



City of Ketchum

## CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

### Recommended Motion:

There is no formal recommended motion or requested action. Council will review and provide feedback on the proposed street closures for 5B Events' 5850 Fest, March 20-27 during the World Cup Finals.

### Reasons for Recommendation:

- 5850 Fest is the "Official Festival of the Sun Valley World Cup Finals" and will play an important role in creating the overall World Cup experience for athletes and spectators. Their activities would support Sun Valley Resort's efforts.
- 5850 events all take place in Ketchum, will highlight the city and its businesses, and will provide publicity opportunities for the community.
- The estimated attendance numbers would have an impact on the economy, including LOT tax collections and revenue for local businesses.
- The scale and location of requested street closures and their duration require City Council approval.

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

Local event producers 5B Productions would like to present the 5850 Fest March 20-27, 2025, during the Sun Valley World Cup Finals. They have submitted a formal special event application for city approval. It is the "Official Festival of the Sun Valley World Cup". The proposal calls for the following street closures, which would require City Council Approval:

- Main Street from 1st to Sun Valley Road from 7 AM on Friday, March 21 to 5 AM on Monday, March 24 (also requires Idaho Transportation Department approval)
- Second Street from Main Street to the alleyway between Washington and 1st Avenue from 8 AM on Sunday, March 17 to Saturday, March 29
- 1st Street from just west of the Limelight Hotel entrance to the alleyway between Washington and 1st Avenue at 8 AM on Sunday, March 17 to Saturday, March 29
- Washington Avenue between Sun Valley Road and River Street from 8 AM on Sunday, March 17 to Saturday, March 29

The event application would go through the following approval steps:

- **July 1:** City Council reviews the proposal, provides suggestions, and gives feedback on if they'd like to see this event take place so the producer can move forward with other required steps for approval

- **July-August:** event producers will conduct focus groups and community engagement with the public and affected businesses to collect feedback and make requested adjustments
- **July-August:** event producers submit Main Street closure request to Idaho Transportation Department for approval
- **July-August:** site plans and road closures are reviewed by city Administration, Fire/EMS, Police, Streets, Recreation, and Facilities departments for feedback and approval
- **September:** city staff and the event producers will bring back all findings, adjustments, and approvals for final City Council approval

Sustainability Impact:

City staff would need to work with the event producers to ensure activities are as sustainable as possible.

Financial Impact:

|  |  |
|--|--|
| None OR Adequate funds exist in account: | The city would likely need to provide in-lieu services to accommodate event road closures, trash and recycling services, bus services, water and electricity, police/security, and fire/EMS services. These funds are accounted for in the FY 2025 budget. |
|--|--|

Attachments:

- |                                      |
|--------------------------------------|
| 1. 5850 Fest Event Application       |
| 2. 5B Productions 5850 Fest Proposal |
| 3. 5850 Fest Street Closure Request  |



|                     |
|---------------------|
| OFFICIAL USE ONLY   |
| 5850 Fest/World Cup |
| March 20-27, 2025   |
| June 25, 2024       |
| 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 [daniel@ketchumidaho.org](mailto:daniel@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 Daniel Hansen: [daniel@ketchumidaho.org](mailto:daniel@ketchumidaho.org) or 208-727.5077.

