



City of Ketchum

July 20, 2020

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Consideration and Approval of 2020 Events and Park Reservations

Recommendation and Summary

On May 18, City Council agreed to review and approve park reservation and special event applications and require them to submit a COVID plan. This report provides the required information for the Inclusive Idaho Fundraiser special event, and the Friday Evening Shabbat Service and Baby Shower park reservations. It is recommended the council approve or deny the following applications and adopt the following motions:

“I move to approve/deny the Special Events License Application submitted for the Inclusive Idaho Fundraiser, and the park reservations for the Friday Evening Shabbat Service and Baby Shower.”

The reasons for the recommendation are as follows:

- Ketchum City Council requested the authority to review and approve all 2020 Special Events and Park Reservations.
- All applicants have developed and submitted a COVID plan.
- The special events provide activity for residents and visitors.

Introduction and History

Currently under the State order, people arriving to Idaho from states with a high occurrence of COVID should quarantine for 14 days. This still may be the case in the coming months.

On May 26, the State of Idaho issued interim guidance for safe gatherings and public events, with planning recommendations during and after Stage 4. The 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. This report provides details for each event for Council’s consideration.

Analysis

Inclusive Idaho Fundraiser

The Inclusive Idaho Fundraiser is scheduled for July 31st at Forest Service Park. This event anticipates attendance of 50-100 guests and 6 volunteer/staff members with a predominately local demographic. 4-5 guests from the Boise-based non-profit, Inclusive Idaho, plan to be in attendance. The event is open to the public for 3.5 hours from 6:00pm – 9:30pm.

The proposed usable venue for the Inclusive Idaho Fundraiser event at Forest Service Park is approximately 7,500 square feet. Using a three-foot radius per person to establish social distancing, each individual potentially occupies 28 square feet, allowing for 35 people per 1000 square feet. Using this formula, the maximum capacity for the proposed venue, assuming all attendees and staff are socially distanced and not members of the same household/family unit, the capacity for the proposed venue is 262 people.

Friday Evening Shabbat Service

The Friday Evening Shabbat Service is scheduled for 5 Fridays at Rotary Park beginning July 24th and ending August 28th, with one Friday already reserved for another event on August 21st. The event is private, with guests invited by the organizer. The event organizer anticipates 10-25 attendees at their event. Attendees are from the Wood River Valley including multiple family units and second homeowners. This reservation is scheduled from 5:45pm – 7:30pm.

The proposed venue for the Friday Evening Shabbat Services scheduled at Rotary park July 24th – August 28th is approximately 3,100 square feet. Using a 3-foot radius per person to establish social distancing, each individual potentially occupies 28 square feet, allowing for 35 people per 1000 square feet. Using this formula, the maximum capacity for the proposed Rotary park venue is 108 people, assuming all attendees are socially distanced and not members of the same household/family unit.

Baby Shower

The Baby Shower is scheduled for August 14th at Forest Service Park. This reservation anticipates attendance of 40-50 guests. A small number of guests from Washington state plan to be in attendance. This event is scheduled for 4 hours from 4:00pm – 8:00pm.

The proposed usable venue for the Baby Shower at Forest Service Park is approximately 7,500 square feet. Using a three-foot radius per person to establish social distancing, each individual potentially occupies 28 square feet, allowing for 35 people per 1000 square feet. Using this formula, the maximum capacity for the proposed venue, assuming all attendees and staff are socially distanced and not members of the same household/family unit, the capacity for the proposed venue is 262 people.

Sustainability Impact

There is no sustainability impact.

Financial Impact

There is no financial impact.

Attachments:

Inclusive Idaho Fundraiser plan & map
Friday Evening Shabbat Services plan & map
Baby Shower plan & map

City of Ketchum Request for COVID-19 Plan

The current COVID-19 pandemic prompted the City of Ketchum to reevaluate all existing events and park reservations. In order to evaluate each event and reservation, the City of Ketchum has developed the following request for mapping and information as outlined below.

Site Plan Including Locations of the Following (Must Reflect 6 Foot Physical Distancing):

- Ceremony Location
- Seating Plan Showing Number of Guests per Table
- Restrooms and Handwashing Stations Plan (City Restrooms are Closed)
- Food and Beverage Station Locations
- Stage and Dancefloor
- High-Touch Areas (Gift Tables, Seating Card Tables, etc.)
- Onsite Signage Including CDC Recommendations for Large Gatherings
- Traffic Flow Signage

Please Provide Answers to the Following Questions:

What is your event?

