



City of Ketchum

July 6, 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 Sawtooth Brewery Tuesday Trivia Night and Community Library Distinguished Lecture special events, and park reservations for Tugboat Institute, Girl Scouts of Silver Sage Council, and the Schubert baby shower. 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 Sawtooth Brewery Tuesday Trivia Night."

"I move to approve/deny the Special Events License Application submitted for the Community Library Hemmingway Distinguished Lecture."

"I move to approve/deny the Park Reservation Application submitted for the Tugboat Institute."

"I move to approve/deny the Park Reservation Application submitted for the Girl Scouts of Silver Sage Council."

"I move to approve/deny the Park Reservation Application submitted for the Schubert 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 for 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

Sawtooth Brewery Tuesday Trivia Night

The Sawtooth Brewery Tuesday Trivia Night is scheduled for 10 weeks beginning on July 7th and running through September 8th at Forest Service Park. This event anticipates weekly attendance of 50-60 guests and 4 staff members with a predominately local demographic. The event is open to the public, but not marketed outside the Wood River Valley. The event is open to the public for 2.5 hours each week from 6:00pm – 8:30pm.

The proposed usable venue for the Sawtooth Brewery Trivia night 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.

Community Library Hemmingway Distinguished Lecture

The Community Library Hemmingway Distinguished Lecture is scheduled for July 16th on 4th Street between Spruce and Walnut Avenues. This event anticipates an attendance of 100 guests and 10 staff members with a predominately local demographic. The event is open to the public, but not marketed outside the Wood River Valley. The event is open to the public for approximately 2 hours from 6:00pm – 8:00pm. The percentage of out-of-state attendees is unknown.

The proposed usable venue for the Community Library Hemmingway Distinguished Lecture is approximately 5,500 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 192 people.

Tugboat Institute

The Tugboat Institute is scheduled for a two-day park reservation on August 25th and August 26th at Forest Service park from 7am-1pm. The event anticipates 75 attendees each day. The park reservation is scheduled to accommodate socially distanced breakfast and lunch for conference attendees. Several attendees will join from Blaine County, as well as attendees from the following 25 states:

- Arkansas
- Arizona
- California
- Colorado
- Florida
- Georgia
- Iowa
- Illinois
- Kansas
- Massachusetts
- Maryland
- Michigan
- Missouri
- Montana

- New England
- Nebraska
- Nevada
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- South Carolina
- Tennessee
- Texas
- Washington
- Wyoming

The event is private, with guests invited by the conference organizer.

The proposed venue at Forest Service park approximately 7,500 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 Forest Service park venue is 262 people, assuming all attendees are socially distanced and not members of the same household/family unit.

Girl Scouts of Silver Sage Council

The Girl Scouts of Silver Sage Council event is scheduled for July 18th at the Atkinson park picnic shelter. The event organizer anticipates 25 attendees at their event. All attendees are from the Wood River Valley including multiple family units. The event is private, with guests invited by the organizer. This reservation is scheduled from 4:00pm – 6:00 pm.

The proposed venue for the July 18th event at the Atkinson Park picnic shelter is approximately 1,000 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 Atkinson Park venue is 35 people, assuming all attendees are socially distanced and not members of the same household/family unit.

Schubert Baby Shower

The Schubert baby shower event is scheduled for July 25th at Rotary Park. The event is private, with guests invited by the organizer. The event organizer anticipates 25-30 attendees at their event. Attendees are from the Wood River Valley including multiple family units and second homeowners. This reservation is scheduled from 9:45am – 1:30pm.

The proposed venue for the July 25th event at Rotary park 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.

Sustainability Impact

There is no sustainability impact.

Financial Impact

There is no financial impact.

Attachments:

- Sawtooth Brewery Tuesday Trivia Night plan & map
- Community Library Hemmingway Distinguished Lecture COVID-19 plan & map
- Tugboat Institute COVID-19 plan & map
- Girl Scouts of Silver Sage Council COVID-19 plan & map
- Schubert Baby Shower COVID-19 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?

Weekly Trivia in Forest Service Park

Where will your event take place?

Tuesdays July 7-Sept. 1

How many people will attend your event?

Less than 40-60 people

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

Wood River Valley

Open to the public, but not marketed to them.

What are your protocols for guests arriving from COVID hotspots?

Follow state and local guidelines for their visit to the valley. Individuals will not be traveling in specifically for this event.

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

Individuals will not be traveling in specifically for this event.

Hotel:

Short Term Rental:

Other:

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

No. At all points of entry signage will state that attendees experience fever or other COVID -19 symptoms are prohibited from entering.