| <b>WHAT SIZE IS YOUR EVENT?</b>   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> <b>Street Party (\$100.00)</b><br><b>**RESIDENTIAL NEIGHBORHOOD LOCATION ONLY**</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><br>Special events that do not require a street closure, are a single occurrence, and have an anticipated attendance under one hundred (100) people. | <input type="checkbox"/> <b>Medium Event* (\$400.00)</b><br>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 checked="" type="checkbox"/> <b>Large Event* (\$800.00)</b><br>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>   |  |  |  |
| <p>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.</p> <p>Applicant should provide a good faith estimate of expected number of participants.</p> <p>An alternate location should be listed if your event cannot be accommodated at your requested location.</p> <p>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.</p>   |  |  |  |
| Event Name: 5850 Fest   |  | Event Date: March 20-27, 2025  |  |
| <b>Event Description and Purpose (who is the event supposed to attract, what is the purpose of the event, etc.):</b><br><br><small>Taking place alongside the 2025 Stifel Sun Valley Finals, at 5850 ft, the elevation of celebration, the inaugural 5850 fest is kicking off the party as the "Official Festival of the Stifel Sun Valley Finals" in Ketchum, Idaho. This 7-day party of epic proportions from March 20-27, 2025 welcomes athletes, spectators, and locals from around the world to toast the peak of the alpine racing season. Presented by 5B Productions, 5850 Fest will feature events, live music, entertainment, the best in food and drink, sponsored activations, and more. The Stifel Sun Valley Finals is the last race before the Winter Olympics 2026.</small> |  |  |  |
| Location of Event:<br>Downtown Ketchum - See site plan  |  | Alternate Location:  |  |
| Expected Number of Participants: 5000-7000  |  | Admission Fee* (per person):   |  |
| *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: 50  |  | Number of Volunteers Working at Event:<br>100-200  |  |
| <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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |
| <b>List the events taking place on or around the date of your event:</b><br><small>5B productions creates a consumer experience with a blend of private and public experiences including live entertainment and sponsored lounges bringing Ketchum to life and maximizing economic impact in our community. These events include musical concerts, a vendor experience, pop up activations and other entertainment. This will be a week long event with extra days needed for load in and loading out of tents, stages, etc. .</small>  |  |  |  |
| <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 <small>Type text here</small>  | Date:  | Time:  |  |
| Event Starts  | Date:  | Time:  |  |
| Event Ends  | Date:  | Time:  |  |
| Clean   | Date:  | Time:  |  |

**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: 5B Productions  |   |
| Are you a non-profit corporation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                              |   |
| Applicant Name: Jenny Dupre & Brandon Kuvara   | Title: Partners / Owners                      |
| Organization Address: PO Box 6418  |   |
| City: Ketchum  | State: ID Zip: 83340                          |
| Phone:   | Cell: 615.225.7554 Brandon 337.296.5901 Jenny |
| Email: Brandon@5BProductions.com Jenny@5BProductions.com   |   |
| On-Site Contact: Brandon Kuvara  | Title: Owner                                  |
| Address: PO Box 6418   |   |
| City: Ketchum  | State: ID Zip: 83340                          |
| Phone:   | Cell: 615.225.7554                            |
| Email: Brandon@5BProductions.com   |   |
| Emergency Contact: Jenny Dupre   |   |
| Phone:   | Cell: 337.296.5901                            |
| Email: jenny@5BProductions.com   |   |
| Other Contact (such as media, professional event organizer, event service provider or commercial fundraiser hired for this event): |   |

**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**

|  |  |
|--|--|
| <input type="checkbox"/> Atkinson Park | <input checked="" type="checkbox"/> Forest Service Park  |
| <input type="checkbox"/> Rotary Park   | <input type="checkbox"/> Lucy Loken Park   |
| <input type="checkbox"/> Other:        | <input type="checkbox"/> Town Square   |
| Daily Park Reservation Fees:           | <input type="checkbox"/> Up to 100 People (\$160) <input checked="" type="checkbox"/> 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.

