



City of Ketchum

October 19, 2020

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Consideration and Approval of Festival of Trees Special Event

Recommendation and Summary

This report includes the special event application, COVID plan and site plan for the Festival of Trees event planned for December 11 from 7:30 a.m. to 10:30 p.m. at Ketchum Town Square. Staff recommends City Council approve or deny the special event application for this event.

"I move to approve/deny the special event application for Festival of Trees."

The reasons for the recommendation are as follows:

- City has adopted the Blaine County risk level plan, which includes the potential for limitations on gatherings at certain risk levels.
- Festival of Trees is planned during the holiday season when visitor population is high.
- Applicant has developed and submitted a COVID plan to manage participants.

Introduction and History

Due to the pandemic, City Council began to approve or deny park reservations and special event applications. Because of the decline in applications, review reverted to city staff for administrative approval, except for those events that may draw a large crowd.

The Festival of Trees event is expected to draw approximately 200 people walking through to view the ten trees decorated for the holidays and up for auction, and to place their bids. Santa and carolers will also be part of the event. There will be food offered for sale and a beverage vendor. Proceeds from the auction go to The Senior Connection in Hailey.

Analysis

Idaho is currently in Stage 4. The Stage 4 protocols direct event planners to use the practices outlined in the previous stages, which include allowing for groups larger than 50 people where physical distancing of six feet can be maintained for employees and attendees, wearing cloth face coverings in public places, providing adequate sanitation services, ensuring frequent disinfection of event location and regular cleaning of high-touch surfaces, limiting close interactions with attendees, among others. Planners should also know the level of disease transmission in the local community and the level of transmission in the areas from which the attendees will travel from.

The City of Ketchum's Health Order mandating the use of masks in certain situations is still in effect. Council has also adopted the Blaine County Risk Level Plan, which provides Blaine County's risk level weekly, based on metrics monitored over a 7-day period.

Sustainability Impact

There is no sustainability impact.

Financial Impact

There is no financial impact.

Attachments:

Festival of Trees Special Event Application, COVID Plan and Site Plan



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|--------------------------|
| OFFICIAL USE ONLY |
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| |

SPECIAL EVENT LICENSE APPLICATION

Application instructions, guidelines and procedures can be found at www.ketchumidaho.org/forms

Small Event, Street Party and Medium Event applications due thirty (30) days prior to the event; and Large Event applications due sixty (60) days prior to the event. All events are subject to Council approval. **ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.**

Completed applications can be submitted via email to jtyo@ketchumidaho.org or by mail or hand delivery to City of Ketchum, P.O. Box 2315, 480 East Ave., N., Ketchum, ID 83340. If you have questions, please contact the Special Events Manager Julian Tyo at (208) 727-5077.

| | | | |
|--|---|---|---|
| HAVE YOU READ THE GUIDELINES? | | | |
| <input checked="" type="checkbox"/> Yes (Please continue.) | | <input type="checkbox"/> No (STOP and read the guidelines.) | |
| WHAT SIZE IS YOUR EVENT? | | | |
| <input type="checkbox"/> Street Party (\$100.00) | <input type="checkbox"/> Small Event (\$100.00) | <input checked="" type="checkbox"/> Medium Event* (\$200.00) | <input type="checkbox"/> Large Event* (\$600.00) |
| *City recommends pre-application meeting prior to application submittal. | | | |
| GENERAL INFORMATION | | | |
| Event Name: THE FESTIVAL OF TREES | | Event Date: DEC 11TH, 2020 | |
| Event Description and Purpose (who is the event supposed to attract, what is the purpose of the event, etc.): A HOLIDAY CHRISTMAS TREE, DECORATED, SILENT AUCTION. ALL PROCEEDS BENEFIT LOCAL NON PROFITS. THERE WILL BE ADDITIONAL EVENTS AS SANTA & CAROLING. AN OPEN COMMUNITY EVENT. | | | |
| Location of Event: KETCHUM CITY SQUARE | | Alternate Location: | |
| Expected Number of Participants: 200 to 300 | | Admission Fee* (per person): NO FEE | |
| *Ticket sales for entry, registration, etc. for events taking place within Ketchum city limits are subject to sales tax. | | | |
| Number of Staff Working at Event: 5 | | Number of Volunteers Working at Event: 20 to 30 | |
| EVENT COORDINATION | | | |
| Have you contacted Visit Sun Valley for information on events taking place on or around the date of your event? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| List the events taking place on or around the date of your event: WOOD RIVER ORCHESTRA & THE HANUAKKAH DINNER @ GALENA LODGE | | | |
| EVENT SCHEDULE | | | |
| Set Up | Date: DEC 11TH, 2020 | Time: 7:30 am | -? |
| Event Starts | Date: DEC 11TH, 2020 | Time: 4:30 PM | |
| Event Ends | Date: DEC 11TH, 2020 | Time: 7:30 PM | |
| Clean | Date: DEC 11TH, 2020 | Time: 10:30 PM | -? |