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

We will have hand sanitizer available for our guests and the food truck and at the host table. Masks will need to be provided by the guests and will be encouraged. Requirements will follow state and local guidelines.

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

Sawtooth Brewery, all served from our Outpost Food Truck. No

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, Game Night Live will follow guidelines.

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

Cancellation on a week by week basis based on current levels in Blaine County and local, state, and national guidelines.

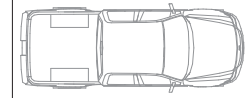
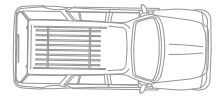
The City of Ketchum reserves the right to revoke any permit and/or cancel any event or park reservation as deemed necessary in order to protect the public health and safety. In event of cancellation the City will reasonably work with the event or park reservation holder to accommodate rescheduling.

Submitted By: _____

Signed: _____

Date: ____/____/____

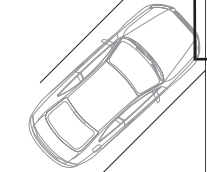
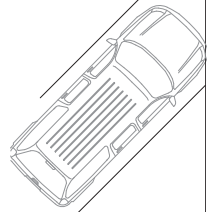
1ST ST E



Mask & Distancing Singage

Mask & Distancing Singage

1ST AVE S



BUILDING SETBACK

BUILDING SETBACK

BUILDING SETBACK

Hand Sanitizer

Hand Sanitizer

Trash Recycling

Mask & Distancing Singage

WASHINGTON AVE

Mask & Distancing Singage

Trash Recycling

TRIVIA HOST

Mask & Distancing Singage

BUILDING SETBACK

RIVER ST E

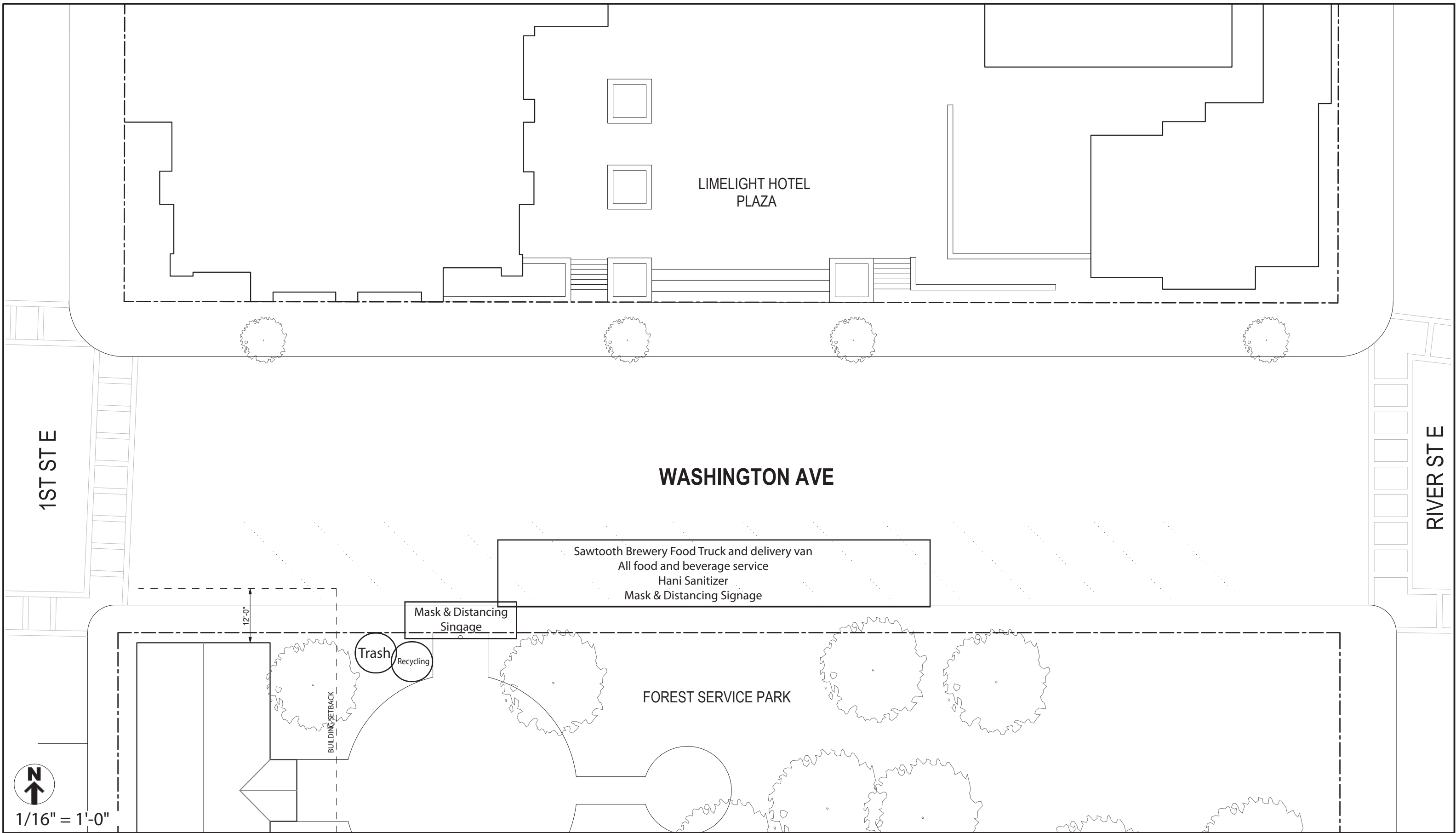


1/16" = 1'-0"

10'x10'
TENT

FOREST SERVICE PARK

EVENT TENT LOCATIONS AND CLEARANCES



10'x10'
TENT

WASHINGTON AVENUE
EVENT TENT LOCATIONS AND CLEARANCES

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

- Ceremony Location – See site plan
- Seating Plan Showing Number of Guests per Table – N/A. People will bring their own camp chairs. We will actively encourage groups and individuals to sit 6 feet apart as they enter, and we will have staff and volunteers roaming around the area to make sure distancing is being practiced.
- Restrooms and Handwashing Stations Plan (City Restrooms are Closed) – Attendees will be able to use all nine ADA accessible restrooms inside the Library, accessed from three entrances. There will be hand sanitizing stations around the site as well.
- Food and Beverage Station Locations – N/A
- Stage and Dancefloor – See site plan for stage, which is on the Hemingway Veranda of the Library.
- High-Touch Areas (Gift Tables, Seating Card Tables, etc.) – None
- Onsite Signage Including CDC Recommendations for Large Gatherings – We will have signage throughout the site, and at the entrances to the block. Greeters will be positioned at the entrances to talk to people about mask wearing, hand sanitizing, and distancing.