|   |   |
|---|---|
| <input type="checkbox"/> Fourth Street between Leadville and East Avenues             | <input type="checkbox"/> First Avenue between River and First Streets           |
| <input type="checkbox"/> First Avenue between Second Street and Sun Valley Road       | <input type="checkbox"/> First Avenue between Sun Valley Road and Fourth Street |
| <input type="checkbox"/> First Avenue between Fifth and Sixth Streets                 | <input type="checkbox"/> Picabo Street between Gates Road and Ritchie Drive     |
| <input checked="" type="checkbox"/> 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:<br>Main Street from Sun Valley Road to 1st Street: 7am Friday, March 21 to 5am Monday, March 24<br>2nd Street Closure 1st to Sun Valley Road: Sunday, March 17, 8am to Saturday, March 29th  |  |  |
| Name of person supervising street closure: Brandon Kuvara   |  |  |
| Cell Phone: 615.225.7554  | Email: Brandon@5BProductions.com                               |  |
| How many staff and volunteers will be managing the street closure? 4  |  |  |
| 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)<br>There will only be staff/volunteers managing the Main Street closure on Friday, Saturday and Sunday evenings during the concerts. We will have 2 staff/volunteers and each entrance to manage access for attendees with appropriate credentials for access.   |  |  |
| <b>EVENT SITE PLAN:</b><br>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.<br>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.<br>Fire hydrants, sidewalk curb breaks used for ADA accessibility and alley entrances may not be blocked at any time.<br>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 checked="" type="checkbox"/> Alcohol Vendors (A)   | <input checked="" type="checkbox"/> Barricades (B)             | <input checked="" type="checkbox"/> Beverage Vendors (BV)            |
| <input type="checkbox"/> Bleachers (BL)   | <input checked="" type="checkbox"/> Electricity/Generator (EL) | <input checked="" type="checkbox"/> Fire Extinguishers (EX)          |
| <input checked="" type="checkbox"/> Fire Lane (FL)  | <input checked="" type="checkbox"/> First Aid/EMS (FA)         | <input checked="" type="checkbox"/> Food Vendors (FV)                |
| <input checked="" type="checkbox"/> Garbage Receptacles (G)   | <input checked="" type="checkbox"/> Hand Washing Sink (HWS)    | <input checked="" type="checkbox"/> Portable Toilets (T)             |
| <input type="checkbox"/> Recycling Receptacles (RR)   | <input checked="" type="checkbox"/> Retail Merchants (RM)      | <input checked="" type="checkbox"/> Security (P)                     |
| <input checked="" type="checkbox"/> Stages or Amplified Sound (SO)  | <input checked="" type="checkbox"/> Tents (X)                  | <input checked="" 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.<br><i>Applications will not be accepted without a TTCP prepared by a qualified firm.</i>  |  |  |

**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: Current site plan (see attached) includes:  
 9 - 10x10  
 14 - 10x20  
 3 - 20x40  
 2 - 40x80  
 3 - 40 x100

**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?

This will be a community wide campaign that takes into account the traffic and parking flow for the entire World Cup Event.

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

\*Describe the transportation services:

We will provide shuttle service from a private secured lot to festival grounds and the base of the race mountain for VIP's only.

**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.

We are hoping this is something the City of Ketchum can assist the 5850 Fest with this.

Name of person supervising trash and recycling: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_



How many staff and volunteers will be managing trash and recycling? TBD

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)

**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:

|   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Alcoholic Beverages | <input checked="" type="checkbox"/> Food | <input checked="" type="checkbox"/> 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](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:

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

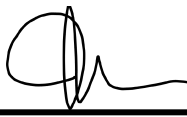
|  |   |   |
|--|---|---|
| <input type="checkbox"/> Payment & Deposit     | <input type="checkbox"/> Proof of Insurance     | <input type="checkbox"/> Temporary Traffic Control Plan   |
| <input checked="" type="checkbox"/> Site Plan  | <input type="checkbox"/> ITD Permit             | <input type="checkbox"/> 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: 

Date: 6-24-24

BLENDING GLOBAL EXCELLENCE  
WITH LOCAL CHARM



PRODUCTIONS

**5850 FEST PLAN OVERVIEW**



PRODUCTIONS

**BLENDING GLOBAL EXCELLENCE  
WITH LOCAL CHARM**

## **WHO WE ARE**

Welcome to 5B Productions: the pinnacle of experiential entertainment, where every event is a masterpiece waiting to be unveiled. Our team is transcending boundaries by curating, producing, and marketing experiences that honor the charisma of our locale. Specializing in live events, concerts and parties, 5B brings a world-class touch to Blaine County and to your doorstep.

Our mission is simple yet profound: to seamlessly blend global excellence with local charm, ensuring that the world's finest finds its way to your backyard.

5B PRODUCTIONS

## **WHAT WE DO**

5B Productions offers full-service development, production, and marketing capabilities for events of all varieties and scales - including festivals, brand activations, experiential events and high profile civic events.