A fundraiser for a non profit organization, Inclusive Idaho, hosted by The Boho Lounge. It will be panel discussion, cocktail hour, raffle and music.

Where will your event take place?

The Forest Service Park on Washington Ave & 1st in Ketchum, ID

How many people will attend your event?

It is open to the public but we estimate 50 - 100 guests

What areas of the country/state will your guests be arriving from (Please List)?

The attendees will mostly be locals, we as the hosts are local and 4 - 5 guests from Boise who are involved with the non - profit org.

What are your protocols for guests arriving from COVID hotspots?

All masks will be required at event, social distancing and mask signs will be placed throughout the event. Guests arriving from Boise have been practicing safe social distancing and will not come if they show any signs of being sick.

Where will your guests be staying if they are non-residents?

Hotel:

Short Term Rental: In Ketchum

Other:

Are you allowing guests to attend who are experiencing COVID symptoms?
Absolutely not.

Will you provide face masks, hand sanitizer or gloves for your guests?

We will have hand sanitization stations and require all guests to wear masks. If guests do not have a mask they will not be allowed to attend the event.

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

The Boho Lounge will be providing cocktails, beer and wine at the event. We have a catering permit and have followed all CDC protocol for serving.

Have your food and beverage providers issued assurance they will be following state-issued and CDC protocols that are in place during your event?

Yes.

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

Yes.

What is your contingency plan in the event of a COVID outbreak?

In the event of a COVID breakout, all attendees will be notified and requested to go get tested and self quarantine for 14 days and notify all all places and people they have been around. We also ask if anyone that attended the event discovers they have COVID after to notify The Boho Lounge immediately so we can alter all other attendees and staff.

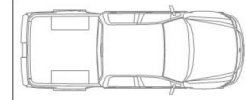
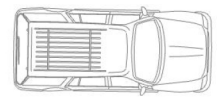
The City of Ketchum reserves the right to revoke any permit and/or cancel any event or park reservation as deemed necessary in order to protect the public health and safety. In event of cancellation the City will reasonably work with the event or park reservation holder to accommodate rescheduling.

