



City of Ketchum

## CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- |                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• The city supports community events and opportunities to highlight our culture and history.</li></ul>    |
| <ul style="list-style-type: none"><li>• This is a yearly event and has been approved in the past.</li></ul>                                     |
| <ul style="list-style-type: none"><li>• This closure is a non-designated street closure, which requires approval by the City Council.</li></ul> |
|                                                                                                                                                 |

Policy Analysis and Background (non-consent items only):

Sustainability Impact:

Financial Impact:

None OR Adequate funds exist in account:

Attachments:

- |                                                       |
|-------------------------------------------------------|
| 1. Community Library – Hemingway Event application    |
| 2. Street closure and temporary traffic control plans |



OFFICIAL USE ONLY
Event Name
Event Date
Date Received
Fees Paid

## SPECIAL EVENT LICENSE APPLICATION

### 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 twenty (20) days prior to the event if you are a small event or street party; thirty (30) days prior if you are a medium event; and sixty (60) days prior if you are a large event.**

**ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.**

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 must have a pre-application meeting with the City. It is recommended that all events do a walk-through with City Administration 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.

All 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)

Completed applications can be submitted via email to [events@ketchumidaho.org](mailto:events@ketchumidaho.org) or by mail or hand delivery to City of Ketchum, P.O. Box 2315 | 191 5th St. West, Ketchum, ID 83340.

If you have questions, please contact Eryn Alvey: [events@ketchumidaho.org](mailto:events@ketchumidaho.org) or 208-727.5077.

WHAT SIZE IS YOUR EVENT?			
<input type="checkbox"/> <b>Street Party (\$100.00)</b> 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).	<input type="checkbox"/> <b>Small Event (\$100.00)</b> Special events that do not require a street closure, are a single occurrence, and have an anticipated attendance under one hundred (100) people.	<input checked="" type="checkbox"/> <b>Medium Event* (\$400.00)</b> 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.	<input type="checkbox"/> <b>Large Event* (\$800.00)</b> 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.
*City requires pre-application meeting prior to application submittal.			
<b>GENERAL INFORMATION:</b> 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 <a href="http://www.ketchumidaho.org/forms">www.ketchumidaho.org/forms</a> or at the Ketchum City Hall.			
Event Name: Hemingway Distinguished Lecture with Percival Everett		Event Date: Tues., July 8, 2025	
Event Description and Purpose (who is the event supposed to attract, what is the purpose of the event, etc.): The Community Library presents this free event each summer. It's intended for teens and adults interested in connecting across cultures and through literature.			
Location of Event: The Community Library - 4th Street Lawn		Alternate Location: Interior Lecture Hall	
Expected Number of Participants: 250		Admission Fee* (per person): Free	
*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: 10 Library staff and interns		Number of Volunteers Working at Event: 5-10	
<b>EVENT COORDINATION:</b> Visit Sun Valley manages the event schedule for the City of Ketchum and its neighboring cities. Please contact them ( <a href="mailto:info@visitsunvalley.com">info@visitsunvalley.com</a> or 208-726-3423) and make the City aware of events on or around the date of your proposed event.			
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: No other major events announced at this time.			
<b>EVENT SCHEDULE:</b> 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.			
Set Up	Date: July 8	Time: 5:00 p.m.	
Event Starts	Date: July 8	Time: 7:00 p.m.	
Event Ends	Date: July 8	Time: 8:30 p.m.	
Clean	Date: July 8	Time: 9:00 p.m.	

**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 City 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."

Organization Name: The Community Library

Are you a non-profit corporation?

☒ Yes

☐ No

Applicant Name: Martha Williams

Title: Director of Programs and Education

Organization Address: 415 Spruce Ave. N., P.O. Box 1108

City: Ketchum

State: ID

Zip: 83340

Phone: 208-806-2621

Cell: 208-721-7829

Email: mwilliams@comlib.org

On-Site Contact: Same as above

Title:

Address:

City:

State:

Zip:

Phone:

Cell:

Email:

Emergency Contact: Jenny Emery Davidson

Phone: 208-806-2620

Cell: 208-309-3963

Email: jdavidson@comlib.org

Other Contact (such as media, professional event organizer, event service provider or commercial fundraiser hired for this event):

John Plummer, Video: 208-481-0708

Jay Cutler, Audio - 208-726-5123

**USE OF CITY FACILITIES, PARKS, AND STREETS:**

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

City will advise if applicant will be responsible for production, posting and removal of required signage, 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 Ben Varner at Mountain Rides at 208-788-7433 **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.