We hone in on the spirit of a location and occasion to create bespoke experiences equipped with in-house creative, marketing, sponsorship, ticketing, and production teams.

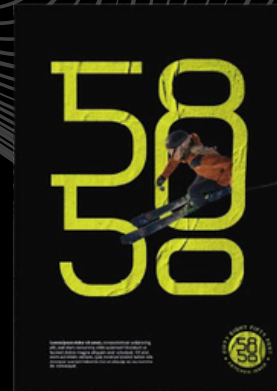


**5B PRODUCTIONS**  
**PRESENTS**



# 5850 FEST

5B Productions presents the 5850 Fest,  
Where the Party Peaks, March 20-27, 2024.  
This 7 day party of epic proportions is the  
"Official Festival of the Sun Valley World  
Finals" in Ketchum, Idaho.



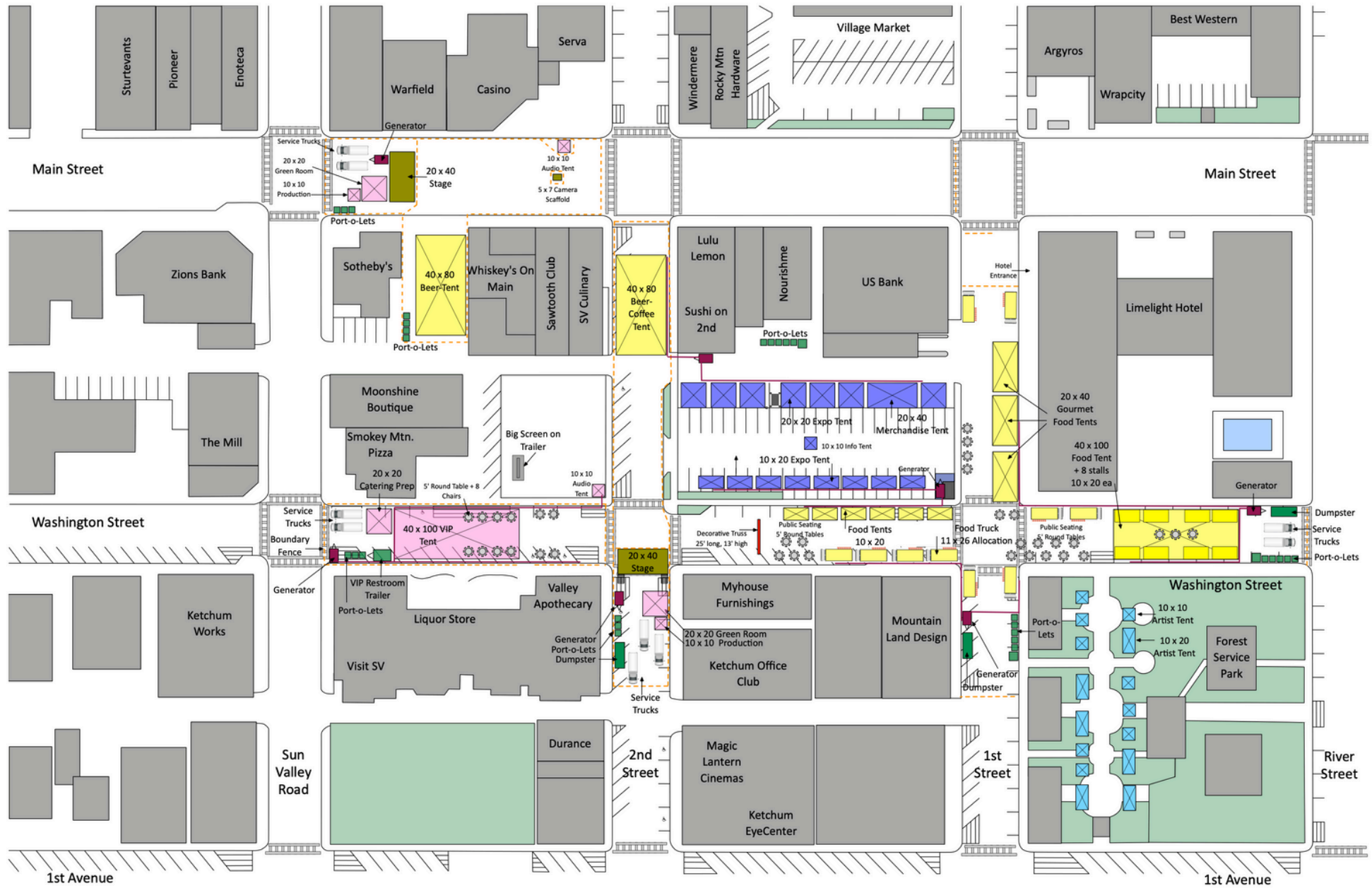
*\*Please note these designs are not final and subject to change*

