

City of Ketchum

October 18, 2021

Mayor Bradshaw and City Councilors City of Ketchum Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Approve Road Closure for Special Event

Recommendation and Summary

Staff is recommending Council to approve the following road closure for a special event.

Main Street between Sun Valley Road and Second Street.

Nightmare on Main, Oct. 30 from 7 p.m. to Oct. 31 at 1 a.m.

"I move to approve the street closure request for Nightmare on Main."

The reasons for the recommendation are as follows:

- The City of Ketchum supports special events.
- The city has assigned designated and non-designated areas for special events.
- Non-designated street closures require approval by City Council.

Introduction and History

Nightmare on Main is a returning event in Ketchum.

The application is attached but is still awaiting:

- Temporary Traffic Control Plan
- Approved permit from ITD

Financial Impact

There is no financial impact.

Attachment

Attachment A: Special Event application.



City of Ketchum

SPECIAL EVENT NOTICE

The City of Ketchum is in receipt of an application for the following Special Event within the city of Ketchum:

EVENT	Nightmare on Main Street
LOCATION	Main Street between 2 nd Street & Sun Valley Road
DATE(S)	October 30, 2021
TIME(S)	Set-up: Starting Saturday at 7pm Event starts: Saturday at 8pm Event ends: Sunday at 12am Clean-up: Sunday at 1am
DESCRIPTION	Return of the annual Nightmare on Main Street costume & dance party. Participating establishments include: the Casino (applicant), Warfield, Sawtooth Club, the Pod and Whiskey Jacques. The Limelight is assisting the applicant in the planning process. There will be no vending outside of the establishments. The only addition to the street will be the stage – set-up for the DJ and costume contest.
NOTES	 The following application packet Includes: application, signed COI, site plan, TTCP, signed Indemnification Agreement, invoices & checks scanned Still to come: Approved ITD permit The applicant will provide a handwashing station and additional trash receptacles outside. The City, in step with years past, will waive the street closure fee and contribute \$1,000 toward the Road Works Ahead cost.

10/13/21, 9:17 AM Submission #2

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

Home > Special Event License Application > Webform results > Submission #2

-Submission information-

Form: Special Event License Application [1]

Submitted by Visitor (not verified)

Mon. 10/11/2021 - 8:00pm

72.214.128.122

HAVE YOU READ THE GUIDELINES?

Yes (Please continue.)

Small Event (\$100.00)

What size is your event?

General Information —

Event Name:

Nightmare on Main Street

Event Date:

Sat, 10/30/2021

If the event is multi-day or recurring, please list all event dates here:

Event Description and Purpose

Annual Ketchum Halloween celebration provided to local residence, may also attract visitors. Organizers are Patti Romano, Casino Owner, Meghan Hockemeyer-Limelight Manager, Justin Hockemeyer-Warfield Manager. We feel continuing this tradition will help the moral for the local service industry and residence that have been working tirelessly since being short staffed for months. The event will also assist in taking the load off of indoor venues by providing more open space for participants during the current COVID climate.

As in years past, event includes:

- -Closure of 1 block of Main street at Sun Valley Rd to 2nd Street
- TBD 2-3 firepits
- Local DJ w/ lighting and small stage
- Halloween Costume Contest
- Estimate of 100-150 outside at one time
- Electricity, restrooms and dumpsters required will be provided by Casino and Warfield

Location of Event:

1 block of Main St.

Alternate Location:

n/a

Expected Number of Partcipants:

150 - commentance

Admission Fee* (per person)

Number of Staff Working at Event:

2

Number of Volunteers Working at Event:

6

Event Coordination

Have you contacted Visit Sun Valley for information on events taking place on or around the date of your event?

No

List the assente tables where an an ar

List the events taking place on or around the date of your event: pending - email sent at time of this application.

Event Schedule: -

Set Up Date & Time:

Oct 30, 2021 7:00pm

Event Date & Start Time:

Oct 30, 2021 8:00pm

Event Date & End Time:

Oct 31, 2021 12:00 am

Take Down/Clean Date & Time:

Oct 31, 2021 12:00a-1:00a

Applicant Information

Are you a non-profit corporation?