If your event requires a road closure on Main Street, please contact Deb Pierson at [deb.pierson@itd.idaho.gov](mailto:deb.pierson@itd.idaho.gov) or 208-886-7839 for permit application.

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:

☐ Town Square

Daily Park Reservation Fees:

☐ Up to 100 People (\$160)

☐ 101 People or More (\$320)

**DESIGNATED EVENT LOCATIONS\* (\$100.00)**

\*All other road closures are subject to a \$500 fee and City Council approval. Road closures on Main Street require an Idaho Transportation Department permit.

☐ 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

Fees for non-designated locations:	Street Party \$100	Medium/Large Events \$500
List dates, times, and location for street closure requests: 5:00-9:00 p.m. on Tuesday, July 8. Closure would be a half block of 4th Street between Walnut Ave. and the Christiana Building alley (adjacent to the Library).		
Name of person supervising street closure: Martha Williams		
Cell Phone: 208-721-7829	Email: mwilliams@comlib.org	
How many staff and volunteers will be managing the street closure? 5-10		
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)		
<b>EVENT SITE PLAN:</b> 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.		
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 checked="" 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 checked="" type="checkbox"/> Garbage Receptacles (G)	<input type="checkbox"/> Hand Washing Sink (HWS)	<input type="checkbox"/> Portable Toilets (T)
<input checked="" type="checkbox"/> Recycling Receptacles (RR)	<input type="checkbox"/> Retail Merchants (RM)	<input type="checkbox"/> Security (P)
<input checked="" type="checkbox"/> Stages or Amplified Sound (SO)	<input type="checkbox"/> Tents (X)	<input type="checkbox"/> Trailers, Vehicles, Storage (TR)
Have you contacted Mountain Rides to advise of the street closure request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.		

**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 must be weighted down.

All tents having an area more than 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.

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:**

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.

Where will you direct event attendees to park vehicles?

Library parking lot, on streets around the Library, and in the nearby church parking lot. Walking/biking will also be encouraged.

Will the event provide transportation services to the event? ☐ Yes\* ☒ No

\*Describe the transportation services:

**CITY SERVICES REQUESTS:**

Please let us know what City services you need so that we can help you find a solution.

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.

Fire/EMS services request (indicate dates and times needed):

☐ Ambulance ☐ Fire Engine ☒ 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? ☐ Yes\* ☒ No

\*Fees may be associated with the use of city bathrooms and trash receptacles.

**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](http://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.

Restroom Company:

Number of Portable Restrooms:

Number of Handwashing Stations:

Restroom Drop Off

Date:

Time:

Restroom Pick Up

Date:

Time:



**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 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 all music played or performed is original and free of licensing requirements.

Do you have electrical needs?

☐ Yes\*

☒ 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?

☒ Yes\*

☐ No

\*Please review approved noise levels stated in guidelines.

Will live or prerecorded music be played?

☒ Yes\*

☐ 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.

**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, which 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.

Have you contracted for trash dumpster(s)?

☐ Yes

☒ No

How many?

What size?

Have you contracted for recycling dumpster(s)?

☐ Yes

☒ No

How many?

What size?

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.

Trash and recycling receptacles are already in place on the Library's property near where the event will be held. Very little trash anticipated for this 1-hour event.

Name of person supervising trash and recycling: Martha Williams

Cell Phone: 208-721-7829

Email: mwilliams@comlib.org

How many staff and volunteers will be managing trash and recycling? 1-2

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)

We anticipate very little trash from this event, but staff will keep an eye on receptacles before and after the lecture.

#### CONCESSIONS:

The City of Ketchum's Resolution 19-013 prohibits the sale and distribution of single-use plastic water bottles, plastic straws, plastic bags, or to-go food containers made of plastic or Styrofoam at all city-owned properties and facilities and city events. The Applicant is responsible to ensure vendors do not distribute these items 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/forms](http://www.ketchumidaho.org/forms) 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.

Will any of the following be served at your event:

☐ Alcoholic Beverages ☐ Food ☒ Merchandise Local bookstore vendor

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](http://www.ketchumidaho.org/forms)

#### 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.

#### BUSINESS AND/OR PROPERTY OWNER NOTIFICATION

City Staff may require 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)



**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 always kept on file 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:

No changes from last three years.