- Traffic Flow Signage – See site plan

Please Provide Answers to the Following Questions:

What is your event?

An outdoor lecture that will last approximately two hours.

Where will your event take place?

At The Community Library and on 4th Street between Walnut and Spruce Avenues. The speaker will be on a veranda of the Library, and the audience will be spread out on the Library's lawn, city sidewalks, and on the closed portion of 4th Street.

How many people will attend your event?

We expect over a hundred people.

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

The event is only being publicized within the Wood River Valley, so guests will primarily be locals and second homeowners/tourists who are in town at the time. Our speaker is traveling from Main, but will arrive five days before the lecture.

What are your protocols for guests arriving from COVID hotspots?

Since the event is free and open, we will now know the origins of specific attendees. We will have signage up encouraging wearing masks and social distancing, and we will have hand sanitizing stations

around the area. Attendees will be encouraged in our marketing leading up to the event, from signage at the event, and from speakers during the event to practice CDC appropriate actions.

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

The attendees will be staying in various unknown locations. Only the lodging of the speaker is known—he will be at the Hemingway House Writer-In-Residence apartment.

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

While we cannot explicitly prevent people from attending who are experiencing symptoms, we will encourage people to stay home in all promotional materials and interviews leading up to the event. We will be heavily promoting that the lecture will be Livestreamed and recorded, so it will be available to any who aren't feeling well. We will also reiterate when the event starts that anyone experiencing symptoms should stay home per the current CDC guidelines.

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

We will provide hand sanitizing stations throughout the area. We may be able to hand out some masks. Face masks will be strongly encouraged, but since the event is outdoors and largely in a public area, we will not require masks. We will be actively working to keep groups six feet apart.

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

N/A.

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?

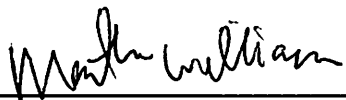
N/A. Attendees will bring their own chairs, and the Library is handling all other logistics with staff and volunteers.