No

Applicant Name:

Patti Romano

Title:

Owner, Casino

Organization Address (include city & state):

220 N Main St, Ketchum

Email Address:

patti rooney@msn.com

Phone Number:

208-761-4577

On-Site Contact:

Patti Romano

Address (include city & state)

220 N Main ST

Email Address:

patti_rooney@msn.com

Phone Number:

208-761-4577

Emergency Contact:

Patti Romano

Phone Number:

208-761-4577

Email Address:

patti_rooney@msn.com

Other Contacts:

Meghan Gunn-Hockemeyer, Limelight Manager Justin Hockemeyer, Warfield Manager

-USE OF CITY FACILITIES, PARKS & STREETS

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

PARKS & TOWN SQUARE

Other

Daily Park Reservation Fees:

DESIGNATED EVENT LOCATIONS* (\$100)

Fees for non-designated locations:

Street Party - \$100

List dates, times, and location(s) for street closure requests:

October 30, 2021 7:00pm to October 31, 2021 1:00am, clean up 12:00am to 1:00am

Name of person supervising street closure:

Patti Romano

Phone Number:

208-761-4577

Email Address:

patti rooney@msn.com

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

6

How will staff and volunteers manage the street closure?

We are planning for 8 volunteers, with rotating shifts. 5-6 slated for set up and road closure

Have you contacted Mountain Rides to advise of the street closure request?

*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.

EVENT SITE PLAN

- Barricades (B)
- Garbage Receptacles (G)
- Recycling Receptacles (RR)
- Stages or Amplified Sound (SO)

Will your event have temporary structures, including 10' x 10' pop-up tents? Yes

If yes - Describe the size, number, use and assembly and disassembly plan:
One stage for DJ, approx 12x16, volunteers directed by the DJ for assembly and disassembly.

-TRANSPORTATION & PARKING-

Where will you direct event attendees to park vehicles?

Street parking outside of closure as in routine with inside venue events.

Will the event provide transportation services to the event? No

If yes - Describe the transportation services:

CITY SERVICES REQUESTS

Police services request for:

N/A

Indicate dates and times needed:

n/a

Fire/EMS services request:

N/A

Will your event use city infrastructure such as bathrooms and trash receptacles?

ELECTRICITY, MUSIC AMPLIFICATION & LICENSING-

Do you have electrical needs?

No

Will you have amplified sound?

Yes*

Will live or prerecorded music be played? Yes*



PORTABLE RESTROOMS & HANDWASHING

The applicant is required to provide portable toilets for all events having an anticipated attendance that exceeds the capacity of permanent bathroom facilities at the event location. Handwashing stations may also be required. The City utilizes Satellite Industries, Inc. Restroom Calculator (https://www.satelliteindustries.com/calculator) to estimate the number of additional toilets needed for each event.

Restroom Company:

n/a

Number of Portable Restrooms:

0

Number of Handwashing Stations:

O

Restrooms Drop Off - Date & Time:

n/a

Restroom Pick Up - Date & Time:

n/a

TRASH & RECYCLING-

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.

Have you contracted for trash dumpster(s)?

No

If yes - How many?

U

If yes - What size(s)?

0

Have you contracted for recycling dumpsters?

No

If yes - How many?

O

If yes - What size(s)?

C

If you marked "no", describe how you will handle trash and recycling materials at the end of your event.

Pop up recycling bins and Casino and Warfield dumpsters will be used.

Name of person on site supervising trash & recycling: Patti Romano

Phone Number: 2087614577

Email Address:

patti_rooney@msn.com

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

How will staff and volunteers manage trash and recycling during and after the event? 2-3 volunteers will monitor during the event. At clean up time all volunteers will insure everything is clean and disposed to Casino and Warfield dumpsters

CONCESSIONS-

Which of the following will be served at your event? Alcoholic Beverages

-BANNERS-

If you would like to reserve space for an over the road banner, please submit complete application to Aly Swindley (aswindley@ketchumidaho.org). The application can be found here: https://www.ketchumidaho.org/administration/webform/street-banner-request-form

BUSINESS AND/OR PROPERTY OWNER NOTIFICATION --

Special events will be noticed to the public via an events-specific newsletter - written notice by the producers is no longer required. Property owners and businesses have seven (7) days in which to submit comments regarding the proposed special event to the city. For all events, city staff may elect to provide additional noticing based on the size, location and scope of the event. Additional noticing may include, but is not limited to, newspaper advertisements and physical mailing to adjacent property owners or business owners.