APPLICANT INFORMATION

Organization Name: **THE FESTIVAL OF TREES BY THE EVENT FOR THE SENIOR CONNECTION**

Are you a non-profit corporation? **THE SENIOR CONNECTION** Yes No

Applicant Name: **THE EVENT** Title: **PENNY WEISS - OWNER**

Organization Address: **PO BOX 1326**

City: **SUN VALLEY** State: **ID** Zip: **83353**

Phone: **208 309 2208** Cell:

Email: **theeventsv@icloud.com**

On-Site Contact: **PENNY WEISS & BRITANNY PIESCHL**

Address: **1020 BUSINESS PARK DRIVE SUITE D**

City: **HAILEY** State: **ID** Zip: **83333**

Cell: **208-309-2208 (PENNY)** Cell: **208-830-1688 (BRIT)**

Email: **penny.weiss@me.com** **brittanypieschl@gmail.com**

Emergency Contact: **RICHARD WEISS**

~~208-420-5115~~ Cell: **||**

Email:

Other Contact (such as media, professional event organizer, event service provider or commercial fundraiser hired for this event):
THE SENIOR CONNECTION 208-788-3468 TERESA UPMAN

USE OF CITY FACILITIES, PARKS AND STREETS

If you are requesting use of city facilities, parks or streets, please indicate below:

PARKS AND TOWN SQUARE

Atkinson Park Forest Service Park

Rotary Park Lucy Loken Park

Other:

Daily Park Reservation Fees: Up to 100 People (\$140) 101 People or More (\$275)

DESIGNATED EVENT LOCATIONS* (\$100)

Fourth Street between Leadville and East Avenues First Avenue between River and First Streets

First Avenue between Second Street and Sun Valley Road First Avenue between Sun Valley Road and Fourth Street

First Avenue between Fifth and Sixth Streets Picabo Street between Gates Road and Ritchie Drive

Washington Avenue between River and First Streets

*All other road closures are subject to City Council approval. Road closures on Main Street and on Sun Valley Road, east of Main Street, require an Idaho Transportation Department permit.

Fees for non-designated locations: Street Party - \$100 Medium/Large Events - \$500

List dates, times and location for street closure requests:
DEC 11TH, 2020 FROM 7:30 AM - 10:30 PM / EAST AVE BETWEEN SUN VALLEY RD & 4TH STREET EAST

Name of person supervising street closure: **PENNY WEISS**

Cell Phone: **208 309 2208** Email: **penny.weiss@me.com**

How many staff and volunteers will be managing the street closure? **3**

cell

SENIOR CONNECTION



EAST AVE BETWEEN SUN VALLEY ROAD & 4TH STREET EAST

How will staff and volunteers manage the street closure? (ex.: 1 staff person at entrance and 1 at exit of road closure to manage vendors, 2 staff people to make sure road closure signage is removed after event ends)

3 STAFF CIRCULATING BETWEEN ENTRANCE & EXIT
& MANAGING CLEAN UP.

Have you contacted Mountain Rides to advise of the street closure request? Yes No

*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 (TTCP) pursuant to MUTCD standards for anyone using the right-of-ways for any purpose, including special events. A TTCP must be submitted for Street Division review.

Applications will not be accepted without a TTCP prepared by a qualified firm.

Are you requesting camping on public property? Yes* No

*Camping allowed only with written permission from the city and in association with an approved special event license.

STRICT GUIDELINES APPLY

EVENT SITE PLAN

On a separate piece of paper, provide a Site Plan of the event. Site Plan must be scaled to accurately represent the location of all items listed below (if applicable).

