



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

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

Sustainability Impact:

Financial Impact:

	the venue is ready to use. In-kind funds from the city for these services have an estimated value of \$8,000 to \$10,000. All in-kind funds are covered in the city's FY 26 budget.
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Attachments:

- | |
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| 1. Memorandum of Understanding #26-006 for Music in Town Square |
| 2. |



City of Ketchum

MEMORANDUM OF UNDERSTANDING 26-006

City of Ketchum/Kristin Morton and Rebecca Larson

PARTIES

Effective on the 25th day of June 2026, this Memorandum of Understanding (MOU) is between community members Kristin Morton and Rebecca Larson (Concert Producers) and the City of Ketchum, a political subdivision of the State of Idaho (City).

PURPOSE

In collaboration with the City, the Concert Producers propose a series of free public concerts this summer, every Wednesday night, 6:30 PM to 8:30 PM at Ketchum Town Square, along with up to two concerts from 6:30 PM to 8:30 PM during other days of the week (as long as they don't interfere with any other city operations and pending staff approval). The concert series would begin on July 1 and would commence on August 26. The proposed events are similar to those which used to be produced by the City in years past but had not been produced in several years due to staffing and funding limitations. The producers seek to restart the series and take on production and fundraising responsibilities, with the City of Ketchum serving as a producing partner, providing the infrastructure, permitting, and event equipment, as needed.

The concerts will take place at Ketchum Town Square (480 4th Street East, Ketchum). Each concert will include:

- a live music performance on the Town Square stage;
- an amplified sound system for the performance;
- use of the outdoor furniture, umbrellas, electricity, and restrooms at Ketchum Town Square for concertgoers and event production;
- and a potential food and beverage vendor on-site.

Each concert would be free and open to the public. Public access to Ketchum Town Square would remain open as normal during any concert event.

The purpose of this MOU is to formalize the terms of this partnership and demonstrate the shared commitment of both parties to the successful completion of these events, which intend to provide another opportunity for the community to come together to enjoy art and culture.

AGREEMENT

Section I: To be provided by the City as part of the partnership

- Concert Producer access to set up and conduct the events at Ketchum Town Square at no cost from between 3 PM and 10 PM on concert days.
- Prepping of the event space in order to produce the events.

- Providing WiFi and internet access during the events to facilitate event operations (note: this service is already in place at the event location)
- Providing security camera monitoring during the events (note: this service is already in place at the event location)
- Providing all relevant event permitting and park reservations to the Concert Producer at no cost to produce the events
- Blocking off any parking spaces needed to accommodate the load-in/load-out of supplies or food/beverage vendors at no cost
- Use of city-owned event supplies and sound equipment (if it is not already in use for other city events) to conduct the concerts, including tables, chairs, cables, and tents at no cost
- Use of electricity, water, trash receptacles (including additional dumpsters, if needed), and restrooms (including additional porta potties, if needed) at Town Square to produce the events at no cost
- Promoting the concerts through City communication platforms, such as the City’s website, social media channels, and newsletters
- Use of the City’s music licensing for live performances

Section II: To be provided by the Concert Producer as part of the partnership

- Producing the events and monitoring all event activities on-site
- Setting up and taking down all equipment to produce the events
- Hiring and paying for all talent, performers, and sound engineers
- Securing and storing all equipment between events
- Returning all chairs, tables, and umbrellas that are moved back to their original locations
- Support with promoting the events
- Including mention of the City as an event partner on all advertising materials

TERMINATION

This MOU may be terminated at the option of either party upon sixty days' notice. The parties will communicate and reasonably cooperate to minimize and mitigate any relocation or removal of event materials in the event of such a termination.

BREACH OF PERMIT CONDITIONS

In the event of a breach or violation of conditions included in this MOU, the City may notice and provide remedies and/or termination of the agreement.

EXECUTION

This MOU shall become effective upon signature and remain in effect through July 20, 2026. Its duration may be extended, reduced, or amended in writing by mutual agreement of the parties.

Concert Producers (Kristin Morton and Rebecca Larson)

By: _____

Its: _____

City of Ketchum

By: _____

Its: _____