INSURANCE REQUIREMENTS -

Attach a certificate of public liability insurance pursuant to the following requirements of Title 12, Chapter 12.32 of the Ketchum Municipal Code. Every applicant, at its sole cost and expense, shall obtain and maintain in full force and effect throughout the entire term of the licensed special event public liability insurance in the amount of one million dollars(\$1,000,000.00) per person and one million dollars (\$1,000,000.00) per accident. In addition, every applicant, at its sole cost and expense, shall obtain and maintain public liability insurance for property damage in the amount of one million dollars (\$1,000,000.00). Certificates of such insurance shall be filed concurrently with the application for the special event and will include an endorsement stating that the City of Ketchum is named as an additional insured and that said insurance will not be canceled or altered by the insurance company or applicant without ten (10) days prior written notice of such intended alteration or cancellation to the City. Current certificates of such

insurance shall be kept on file at all times during the term of the special event. (Ord. 669 § 7, 1995)

SIGNIFICANT EVENT CHANGES: --

Has this event been approved in the City of Ketchum in previous years? Yes*

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

No major changes noted.Pa

HAVE YOU ATTACHED OR OBTAINED THE FOLLOWING?

- Payment & Deposit
- Proof of Insurance
- Temporary Traffic Control Plan
- Site Plan
- ITD Permit
- Alcohol Beverage Catering Permit
- City Sales Tax Permit
- Indemnification Agreement
- Proof of Music License

AUTHORIZATION OF APPLICANT

Patti Romano

ACKNOWLEDGEMENT:

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

Source URL: https://www.ketchumidaho.org/node/44681/submission/9948

Links

[1] https://www.ketchumidaho.org/administration/webform/special-event-license-application

CKINGSTON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/13/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

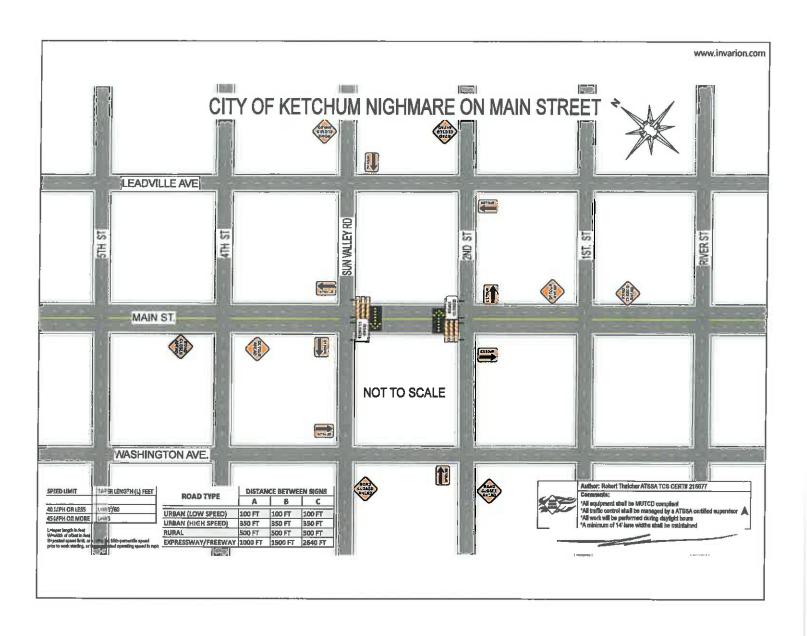
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