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

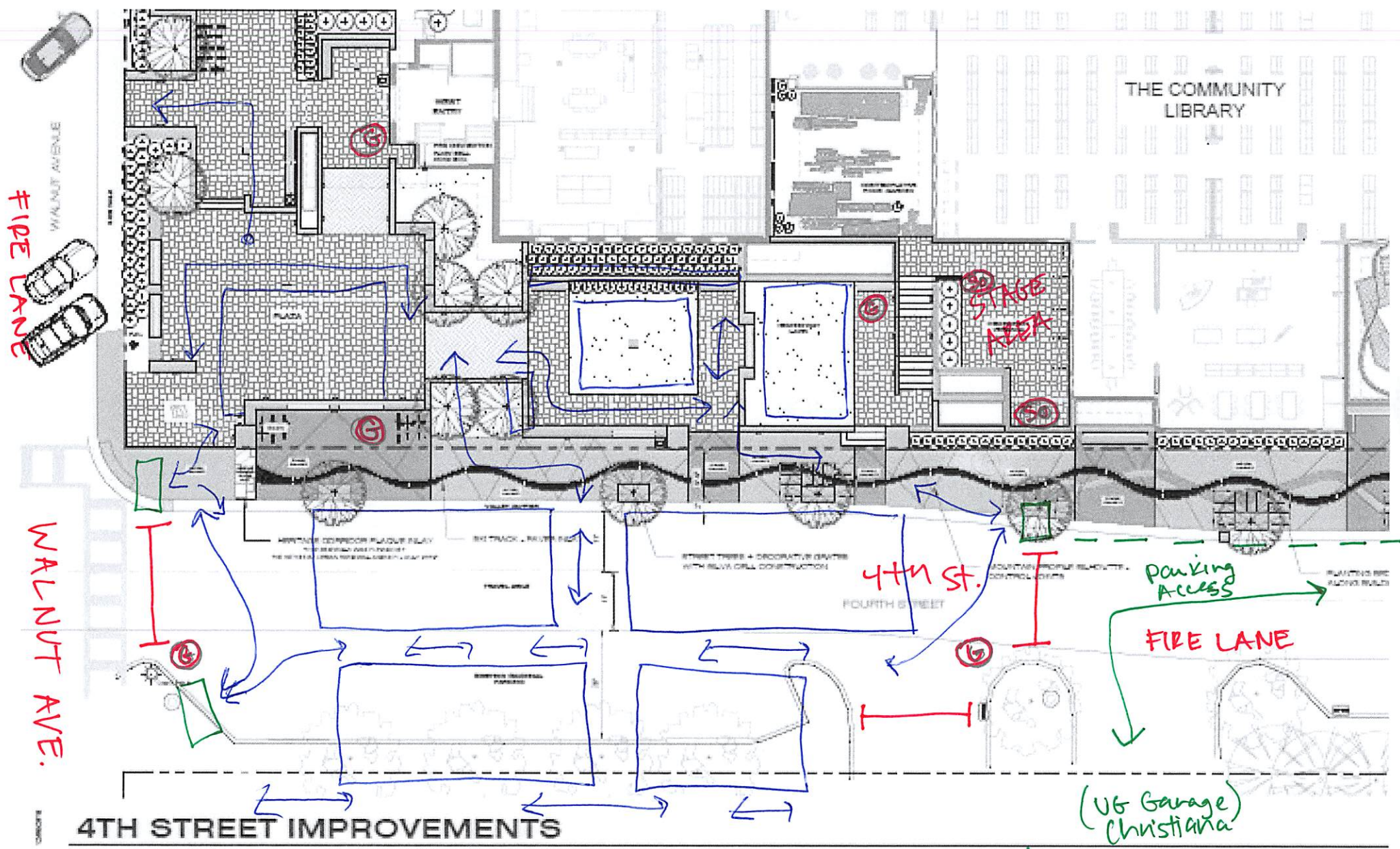
We will cancel the in-person component of the programs and livestream a lecture from inside the (at-that-point-closed) Library.

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: Martha Williams, Programs and Education Manager, The Community Library

Signed: 

Date: 6/25/2020



4TH STREET IMPROVEMENTS

- I** = Barricade
- (SO)** = Amplification (on stage)
- (G)** = Garbage receptacles
- = pedestrian barricades
- = pedestrian entrances to site
- = seating zones
- ↔ = walking areas

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- Traffic Flow Signage

Please Provide Answers to the Following Questions:

What is your event?

Tugboat Institute Summit 2020

Where will your event take place?

Breakfast and lunch: Spread between Limelight Hotel terrace area and Forest Service park

Other venues: Sun Valley Resort, Limelight Hotel, The Argyros Performing Arts Center, and one private residence.

How many people will attend your event?

Approximately 100 or less

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

As of June 26, 2020, we have several registrants who will join us from Blaine County. Additional registrants come from these 25 additional states: AR; AZ; CA; CO; FL; GA; IA; IL; KS; MA; MD; MI; MO; MT; NE; NV; OH; OK; OR; PA; SC; TN; TX; WA; WY

What are your protocols for guests arriving from COVID hotspots?

As of June 26, 2020 - Idaho is on track to be in Stage 4 (or above) of the Idaho Rebound Program. Most if not all attendees will travel directly into Sun Valley without visiting other Idaho counties.