| | | |
|---|---|---|
| <input type="checkbox"/> Alcohol Vendors (A) | <input type="checkbox"/> Barricades (B) | <input type="checkbox"/> Beverage Vendors (BV) |
| <input type="checkbox"/> Bleachers (BL) | <input type="checkbox"/> Electricity/Generator (EL) | <input type="checkbox"/> Fire Extinguishers (EX) |
| <input type="checkbox"/> Fire Lane (FL) | <input type="checkbox"/> First Aid/EMS (FA) | <input type="checkbox"/> Food Vendors (FV) |
| <input type="checkbox"/> Garbage Receptacles (G) | <input type="checkbox"/> Hand Washing Sink (HWS) | <input type="checkbox"/> Portable Toilets (T) |
| <input type="checkbox"/> Recycling Receptacles (RR) | <input type="checkbox"/> Retail Merchants (RM) | <input type="checkbox"/> Security (P) |
| <input type="checkbox"/> Stages or Amplified Sound (SO) | <input type="checkbox"/> Tents (X) | <input type="checkbox"/> Trailers, Vehicles, Storage (TR) |

TEMPORARY STRUCTURES

Will your event have temporary structures, including 10' x 10' pop-up tents? Yes* No

*Describe the size, number, use and assembly and disassembly plan:

TRANSPORTATION AND PARKING

Where will you direct event attendees to park vehicles?

AROUND KETCHUM

Will the event provide transportation services to the event? Yes* No

*Describe the transportation services:

CITY SERVICES REQUESTS

Police services request for (indicate dates and times needed):

Security Traffic Control Parking Control Escort N/A

The Chief of Police will determine the number of police officers to staff the event. The Chief of Police also determines if police services will be needed at a special event for public safety concerns. Fees may be associated with the need for additional police services.

CITY EMPLOYEE TO MANAGE/MONITOR FIRE PIT ON SQUARE

| | | |
|---|--|------------------------------|
| Fire/EMS services request (indicate dates and times needed): | | |
| <input type="checkbox"/> Ambulance | <input type="checkbox"/> Fire Engine | <input type="checkbox"/> N/A |
| The Fire Chief will determine availability and approval of the request. The Fire Chief also determines if Fire/EMS services will be needed at a special event for public safety concerns. Fees may be associated with the need for Fire/EMS services. | | |
| Will your event use city infrastructure such as bathrooms and trash receptacles? | <input checked="" type="checkbox"/> Yes* | <input type="checkbox"/> No |
| *Fees may be associated with the use of city bathrooms and trash receptacles. | | |
| ELECTRICITY, MUSIC AMPLIFICATION AND LICENSING | | |
| Do you have electrical needs? | <input checked="" type="checkbox"/> Yes* | <input type="checkbox"/> No |
| * The Facilities and Maintenance Division will assist with the request based upon availability. Please note that some areas do not have electricity access. | | |
| Will your event have amplified sound? | <input checked="" type="checkbox"/> Yes* | <input type="checkbox"/> No |
| *Please review approved noise levels stated in guidelines. | | |
| Will live or prerecorded music be played? | <input checked="" type="checkbox"/> Yes* | <input type="checkbox"/> No |
| *Licensing fee of \$10.00 is required. 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 | | |
| The applicant is required to provide portable toilets for all events having an anticipated attendance that exceeds the capacity of permanent bathroom facilities at the event location. Handwashing stations may also be required. The City utilizes Satellite Industries, Inc. Restroom Calculator (https://www.satelliteindustries.com/calculator) to estimate the number of additional toilets needed for each event. | | |
| Restroom Company: CLEARCREEK DISPOSAL | | |
| Number of Portable Restrooms: 2 | Number of Handwashing Stations: 4 | |
| Restroom Drop Off | Date: DEC 11TH, 2020 | Time: 8:00am |
| Restroom Pick Up | Date: DEC 12TH, 2020 | Time: BEFORE NOON |
| TRASH AND RECYCLING | | |
| Have you contracted for trash dumpster(s)? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| How many? 1 | What size? 30 CUBIC YARDS | |
| Have you contracted for recycling dumpster(s)? CARDBOARD | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| How many? 2 METAL 2 WASTEBIN | What size? 68 GALLONS | |
| If you need assistance with calculations for trash and recycling dumpsters, please contact Environmental Resource Center for recycling information and Clear Creek Disposal or Independent Rubbish Service for waste disposal information. | | |
| If you marked "no," describe how you will handle trash and recycling materials at the end of your event. | | |
| Name of person supervising trash and recycling: BRITTANY PIESCHL | | |
| Cell Phone: 208 830 1688 | Email: brittanypieschl@gmail.com | |
| How many staff and volunteers will be managing trash and recycling? 3 | | |
| How will staff and volunteers manage trash and recycling during and after the event? (ex.: 2 staff dedicated to monitoring containers, all staff members making a sweep through premises after event ends) | | |
| 3 STAFF CIRCULATING THROUGHOUT THE EVENT TO MANAGE REFUSE. | | |

CONCESSIONS

Will any of the following be served at your event:

Alcoholic Beverages

Food

Merchandise

All vendors should collect state and local sales tax. Vendors serving alcoholic beverages and food must hold a Catering Permit. Sales Tax information and Catering Permits can be obtained from the City Clerk office. **A LIST OF VENDORS PARTICIPATING IN YOUR EVENT MUST BE ATTACHED TO THIS APPLICATION OR SUBMITTED TEN (10) DAYS PRIOR TO EVENT.**

SALE AND DISTRIBUTION OF SINGLE-USE PLASTIC WATER BOTTLES, PLASTIC STRAWS, PLASTIC BAGS, AND TO-GO FOOD CONTAINERS MADE OF PLASTIC OR STYROFOAM IS PROHIBITED AT ALL CITY-OWNED PROPERTIES, CITY-OWNED FACILITIES AND CITY EVENTS. (Resolution 19-013)

BANNERS

If you would like to reserve space for an over the road banner, please submit complete application to the Special Events Manager. Application can be found here: www.ketchumidaho.org/forms

BUSINESS AND/OR PROPERTY OWNER NOTIFICATION

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.

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)

SIGNIFICANT EVENT CHANGES

Has this event been approved in the City of Ketchum in previous years? Yes* No

*If yes, please indicate any significant changes to the event request since its last approval:

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"/> Proof of Music License | <input type="checkbox"/> Other |

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 Idaho Power Company, Intermountain Gas, Idaho Alcohol Beverage Control Board, Idaho Highway Patrol and Blaine County Recreation District (a separate permit is required for use of any portion of the Wood River Trail System).

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.

The City of Ketchum reserves the right to revoke any permit and/or cancel any event or park reservation as deemed necessary in order to protect the public health and safety. In event of cancellation the City will reasonably work with the event or park reservation holder to accommodate rescheduling.

Signature of Applicant: 

Date: 9/1/2020

| LICENSE FEES | | |
|------------------------------------|-----------------------------------|---------------|
| Event Category | Event Fees | Amount or N/A |
| Application Fee | \$100, \$200 or \$600 | \$ 200 |
| Road Closure Fee | \$100 or \$500 | \$ |
| Park Reservation Fee (per day) | \$140 or \$275 | \$ |
| Facility Fee (per day) | \$150 or N/A | \$ 150 |
| Music License Fee | \$10 or attach proof of licensure | \$ 10 |
| | TOTAL FEES | \$ |
| Deposit (Separate check required.) | \$250 | \$250 |

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 tortious 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 Manager.

DATED this 16 day of SEPTEMBER, 2020

Signature of Applicant: [Handwritten Signature]

STATE OF IDAHO

County of Blaine

On this 16th day of September, 2020, before me, a Notary Public in and for the State of Idaho, personally appeared Brittany Pieschl, 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: [Handwritten Signature]

Residing at: Harvey, ID

Commission expires: 8/12/25

Published on *City of Ketchum Idaho* (<https://www.ketchumidaho.org>)

[Home](#) > [COVID-19 Plan for Events & Park Reservations](#) > [Webform results](#) > Submission #11

Submission information

Form: [COVID-19 Plan for Events & Park Reservations](#) [1]

Submitted by Visitor (not verified)

Wed, 09/30/2020 - 1:30pm

184.183.113.175

Idaho Rebounds Guidance

Acknowledgement

By checking this box, I confirm that I have reviewed the Idaho Rebounds Guidance for Safe Gatherings and Public Events in Idaho.

Event/Reservation Information

What is the name of your event/reservation?

The Festival of Trees

Where will the event/reservation take place?

Ketchum Town Square

How many participants will attend?

200

From which states/regions will participants be arriving from?

Local/ Idaho

What are your protocols for participants arriving from COVID hotspots?

We are not anticipating anyone arriving from hot spots. However, at the entry, we will be taking temperatures. We have hand sanitizer stations. We will have a COVID protocol sign on display letting our guests know to use hand sanitizer, if you do need a mask one can be provided, practice safe distancing, if you are sick, please stay home.

Where will participants be staying if they are non-residents?

We don't expect residents not from here, but the event will not be over night.

Will you allow participants to attend who are experiencing COVID symptoms?

No

Will you provide face masks, hand sanitizer, hand washing stations or gloves for participants?

Yes

Who will provide food/beverage at your event/reservation (if applicable)?

A professional Caterer

Have your food/beverage providers issued assurance that they will follow state-issued and CDC protocols that are in place during your event/reservation (if applicable)?

