your site plan must be scaled to accurately represent the location of ALL tents, vendors, etc. For events that have a route, such as races, please include a route map.

Site plan locations of all temporary structures and large vehicles must be approved by the City. Written approval is required for obstructions to visibility and access to businesses and property owners surrounding the event.

Fire hydrants, sidewalk curb breaks used for ADA accessibility and alley entrances may not be blocked at any time.

City review of your load-in, load-out schedule for all vendors, equipment, etc. is required.

TEMPORARY STRUCTURES

All temporary structures are subject to inspection by the city to assure compliance with building and International Fire Code regulations. (Ord. 1125, 2014)

Tent stakes are not allowed in any City parks, including Town Square.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides.

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment.

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.

Tents must meet the flame propagation performance criteria of NFPA 701.

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly.

All open flame devices are strictly prohibited within tents unless approved by the fire code official.

Any cooking performed within tents shall require advance approval by the Fire Department.

TRANSPORTATION AND PARKING

Parking for event organizers, volunteers, vendors and others associated with the production of the event is restricted to long-term parking areas and may not use 2-hour parking spaces.

CITY SERVICES REQUESTS

All requests for City services will be managed by the Special Event Coordinator. Please let us know what you need so that we can help you find a solution.

The Chief of Police will determine the number of police officers required to staff the event. The Chief of Police also determines if police services will be needed at a special event for public safety concerns.

The Fire Chief will determine availability and approval of Fire Department requests. The Fire Chief also determines if Fire/EMS services will be needed at a special event for public safety concerns.

The Facilities and Maintenance Division can assist with portable toilets, trash disposal, electrical and water needs.

ELECTRICITY, MUSIC AMPLIFICATION AND LICENSING

Electricity is available at most designated event locations. The Facilities and Maintenance Division can assist with your electrical needs. Please request a walk-through to ensure the City can accommodate your needs.

Noise generated by special events must meet the conditions outlined in the Ketchum municipal code, section 9, chapter 08.040, Loud or Unnecessary Noises.

Zone	10 p.m. to 7:30 a.m.	7:30 a.m. to 7 p.m.	7 p.m. to 10 p.m.
LR, LR-1, LR-2, GR-L, GR-H, T, T-3000, T-4000	50 dBA	90 dBA	55 dBA
MH, STO-4, STO-1, STO-H, RU, AF, FP, A, ADU, AHO	50 dBA	90 dBA	55 dBA
CC	60 dBA	90 dBA	65 dBA
LI-1, LI-2, LI-3	70 dBA	90 dBA	75 dBA

The City of Ketchum is licensed with 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.

PORTABLE RESTROOMS AND HANDWASHING

Applicant may be required to provide an adequate number of portable restrooms and handwashing stations at the event. The city’s public restrooms should not be included in the calculation. Please utilize the Satellite Industries Restroom Calculator at www.satelliteindustries.com/calculator to assist in estimating the needs for your event.

Applicant is responsible for ensuring all equipment is placed where located on site plan.

TRASH AND RECYCLING

The trash receptacles located on public property, including city parks and Town Square, and public restrooms should not be included in the waste removal plan.

As an event organizer, you are responsible for the waste generated by your participants, spectators and vendors, as well as the associated costs of disposal. All designated staff and volunteers for trash and recycling management during and after your event must wear identifiable clothing, such as t-shirts of a similar color labeled event management. For assistance in estimating your dumpster and recycling needs, contact the Environmental Resource Center (recycling) and Clear Creek Disposal or Independent Rubbish Service (trash).

Applicants are responsible for cleaning during and after the event, and restoring the site immediately following the event. Please pick up all trash associated with your event including but not limited to paper, bottles, cans, signs, course markings, etc. All city trash cans must also be left empty. The cost of any employee overtime incurred because of an applicant’s failure to clean/restore the site following the event, and exceeds the applicant’s \$250 deposit, will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event, please state this in your plan.

City requires all special events to strive to be sustainable in our community and for our environment. We have partnered with ERC to offer opportunities to help your special event to be as “green” as possible. The City requires a plan for collection and removal of recyclable materials during and after event. Recycling receptacles located in the City’s parks and public right of ways and public restrooms should not be included in the recycling collection and removal plan. See contacts listed above for assistance in formulating your recycling plan. Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event, please state this in your plan

CONCESSIONS

A resolution of the City of Ketchum prohibits the sale and distribution of single-use plastic water bottles on city properties and facilities. Applicant is responsible to ensure vendors do not distribute single-use plastic water bottles on City property.

Applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked, and ID bracelet system may be required.

Sales tax permits are required for all vendor sales. Catering permits are required for sales of food and alcoholic beverages. These permits are not included in the special event application. Permit applications can be accessed at www.ketchumidaho.org/applications or from the City Clerk office at City Hall.

Please contact South Central Public Health District at 208-788-4335 information on requirements for food vendors.

BANNERS

A street banner request is not part of the special event application. Applications can be accessed at www.ketchumidaho.org/applications or from the City Clerk office at City Hall.

BUSINESS AND/OR PROPERTY OWNER NOTIFICATION

Please start the notification process within five (5) days of the city deeming your application complete.

Special events are required to notify businesses and/or property owners of the date, time, venue and purpose of event within five (5) days of city receipt of the special event application. Written notice shall be emailed, mailed or hand-delivered to property owners and businesses adjoining the proposed venue. City staff will provide the list and available contact information. Property owners and businesses have seven (7) days in which to submit comments regarding the proposed special event to the city.

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 owners or business owners. (Ord. 1151, 2015)

Producer is required to submit acknowledgements of notices to the city, from businesses and property owners adjoining the proposed venue and additional noticing that may be required, within 15 days of the city's certification of a complete application. This may be done by providing an email response or a written signature response from the recipient.

*For events with amplified sound, producer must notice businesses and property owners in a 250-foot radius of the event location. Contact list will be provided by the city. Those businesses and properties owners outside of the adjacent and required additional notice locations may receive their notification via U.S. Postal Service. Producer must provide the city with certification that those notices have been mailed.

INSURANCE REQUIREMENTS

Proof of insurance must be included with application.

HAVE YOU ATTACHED OR OBTAINED THE FOLLOWING?

<input type="checkbox"/> Payment & Deposit	<input type="checkbox"/> Proof of Insurance	<input type="checkbox"/> Temporary Traffic Control Plan
<input type="checkbox"/> Site Plan	<input type="checkbox"/> ITD Permit	<input type="checkbox"/> Alcohol Beverage Catering Permit
<input type="checkbox"/> City Sales Tax Permit	<input type="checkbox"/> Notification Form	<input type="checkbox"/> Health Department Permit
<input type="checkbox"/> Vendor List	<input type="checkbox"/> Music License	<input type="checkbox"/> Other

AUTHORIZATION OF APPLICANT

Please sign.

LICENSE FEES

All fees must be submitted with final application. Your deposit of \$250 will be returned at debrief meeting if all conditions to the approval of your event have been met.

INDEMNIFICATION AGREEMENT

Please sign in the presence of a Notary. For your convenience, the Special Event Coordinator is a Notary.