Submitted By: Brenna Cavanaugh

Signed: *Brenna Cavanaugh*

Date: 7/ 10 /2020

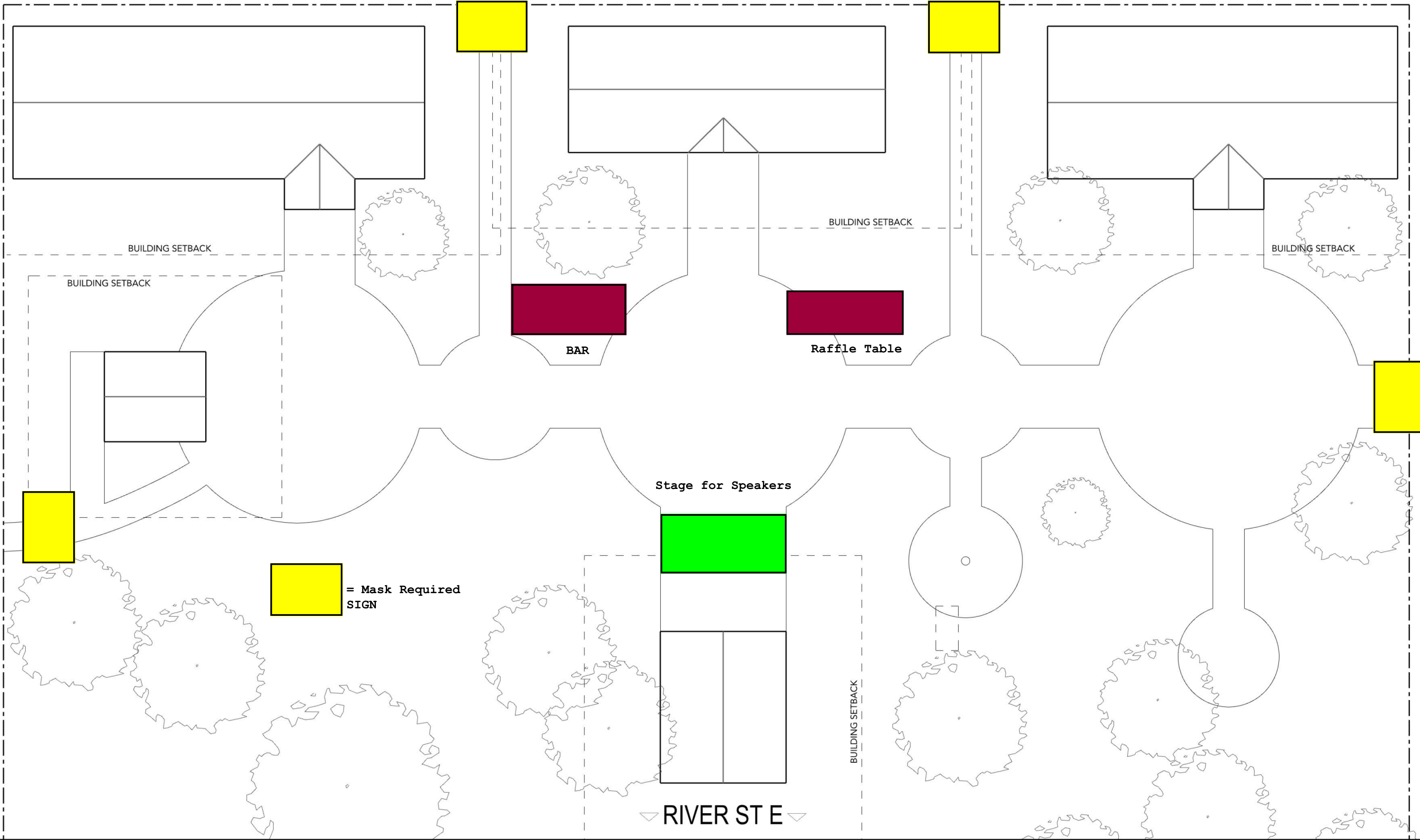
1ST ST E



1ST AVE S



WASHINGTON AVE



BUILDING SETBACK

BUILDING SETBACK


BUILDING SETBACK

BUILDING SETBACK

BAR

Raffle Table

Stage for Speakers

 = Mask Required SIGN

BUILDING SETBACK

▽ RIVER ST E ▽



1/16" = 1'-0"

FOREST SERVICE PARK

EVENT TENT LOCATIONS AND CLEARANCES

City of Ketchum Request for COVID-19 Plan

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Please Provide Answers to the Following Questions:

What is your event?

Friday evening Shabbat service

Where will your event take place?

At Rotary Park, around the picnic area, with people seated on the lawn in socially distanced pods.

Pods will be marked off.

They will be bringing their own chairs.

How many people will attend your event?

Between 10-25

What areas of the country/state will your guests be arriving from (Please List)?

Most are local, some part time residents who have come from various states, but have likely been here since the end of June or early July

What are your protocols for guests arriving from COVID hotspots?

We hadn't considered that since those who are coming are not here for a one-time event. They are either full time or part time residents

We will hand sanitizing material available as well as masks. Pods to be set demarcated with red tape (removable)

Where will your guests be staying if they are non-residents?

In their own residence

Hotel:

Short Term Rental:

Other:

Are you allowing guests to attend who are experiencing COVID symptoms?

No, We will put out a notice on the same day (in the morning) that if anyone is experiencing Symptoms, to please stay away.

But I would say that all the people who we anticipate will attend are older folks and are being very cautious.

Will you provide face masks, hand sanitizer or gloves for your guests?

Yes to all these items

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

No food will be involved with exception of 2 items:

Challah (traditional bread for Sabbath – and they will be individual small loaves, or precut so that a person could get a single slice, and a very tiny cup of wine(also individual cup per person)

Have your food and beverage providers issued assurance they will be following state-issued and CDC protocols that are in place during your event?

NA

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

NA attendees will be bringing their own blankets or lawn type chairs

What is your contingency plan in the event of a COVID outbreak?