Tugboat Institute will comply with all State regulations on public gatherings and *Interim Guidance for Safe Gatherings and Public Events in Idaho* as outlined in *Idaho Rebounds* – as well as any additional guidance issued between now and then.

If an attendee is coming from a State or region with travel restrictions or quarantine, Tugboat Institute will strongly recommend that attendees do not participate and stay home. All attendees will be encouraged to get tested for COVID-19 prior to attending Tugboat Institute Summit, and comply with masking and safety measures throughout the event. Should any guest develop symptoms of COVID-19, they may not attend.

Tugboat Institute will have weekly communications with attendees and vendors beginning June 15, 2020, and include any updates on COVID in the State and Blaine County, as well as any additional changes or cancelations.

Tugboat Institute will have contact with the local health district leading into the event, and will understand current community risk for exposure to COVID-19.

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

Non-resident guests will primarily be staying between the Limelight Hotel and Sun Valley Resort. Some guests may choose to stay in vacation rentals or with local friends and family.

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

Guests experiencing symptoms of COVID-19 are not welcome to participate in Tugboat Institute Summit. All guest materials (name badges, event pamphlets) as well as strategically and liberally placed signage will clearly indicate as much.

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

Face masks and hand sanitizer will be given to each attendee. Additionally, sanitizer and handwashing stations will be liberally and strategically placed throughout all venues. All staff and partners will be required to use face masks, hand washing, and gloves at all points of contact. Additional masks will be available throughout the event.

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

At Forest Service Park, Garden to Go Catering and the Limelight Hotel will provide catering. All catering partners will be briefed and, if necessary, trained, on safety protocols and requirements in line with State guidelines and the CDC.

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

All staff and partners will be required to submit in writing their assurance that they will follow state-issued and CDC protocols, as well as additional measures taken by Tugboat Institute, prior to the event.

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?

Please see above. At this time, our vendors include MME (Music Magic Entertainment) and Clear Creek Disposal.

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

If we have a COVID-19 outbreak in Blaine County we will follow all guidance issued by the State and City and, if recommended, cancel the event.

Tugboat Institute is offering a virtual attendance option for guests who would prefer to stay home. Should a COVID outbreak prevent in-person attendance, we are prepared to create an entirely digital experience.

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: Elizabeth (Annie) Pokorny

Signed:  _____

Date: 6/25/2020

TUGBOAT INSTITUTE SUMMIT 2020

Event Summary

Tugboat Institute® is dedicated to supporting Evergreen™ leaders, their teams, and their companies through recognition, a range of experiences, several publications and programs to bring forth inspiration, new ideas, proven best practices about business, family and life.

The Annual Tugboat Institute Summit is a carefully curated mixture of ice-breakers, TED-style talks, small group dialogues, and outdoor activities for members of Tugboat Institute. These events and activities are only available to Tugboat Institute members. This year's 8th annual Tugboat Institute Summit will take place August 24-26, 2020.

This year, Tugboat Institute Summit will include a virtual option for attendees to join the experience from home. Should public safety concerns prevent Tugboat Institute from hosting an in-person event, the entire experience will be virtual with no in-person experiences in Blaine County.

All events and activities will occur in small groups with appropriate social distancing in place. All transportation will run at reduced capacity, mask-wearing will be encouraged at all times and required indoors, and every daytime and evening event has been redesigned to enable physical distancing. All venues and experiences at Tugboat Institute Summit are private to Tugboat Institute members and guests. The only City of Ketchum space being utilized by Tugboat Institute will be Forest Service park, which will be used for a physical distance breakfast on August 25 and 26 (7:00-8:30 am) and overflow space for lunch and small group discussions on the same days (11:30-1:00pm).

Specific information with respect to Forest Service Park includes the following: Forest Service Park will be used as an outdoor breakfast venue and overflow lunch venue on August 25 and 26, 2020. While our entire event expects to see 100 attendees at most, actual capacity at Forest Service Park could be as little as half that, as we will implement staggered arrivals and departures as well as be using the Limelight Terrace area to spread out. Additionally, rather than traditional seating around tables, there will be standing space (high tops) as well as chairs dispersed in small circles to keep distance. CDC recommendations and signage will be interspersed at each table, each entry point, and each exit point.

All food will be 'grab and go' and prepackaged, with no buffets or shared utensils. The Arygyros and Limelight bathrooms will be available to guests. Beverages will be served by staff members with gloves and masks, and no reusable dishware will be used.