# WHY IS IT IMPORTANT?

The 5850 Fest will supplement the official festivities of FIS and the Sun Valley Company, and will provide our community the opportunity to experience and celebrate the 2025 World Cup as we make history.



*\*Please note these designs are not final and subject to change*



\*Please note these designs are not final and subject to change



**TENTATIVE SCHEDULE**

| <b>Date</b>                                  | <b>Time</b>      | <b>Event</b>              | <b>Managing Partner</b> | <b>Location</b>     |
|--|------------------|---------------------------|-------------------------|---------------------|
| <b>Thursday, March 20<br/>Kick off Party</b> | 11:00am          | Men's Downhill Training   | SVR                     |                     |
|  | 12:30pm          | Women's Downhill Training | SVR                     |                     |
|  | 2:00pm - 5:00pm  | Live Apres Music          | SVR                     | Warm Springs Plaza  |
|  | 5:00pm - 9:00pm  | Kick off Party            | 5850 Fest               | Whiskey's           |
|  | 9:00pm - Late    | After Party               | 5850 Fest               | TBA                 |
|  |                  |                           |                         |                     |
| <b>Friday, March 21<br/>Opening Party</b>    | 9:00am - 1:30pm  | Coffeehaus open           | 5850 Fest               | 2nd street          |
|  | 9:00am - 10:00pm | Sponsor Lounges open      | 5850 Fest               | Main street         |
|  | 9:00am - 9:00pm  | Restaurant Row opens      | 5850 Fest               | Washington street   |
|  | 9:00am - 9:00pm  | Vendor Village opens      | 5850 Fest               | Forest Service Park |
|  | 11:00am          | Women's Downhill Training | SVR                     |                     |
|  | 12:30pm          | Men's Downhill Training   | SVR                     |                     |
|  | 1:30am - 10:00pm | Biergarten open           | 5850 Fest               | 2nd street          |
|  | 2:00pm - 5:00pm  | Live Apres Music          | SVR                     | Warm Springs Plaza  |
|  | 4:00 - 6:00pm    | Special Programming       | 5850 Fest               | Main Stage          |
|  | 6:00pm - 10:00pm | Main Stage Opening Party  | 5850 Fest               | Main Stage          |
|  | 10:00pm - Late   | After Party at Whiskey's  | 5850 Fest               | Whiskey's           |