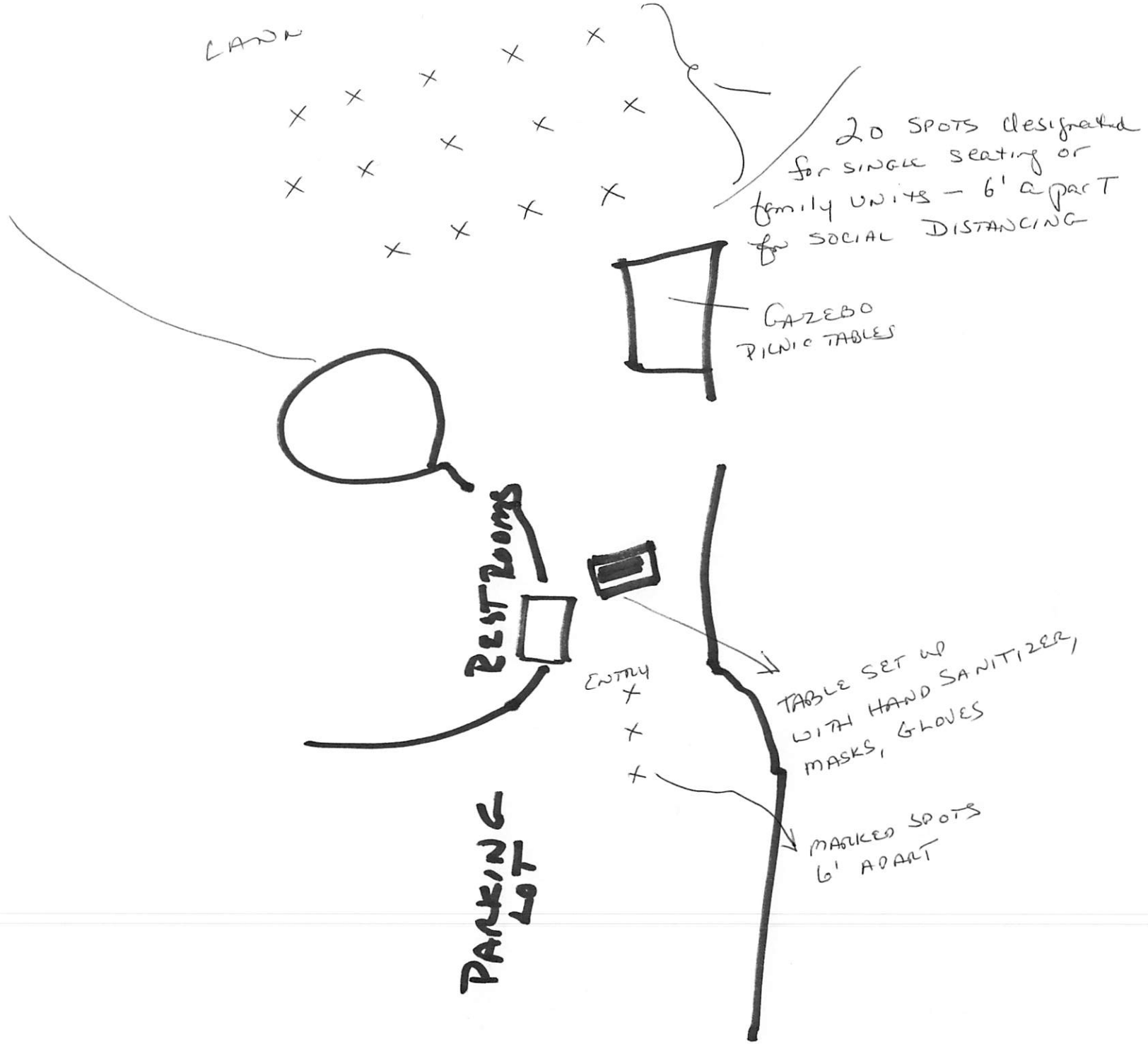
Don't anticipate that. But in the event someone were to become ill after the event, we will have an attendance sheet that people can sign as they enter the Park and we would immediately contact each attendee and also alert the Department of Public Health

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.

Submitted By: ___Susan Green/ President Wood River Jewish Community_____

Signed: _Susan Green_____ Date: _7 ___/ _11 ___/ 2020___

MAP PLAN FOR WOOD RIVER JEWISH COMMUNITY
SABBATH SERVICES



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- Traffic Flow Signage

Please Provide Answers to the Following Questions:

What is your event?

Baby Shower

Where will your event take place?

Forest Service Park

How many people will attend your event?

We expect between 40-50 guests.

What areas of the country/state will your guests be arriving from (Please List)?

The majority of guests will be from Blaine County. Several guests will be arriving from Washington State.

What are your protocols for guests arriving from COVID hotspots?

Follow state and local guidelines for their visit to the Valley.

Where will your guests be staying if they are non-residents?

Hotel:

Short Term Rental: AirBnB

Other:

Are you allowing guests to attend who are experiencing COVID symptoms?

No.

Will you provide face masks, hand sanitizer or gloves for your guests?

Face masks and hand sanitizer will be provided.

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

No outside food vendors.

Have your food and beverage providers issued assurance they will be following state-issued and CDC protocols that are in place during your event?