	If SUBROGATION IS WAIVED, subj this certificate does not confer rights	ect t to th	o the	terms and conditions of tificate holder in lieu of s	uch en	dorsement(s	:).	y require an endorseme	nt. As	tatement on
PF	RODUCER License # 121437				CONTA	ACT Caitlyn	Kingston			
	sociated Insurance Services							FAX	.(208)	336-1137
	D Box 16410 Dise, ID 83715				E-MAII ADDRI	_{ESS:} caitlyn@	gassociate	dins.com	:(200)	330-1131
						IN	SURER(S) AFFO	ORDING COVERAGE		NAIC#
					INSUR			e Company		32700
IN	SURED				INSUR	ERB: Auto-C	wners Insu	ırance		18988
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	Casino 2 Cafe LLC 7830 W Crestwood Dr				INSURI					
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INS		ADDI	SUBR	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMI	TS	
A	X COMMERCIAL GENERAL LIABILITY							EACH OCCURRENCE	\$	1,000,000
	CLAIMS-MADE X OCCUR	Х		57245795		4/1/2021	4/1/2022	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	300,000
			1					MED EXP (Any one person)	\$	10,000
								PERSONAL & ADV INJURY	\$	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:	1						GENERAL AGGREGATE	\$	2,000,000
	X POLICY PROLOC							PRODUCTS - COMP/OP AGG	\$	2,000,000
	OTHER: AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO								\$	
	OWNED SCHEDULED AUTOS							BODILY INJURY (Per person)	\$	
	HIRED AUTOS ONLY NON-OWNED AUTOS ONLY							BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$	
									\$	
	UMBRELLA LIAB OCCUR							EACH OCCURRENCE	\$	
	EXCESS LIAB CLAIMS-MADE							AGGREGATE	\$	
	DED RETENTION \$	ļ							s	
В	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							X PER OTH-		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A		57233952		4/1/2021	4/1/2022	E.L. EACH ACCIDENT	\$	100,000
	(Mandatory in NH) If yes, describe under							E.L. DISEASE - EA EMPLOYEE	\$	100,000
_	DÉSCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	\$	500,000
C	Liquor Liability		i	LQ 1001597A		4/22/2021		Each Common Cause		1,000,000
С	Liquor Liability			LQ 1001597A		4/22/2021	4/22/2022	Aggregate		2,000,000
ŒS	CRIPTION OF OPERATIONS / LOCATIONS / VEHIC	LES (A	CORD	101, Additional Remarks Scheduk	e, may be	attached if more	e space is require	ad)		
CEI	RTIFICATE HOLDER				CANC	ELLATION				
	City of Ketchum 480 East Ave N Ketchum, ID 83340				SHOU THE ACCO	JLD ANY OF T	DATE THE HTHE POLICY	ESCRIBED POLICIES BE CA EREOF, NOTICE WILL E Y PROVISIONS.		
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Site Plan

and st.

	2	
		SAWTOOTH CLUB
CASINO		WHISKEYS THE POD
WAPFIELD	1 stage	
	San Valley Rd.	



PERMIT FOR A MUNICIPAL NONPROPERTY TAX AS REQUIRED UNDER KETCHUM CODE CHAPTER 3.12 OF THE CITY OF KETCHUM, IDAHO

27 PERMIT NO.

This permit is non-assignable and must be displayed in a conspicuous place.

PERMIT ISSUED TO:

CASINO 2 LLC Name of Business

RICK ROONEY

Owner

220 MAIN STREET NORTH Location of Business

KETCHUM ID 83340

BOX 5356

Mailing Address

KETCHUM ID 83340

Retail and Liquor by the drink Type of Business

This Permit is issued to the above named pursuant to the application of the owner of the above place of business in accordance with the requirements of Ketchum Code Chapter 3.12 of the City of Ketchum.

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Permit issued this 2 day of May, 2018

Grant Gager, Director, Frhaple and Internal Services

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,
Signature of Applicant: STATE OF IDAHO
County of Blaine
On this 13h day of October 20 21 before me, a Notary Public in and for the State of Idaho, personally appeared 2, 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.

Commission expires: ___



ROAD WORK AHEAD

Traffic Services, Inc.
729 Commercial Avenue
Twin Falls, ID 83301
(208) 734-4444 (208) 734-8899 FAX

Contact: Chad Robinson

chad@roadworkaheadonline.com

Bid #: 10142021A

Public Works License Number 054226-B-4

Project:	CITY OF	KETO	CHUM NIGHTMARE ON MAIN ST.	Bid Date:	4-	Oct-21
ltem #	Quantity	Units	Description	Unit Price		Total
1 N	IGHT CLOSU	RE OF	MAIN ST. IN KETCHUM BETWEEN SUN VA	LLEY RD. AND 2N	ID ST	
1	1.00	LS	MOBILIZATION	\$964.00	\$	964.00
2	4.00	EA	BARRICADE TY III	\$6.00	\$	24.00
3	18.00	EA	TRAFFIC CONTROL SIGNS	\$5.25	\$	94.50
4	6.00	EA	MAINTENANCE/SET UP TEAR DOWN	\$57.38	\$	344.28
5	2.00	EA	ARROW BOARDS	\$40.00	\$	80.00
					\$	-
					\$	_
					\$	-
		S	ubtotal		\$	1,506.78
				Bid Total	\$	1,506.78

This is an estimate only based on information provided to us by the customer. Cost will be based on actual use of materials and labor.