COVID-19 Supplemental Plan

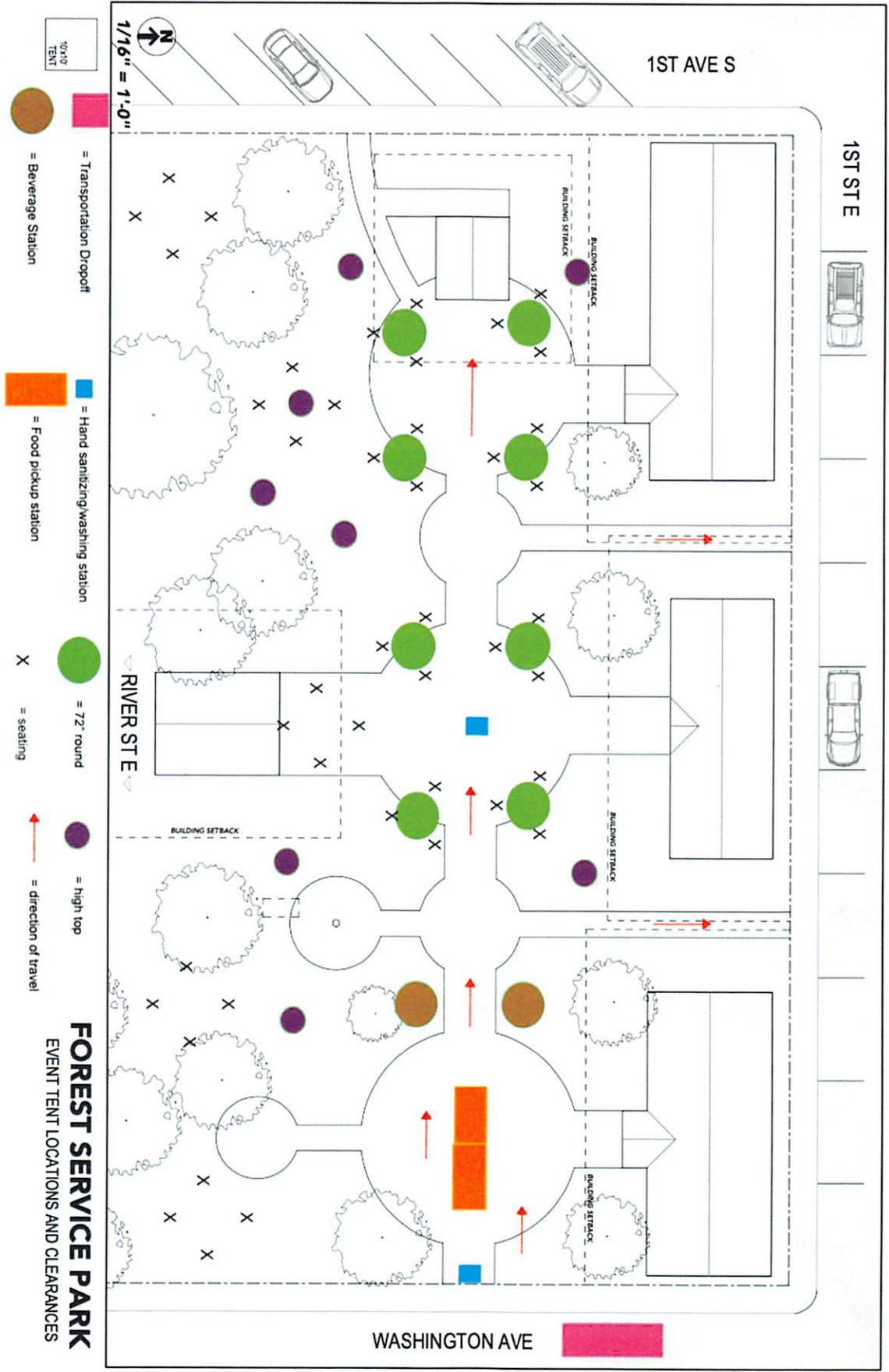
Tugboat Institute is working with local partners and following health district, State, and CDC guidelines to continually develop a safety plan to create a safe, positive experience for Tugboat Institute guests, staff, and Blaine County community members. These are the protocols planned as of June 26, 2020

1. Increased spacing between all seated activities (dining, tables, chairs)
2. Adjustment of all activities and meals to be outdoor where possible, with small group sizes
3. Mask recommendations

- a. Sending all attendees masks to wear during travel to the Sun Valley area
 - b. Requiring masks indoors
 - c. Recommending masks at all times
4. Reduced transportation capacity
5. Reduced room capacity
6. Directional travel through all venues
7. Hand sanitizer and hand washing stations liberally and strategically placed throughout venues
8. Masks, hand sanitizer, and gloves on hand for guests at all times
9. Guidelines and recommendations communicated to attendees through weekly countdown emails, daily emails, pamphlets, and regularly placed signage
10. Volunteer, staff, and partner training on COVID-19 policies and procedures