**HAVE YOU ATTACHED OR OBTAINED THE FOLLOWING?**

<input checked="" type="checkbox"/> Payment & Deposit	<input checked="" type="checkbox"/> Proof of Insurance	<input checked="" type="checkbox"/> Temporary Traffic Control Plan
<input checked="" 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.

Signature of Applicant:

Matthe Williams

Date:

4/10/25

LICENSE FEES		
Event Category	Event Fees	Amount or N/A
Application Fee	\$100, \$400 or \$800	\$400
Road Closure Fee	\$100 or \$500	\$500
Park Reservation Fee (per day)	\$160 or \$320	\$N/A
Facility Fee (per day)	\$150 or N/A	\$N/A
Music License Fee	\$10 or attach proof of licensure	\$10
Deposit	\$250 (Street Party / Small Event) \$500 (Medium / Large Events)	\$500
	TOTAL FEES	\$1410

# 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 City Administration.

DATED this 10 day of April, 2025.

Signature of Applicant: Martha Williams

STATE OF IDAHO

County of Blaine

On this 10<sup>th</sup> day of April, 2025, before me, a Notary Public in and for the State of Idaho, personally appeared Martha Williams, 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: Kelsie Choma  
Residing at: Blaine County, Ketchum  
Commission expires: 6/7/27

# AFFIDAVIT

This affidavit certifies that the HDL special event taking place at The Community Library on July 8 meets the following description of a special event as defined in Ketchum Municipal Code Chapter 12.32.010 Definitions.

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, walkathons, 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.

This affidavit further certifies that the following documents will be provided to complete the application no later than 10 (ten) days prior to the event or on \_\_\_\_\_. Please check all that apply.

- Site Plan ☒
- Certificate of Insurance ☒
- ITD Permit ☐ N/A
- Temporary Traffic Control Plan (TTCP) ☒

MARTHA WILLIAMS  
Event Organizer's Name

The Community Library  
Event Organizer's Name

\_\_\_\_\_  
Organization or Business Name

4/10/25  
Date

## NOTARY ACKNOWLEDGEMENT

On this 10<sup>th</sup> day of April, 2025, before me, Kelsie Choma, personally appeared Martha Williams, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within Affidavit, and, being first duly sworn on oath according to law, deposes and says he/she has read the forgoing Affidavit subscribed by him/her, and that the matter stated herein are true best of his/her information, knowledge and belief.

Official seal:



Kelsie Choma  
Notary Public

191 W 5<sup>th</sup> St. Ketchum, ID 83340  
Address:

My Commission expires: 6/7/27

## **Ketchum Fire Department – Temporary Use Permit Fees**

All inspections and fees must be set up and processed through the

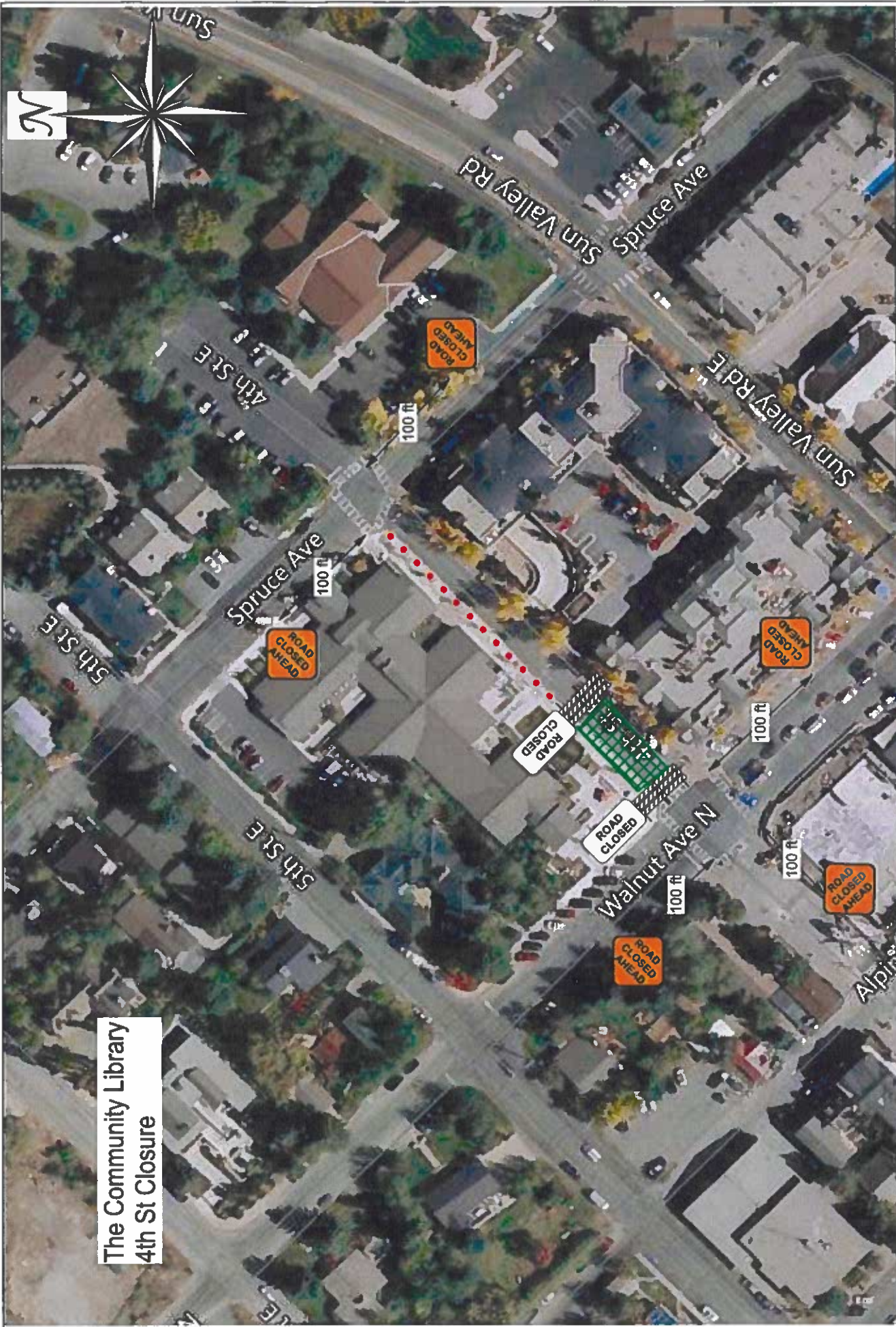
Ketchum Fire Department – 208.726.7805

### **PERMIT(S) ISSUED DIRECTLY FROM THE KETCHUM FIRE DEPARTMENT**

Temporary use permit fees include one plan review and one inspection during normal business hours. Expedited plan reviews, additional inspections, inspections outside normal business hours, Firewatch personnel, standby personnel and apparatus require additional fees.

- **Open Burning:**
  - An operational permit shall be required for the kindling or maintaining of an open fire and is subject to the approval of the Fire Marshall. (\$100.00)
  
- **Temporary Use:**
  - Carnival, Fair, Circus, Haunt, or Other Public Special Event – 30 days (\$200.00)
  - Tent or Membrane Structure >400 sq. ft. (\$100.00)
    - Additional tent(s) per event \$50/each
  - Special Event Structure >400 sq. ft. (\$100.00)
  - Outdoor Assembly Event where planned attendance exceeds 1000 persons. (\$200.00)





The Community Library  
4th St Closure

**Author:** Jeremy Barnett

**CERT:** 892778

**Comments:**

- \*All equipment shall be MUTCD compliant
- \*All traffic control shall be managed by a ATSSA certified supervisor
- \*All work will be performed during daylight hours
- \*A minimum of 12' lane widths shall be maintained



SPEED LIMIT	TAPER LENGTH (L) FEET	ROAD TYPE	DISTANCE BETWEEN SIGNS		
			A	B	C
40 MPH OR LESS	L=WS/50	URBAN (LOW SPEED)	<35	100 FT	100 FT
45 MPH OR MORE	L=WS	URBAN (HIGH SPEED)	>35	350 FT	350 FT
		RURAL	500 FT	500 FT	500 FT
		EXPRESSWAY/FREEWAY	1000 FT	1500 FT	2640 FT

L= taper length in feet  
 W= road width in feet  
 S= speed limit in mph  
 WS= posted speed limit or in off peak 45th percentile speed  
 prior to work, storage, or the unanticipated lane status sign in travel