N/A

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

N/A

What is your contingency plan in the event of a COVID outbreak?

If we have a COVID outbreak in Blaine County we will follow all guidance issued by the State and City and if recommended, cancel the event.

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.

Submitted By: Meredith Dean

Signed: Meredith Dean

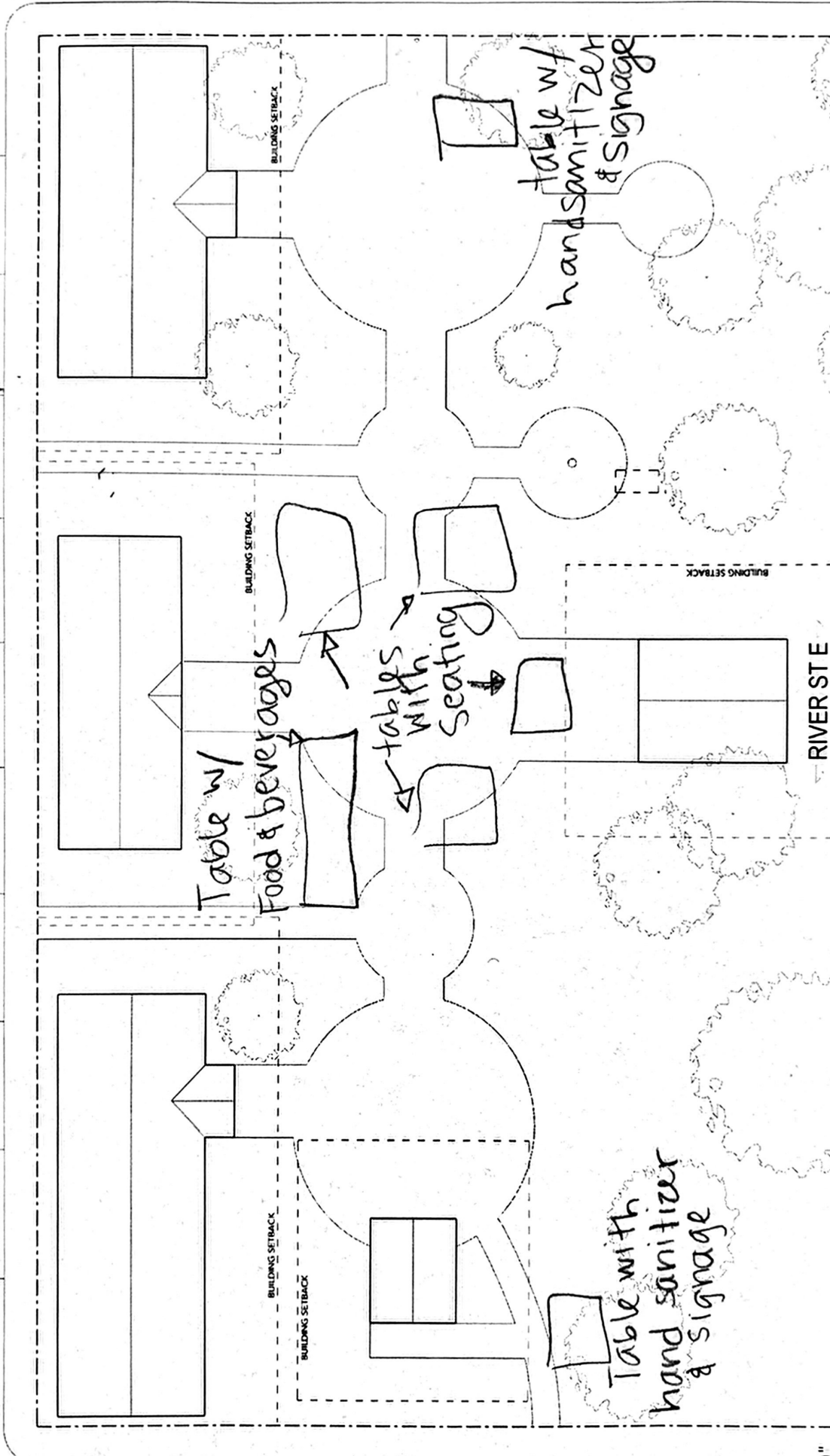
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1ST STE

1ST AVES

WASHINGTON AVE

RIVER STE



FOREST SERVICE PARK
EVENT TENT LOCATIONS AND CLEARANCES



1/16" = 1'-0"