Guidance to all Guests and Partners Prior to Event

1. All participants will be required to sign a waiver acknowledging risk of infection and agreement to follow Tugboat Institute guidance while at event.
2. If you are currently diagnosed with COVID-19 or have been in the two weeks prior to Tugboat Institute Summit, you will not be permitted to attend.
3. If you are experiencing symptoms of COVID-19 or learn that you have been exposed to the novel coronavirus in the past two weeks, do not attend any Tugboat Institute events and self-quarantine.
4. At this time, masks are not required in all activities, but are highly recommended and encouraged at all times.
5. At any time, the State of Idaho, City of Ketchum, or Tugboat Institute may require masks for partners or attendees.
6. All attendees should gather in small groups with physical distance of at least 6 feet between one another.
7. Surfaces and hands should be washed/sanitized on an hourly basis and at a minimum twice a day.
8. Tugboat Institute, The State of Idaho, and the City of Ketchum reserve the right to close or cancel Tugboat Institute Summit at any time for health reasons.



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- Onsite Signage Including CDC Recommendations for Large Gatherings
- Traffic Flow Signage

Please Provide Answers to the Following Questions:

What is your event?

It is our Silver Sage Girl Scouts, Service Unit 21 Annual Court of and Awards and Recognition. We will be honoring Willa McLaughlin who has been serving as director of our Service Unit 21 for 35 years. She is stepping down and we want to give her a big thank you. Also two of our Girl Scouts Maren and Sarah Feltman graduated from High School. Maren earned the Gold Award, Girl Scouting's highest award. The ceremony will be followed by a picnic with hot dogs, chili and side salads.

Where will your event take place? In the picnic area in Atkinson Park.

How many people will attend your event? At the most about 25 probably less.

What areas of the country/state will your guests be arriving from (Please List)? Everyone attending lives in the valley.

What are your protocols for guests arriving from COVID hotspots? Will have no guest arriving from hotspots.

We'll practice social distancing, ask people to wear masks and will have masks for those who forget plus we will have several hand sanitizer stations.

Where will your guests be staying if they are non-residents? Won't have any non-residents.

Are you allowing guests to attend who are experiencing COVID symptoms? We're asking people with symptoms to stay home.

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

Who will provide food and beverage at your event (if applicable)? We, Girl Scouts and families, are making the food and bringing beverages.

Have your food and beverage providers issued assurance they will be following state-issued and CDC protocols that are in place during your event? Not applicable.

We will have GS insurance for the event.

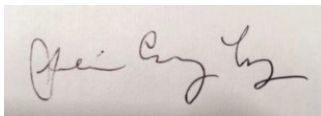
Have your event contractors (tents, tables, chairs, florists, band/dj, etc.) provided assurance they will be following state-issued and CDC protocols that are in place during your event? We're bringing our own supplies.

What is your contingency plan in the event of a COVID outbreak? Not applicable

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.