Yes

Have your event contractors (tents, tables, chairs, portable toilets, florists, band/dj, etc.) provided assurance they will be following state-issued and CDC protocols that are in place during your event?

Yes

Site Plan

Upload Site Plan Here

Terms & Conditions

Signature

Penny Weiss

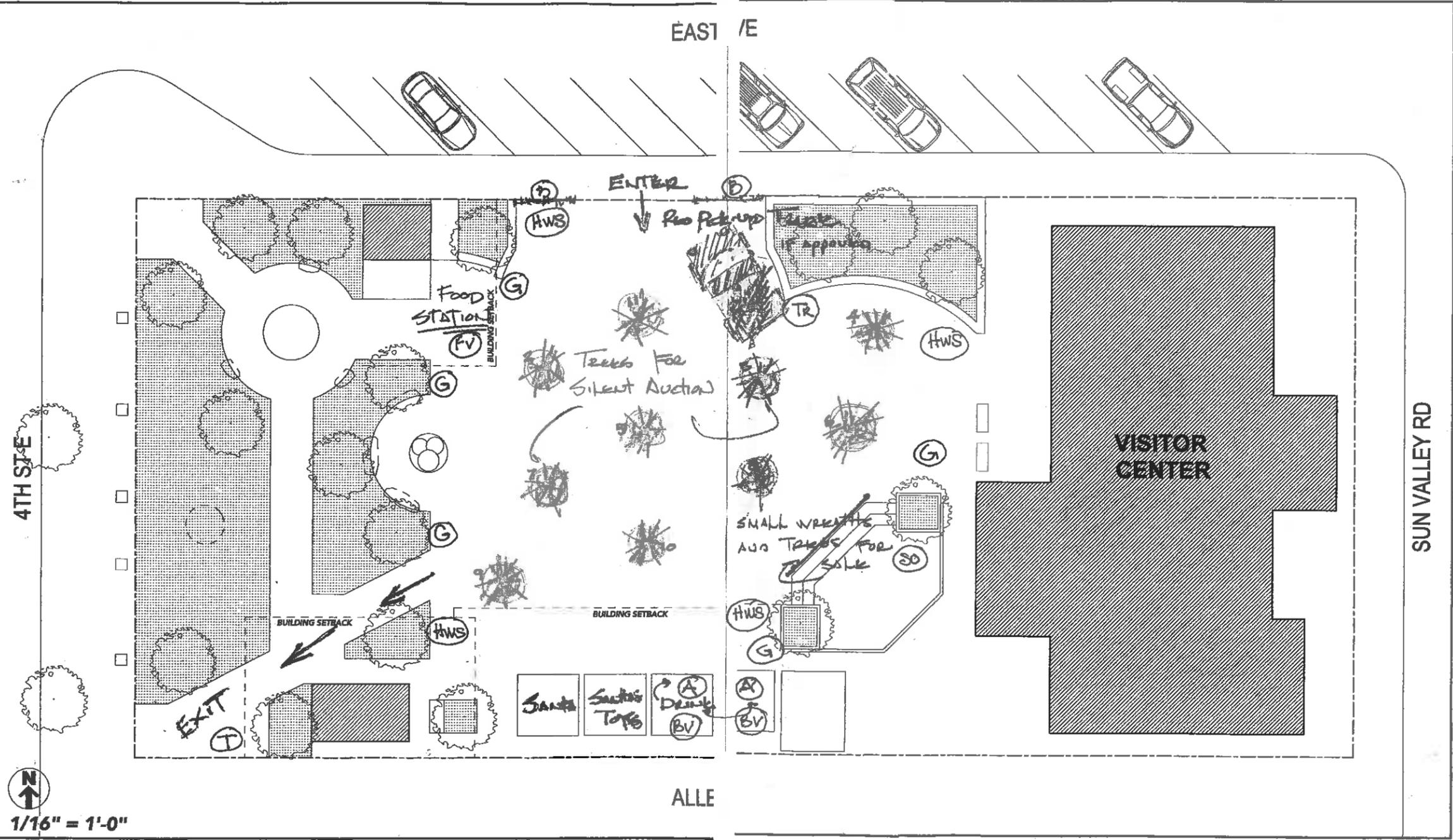
Acknowledgement

By checking this box, I understand and agree to the above terms.

Source URL: <https://www.ketchumidaho.org/node/40911/submission/5531>

Links

[1] <https://www.ketchumidaho.org/administration/webform/covid-19-plan-events-park-reservations>



KETCHUM TOWN SQUARE
EVENT TENT LOCATIONS AND CLEARANCES