|   | <b>Time</b>      | <b>Event</b>                                      | <b>Managing Partner</b> | <b>Location</b>                     |
|---|------------------|---|-------------------------|-------------------------------------|
| <b>Saturday, March 22nd<br/>Peak Party</b>        | 9:00am - 1:30pm  | Coffeehaus open                                   | 5850 Fest               | 2nd street                          |
|   | 9:00am - 10:00pm | Sponsor Lounges open                              | 5850 Fest               | Main street                         |
|   | 9:00am - 9:00pm  | Restaurant Row open                               | 5850 Fest               | Washington street                   |
|   | 9:00am - 9:00pm  | Vendor Village open                               | 5850 Fest               | Forest Service Park                 |
|   | 11:00am          | Men's Downhill                                    | SVR                     | International/Warm Springs/Greyhawk |
|   | 12:30pm          | Women's Downhill                                  | SVR                     | International/Warm Springs/Greyhawk |
|   | 1:30am - 10:00pm | Biergarten open                                   | 5850 Fest               | 2nd Street                          |
|   | 2:00pm - 5:00pm  | Live Apres Music                                  | SVR                     | Warm Springs Plaza                  |
|   | 6:00pm - 10:00pm | Main Stage Peak Party                             | 5850 Fest               | Main Stage                          |
|   | 6:00pm - 10:00pm | Formal Athlete/Coach Dinner Party (Private Event) | SVR                     | River Run Lodge                     |
|   | 10:00pm - Late   | After Party at Whiskey's                          | 5850 Fest               | Whiskey's                           |
|   |                  |   |                         |                                     |
| <b>Sunday, March 23rd<br/>No boots No service</b> | 9:00am - 1:30pm  | Coffeehaus open                                   | 5850 Fest               | 2nd street                          |
|   | 9:00am - 10:00pm | Sponsor Lounges open                              | 5850 Fest               | Main street                         |
|   | 9:00am - 9:00pm  | Restaurant Row open                               | 5850 Fest               | Washington street                   |
|   | 9:00am - 9:00pm  | Vendor Village open                               | 5850 Fest               | Forest Service Park                 |
|   | 11:00am          | Women's Super G                                   | SVR                     |                                     |
|   | 12:30pm          | Men's Super G                                     | SVR                     |                                     |
|   | 1:30am - 10:00pm | Biergarten open                                   | 5850 Fest               | 2nd street                          |
|   | 2:00pm-5:00pm    | Live Apres Music                                  | SVR                     | Warm Springs Plaza                  |
|   | 6:00pm-10pm      | Main Stage- No Boots No Service Party             |                         | Downtown Ketchum                    |
|   | 10:00pm - Late   | After Party at Whiskey's                          | 5850 Fest               | Whiskey's                           |

|   | <b>Time</b>      | <b>Event</b>                    | <b>Managing Partner</b> | <b>Location</b>                    |
|---|------------------|---------------------------------|-------------------------|------------------------------------|
| <b>Monday, March 24th</b><br><b>Athletes off day.</b><br><b>No races.</b> | 9:00am - 1:30pm  | Coffeehaus open                 | 5850 Fest               | 2nd street                         |
|   | 9:00am - 10:00pm | Sponsor Lounges open            | 5850 Fest               | Main street                        |
|   | 9:00am - 9:00pm  | Restaurant Row open             | 5850 Fest               | Washington street                  |
|   | 9:00am - 9:00pm  | Vendor Village open             | 5850 Fest               | Forest Service Park                |
|   | 9:00am - 10:00am | First Tracks                    | 5850 Fest               | Argyros Performing Arts Center     |
|   | 1:30pm - 10:00pm | Biergarten open                 | 5850 Fest               | 2nd street                         |
|   |                  | Special Programming             | 5850 Fest               | Restaurant Row                     |
|   |                  | Special Programming             | 5850 Fest               | TBA                                |
|   | 2:00pm - 4:00pm  | Ski Film                        | 5850 Fest               | Argyros Performing Arts Center     |
|   | 4:00pm - 6:00pm  | Skijoring w/ City of Sun Valley | SVR                     | Sun Valley Festival Meadows        |
|   | 6:00pm - 10:00pm | Special Programming             | 5850 Fest               | Whiskey's on Main                  |
|   |                  | Special Programming             | 5850 Fest               | The Argyros Performing Arts Center |
|   |                  |                                 |                         |                                    |
| <b>Tuesday, March 25th</b>  | 9:00am - 1:30pm  | Coffeehaus open                 | 5850 Fest               | 2nd street                         |
|   | 9:00am - 10:00pm | Sponsor Lounges open            | 5850 Fest               | Main street                        |
|   | 9:00am - 9:00pm  | Restaurant Row opens            | 5850 Fest               | Washington street                  |
|   | 9:00am - 9:00pm  | Vendor Village opens            | 5850 Fest               | Forest Service Park                |
|   | 9:00am - 10:00am | First Tracks                    | 5850 Fest               | The Argyros Performing Arts Center |
|   | 10:30am          | Women's GS Run #1               | SVR                     | On mountain                        |
|   | 1:00pm           | Women's GS Run #2               | SVR                     | On mountain                        |
|   | 1:30am - 10:00pm | Biergarten open                 | 5850 Fest               | 2nd street                         |
|   | 2:00pm - 5:00pm  | Live Apres Music                | SVR                     | Warm Springs Plaza                 |
|   | 4:00pm - 6:00pm  | Skijoring w/ City of Sun Valley | SVR                     | Sun Valley Festival Meadows        |
|   | 6:30pm - 8:30pm  | Ski Film                        | 5850 Fest               | Argyros Performing Arts Center     |
|   |                  | Special Programming             | 5850 Fest               | Whiskey's on Main                  |
|   | 10:00pm - Late   | After Party at Whiskey's        | 5850 Fest               | Whiskey's                          |