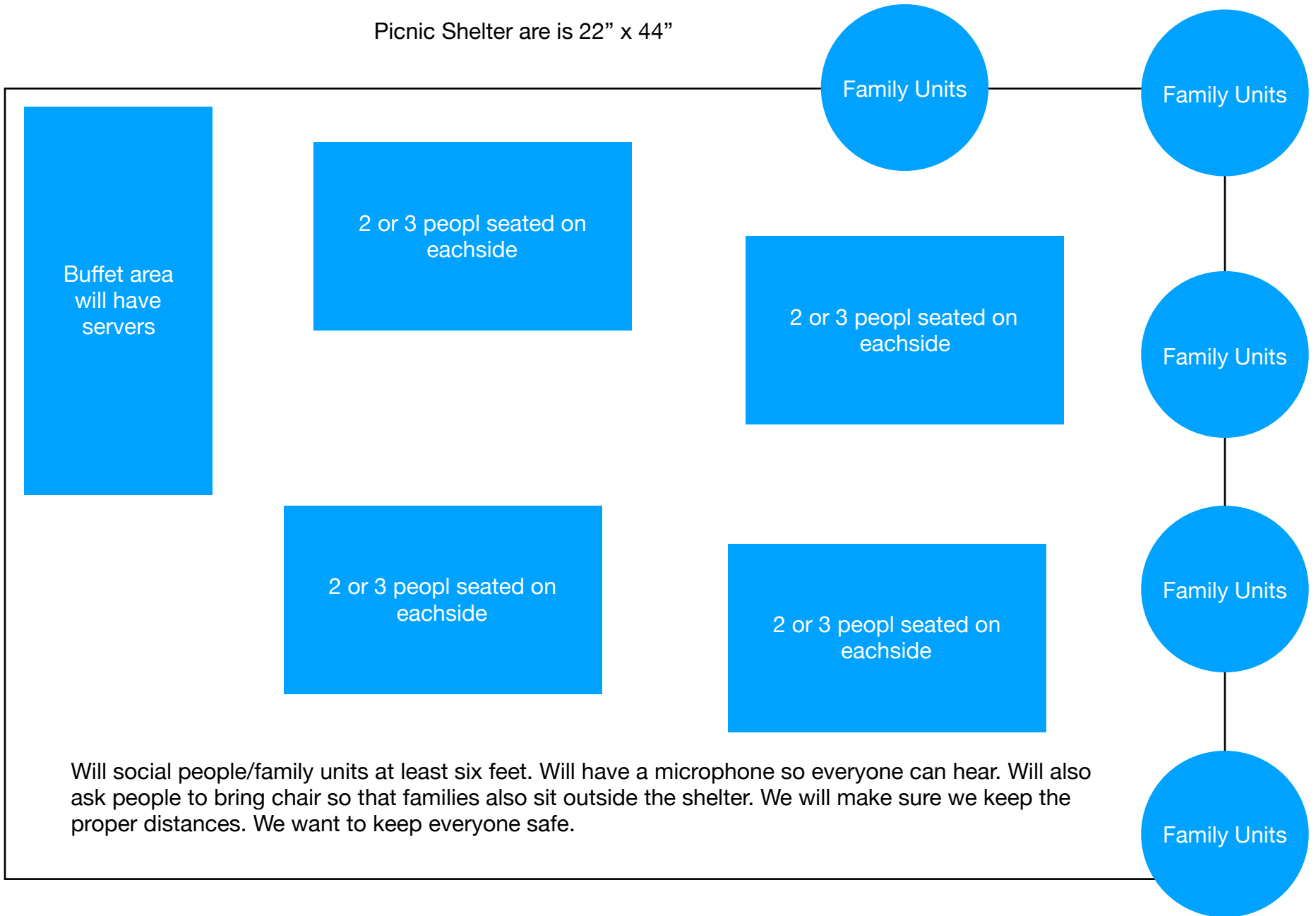
Submitted By: Julie Lynn Service Unit Director Girl Scouts of Silver Sage, 208-720-3629, j@julielynn.net

Signed: _

A rectangular box containing a handwritten signature in cursive script, which appears to read "Julie Casey Lynn".

Julie Casey Lynn, Date: 6 / 25 / 20

Picnic Shelter are is 22" x 44"



Will social people/family units at least six feet. Will have a microphone so everyone can hear. Will also ask people to bring chair so that families also sit outside the shelter. We will make sure we keep the proper distances. We want to keep everyone safe.

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- Traffic Flow Signage

Please Provide Answers to the Following Questions:

What is your event?

Baby Shower (Approx. 1 hour of set up, 2.5 hours of actual event, 0.5 hours of clean up).

Date: July 25th, 2020

Time: 10am-2pm (guests arriving at 11am)

We will be doing gifts as well as light snacks. The snacks will be made by myself and will be individually wrapped in order to prevent contamination. We will be asking guests to bring their own chairs if they want to sit down, or just choose to stand. We will be enforcing the six feet of social distancing, as well as, masks and consistent use of hand sanitizer. For parking, we will ask people to either use the Rotary Park lot, bike to the location, or use another public parking lot.

Where will your event take place?

Rotary Park, under the gazebo and main lawn

How many people will attend your event?

Approximately 25-30 people

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

Ketchum and Hailey, ID

Second home owners in Ketchum who have been here for more than 2 weeks, originally from CA and CO

What are your protocols for guests arriving from COVID hotspots?

No guests will be asked to come from hotspots. Any persons showing symptoms or feeling sick will be asked not to attend.

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

Hotel: N/A

Short Term Rental: N/A

Other: Second home owners will stay at own residence

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

No. I am considered a high-risk population, being pregnant, so all guests will be asked to not attend if they are sick or have been sick in the last month.

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

We will provide hand sanitizer for all guests. I will also get some disposable masks for guests who do not have their own.

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

I will have individually wrapped treats and drinks that are homemade for each guest. There will be no outside vendors for this event.

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 – there will be no additional rental contractors. Guests will be asked to bring their own chairs and we will use the tables already provided within the park.

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

If there is another COVID outbreak, this event will likely be held virtually and/or cancelled.

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: Kelsey Schubert

Signed: _____ *Kelsy Schubert*

_____ Date: 06 / 15 / 2020