This is not a lump sum bid. Materials not included are not incidental to the project. Items not included are as follows: night work lighting, temporary traffic signals, temporary concrete barriers, temporary crash cushions, truck\trailer mounted attenuator, temporary pedestrian facilities, radar speed feedback trailers, automated flagger assistance devices, and other equipment not specifically mentioned in the estimate.

Estimate is bid at standard wage rates. THIS IS NOT A PREVAILING WAGE ESTIMATE.

Pricing is based upon the requirements of the 2018 ITD Standard Specifications with the 2019 Supplimental Specifications. Materials used on the project conform to MUTCD requirements.

Signed estimate will be required before any work can be performed.

Current Insurance Coverage

	 ,~
General Liability Aggregate	\$ 2,000,000.00
Products - Comp	\$ 2,000,000.00
Personal Injury Limit	\$ 1,000,000.00
Per Each Occurance	\$ 1,000,000.00
Umbrella Liability	\$ 1,000,000.00

^{***} Companies with greater insurance requirements need to notify Road Work Ahead before bid acceptance for bid to be adjusted to required insurance levels.

BY ACCEPTING THIS BID CONTRACTORS ARE AGREEING TO PROVIDE A WRITTEN SCHEDULE EACH WEEK TO ROAD WORK AHEAD STATING THEIR EXPECTED NEED FOR PERSONNEL. AN ELECTRONIC COPY OF SAID SCHEDULE NEEDS TO BE SUBMITTED EVERY MONDAY FOR THE FOLLOWING WEEK TO EITHER THE TRAFFIC CONTROL MANAGER OR THE TRAFFIC CONTROL ASSISTANT. IF THE WRITTEN REQUEST FOR PERSONNEL IS NOT RECEIVED BY THE PRECEDING MONDAY, OR CHANGES ARE MADE AFTER THE FACT, ROAD WORK AHEAD CANNOT GUARANTEE THAT PERSONNEL WILL BE AVAILABLE TO PERFORM THE JOB DUTIES. FAILURE TO PROVIDE A WEEKLY SCHEDULE RELEASES ROAD WORK AHEAD FROM ANY AND ALL LIQUIDATED DAMAGES INCURRED BY THE CONTRACTOR.



CITY OF KETCHUM

P.O. Box 2315 Ketchum ID 83340 Phone: (208) 726-7801 Fax: (208) 726-7812

INVOICE

Date	Number	Page
10/13/2021	5260	1

Bill To: Casino 2, LLC

P O Box 5356

Ketchm ID 83340

Customer No. 1340

Project:

Terms: Due Upon Receipt

Invoice Due Date:

10/23/2021

Quantity	Description	Unit Price	Net Amount
1	APPLICATION FEE SPECIAL EVENTS - Medium event APPLICATION FEE SPECIAL EVENTS - Music Fee	200.00	200.00
City of Ket Post Office	nit payment to: chum e Box 2315 Idaho 83340	Amount Balance Due	210.00



CITY OF KETCHUM

P.O. Box 2315 Ketchum ID 83340 Phone: (208) 726-7801 Fax: (208) 726-7812

INVOICE

Date	Number	Page
10/13/2021	5259	1

Bill To: Casino 2, LLC

P O Box 5356

Ketchm ID 83340

Customer No. 1340

Project:

Terms: Due Upon Receipt

10/13/2021 Invoice Due Date:

Quantity	Description	Unit Price	Net Amount
1	EVENT-SECURITY DEPOSIT	250.00	250.00
		Amount	250.00
Please ren City of Ket	nit payment to:	Allouit	230.00

Post Office Box 2315 Ketchum, Idaho 83340 **Balance Due** 250.00

PO Box 5356 Ketchum, ID 83340	382
PAYTOTHE ORDER OF CITY of Ketcham \$ 200.	0 =
FOR PLANE	
1:1240000541: 981 01729 60 0382	383
Casino Cafe	22695
PO Box 5356 Ketchum, ID 83340	383
PO Box 5356 Ketchum, ID 83340	
PO Box 5356 Ketchum, ID 83340 10-B 20 21 BAY TO THE City of Ketchum ORDER OF STOOM STOO	00/
PO Box 5356 Ketchum, ID 83340 10-B 20 21 BAY TO THE City of Ketchum ORDER OF STOOM TWO hundred Lity dollars 00 \$750	00/180

China Park Propose