|                              | <b>Time</b>      | <b>Event</b>               | <b>Managing Partner</b> | <b>Location</b>                |
|------------------------------|------------------|----------------------------|-------------------------|--------------------------------|
| <b>Wednesday, March 26th</b> | 9:00am - 1:30pm  | Coffeehaus open            | 5850 Fest               | 2nd street                     |
|                              | 9:00am - 10:00pm | Sponsor Lounges open       | 5850 Fest               | Main street                    |
|                              | 9:00am - 9:00pm  | Restaurant Row open        | 5850 Fest               | Washington street              |
|                              | 9:00am - 9:00pm  | Vendor Village open        | 5850 Fest               | Forest Service Park            |
|                              | 9:00am - 10:00am | First Tracks               | 5850 Fest               | Argyros Performing Arts Center |
|                              | 10:30am          | Men's GS Run #1            | SVR                     | On mountain                    |
|                              | 1:00pm           | Men's GS Run #2            | SVR                     | On mountain                    |
|                              | 1:30am - 10:00pm | Biergarten open            | 5850 Fest               | 2nd street                     |
|                              | 2:00pm - 5:00pm  | Live Apres Music           | SVR                     | Warm Springs Plaza             |
|                              | 6:30pm - 8:30pm  | Ski Film                   | 5850 Fest               | Argyros Performing Arts Center |
|                              |                  | Special Programming        | 5850 Fest               | Whiskey's on Main              |
|                              | 10:00pm - Late   | After Party at Whiskey's   | 5850 Fest               | Whiskey's                      |
| <b>Thursday, March 27th</b>  | 9:00am - 1:30pm  | Coffeehaus open            | 5850 Fest               | 2nd street                     |
|                              | 9:00am - 10:00pm | Sponsor Lounges open       | 5850 Fest               | Main street                    |
|                              | 9:00am - 9:00pm  | Restaurant Row open        | 5850 Fest               | Washington street              |
|                              | 9:00am - 9:00pm  | Vendor Village open        | 5850 Fest               | Forest Service Park            |
|                              | 9:00am - 10:00am | First Tracks               | 5850 Fest               | Argyros Performing Arts Center |
|                              | 10:00am          | Women's Slalom Run #1      | SVR                     | On mountain                    |
|                              | 11:00am          | Men's Slalom Run #1        | SVR                     | On mountain                    |
|                              | 1:00pm           | Women's Slalom Run #2      | SVR                     | On mountain                    |
|                              | 1:30am - 10:00pm | Biergarten open            | 5850 Fest               | 2nd street                     |
|                              | 2:00pm           | Men's Slalom Run #2        | SVR                     | On mountain                    |
|                              | 2:00pm-5:00pm    | Live Apres Music           | SVR                     | Warm Springs Plaza             |
|                              | 6:30pm-8:30pm    | Ski Film                   | 5850 Fest               | Argyros Performing Arts Center |
|                              |                  | Closing Party at Whiskey's | 5850 Fest               | Whiskey's on Main              |

**58 PRODUCTIONS**

**PRESENTS**



**SEE YOU THERE**



7 AM Friday, March 21 to  
5 AM Monday, March 24  
(also requires ITD Approval)

8 AM Sunday, March 17 to  
Saturday, March 29