



City of Ketchum

June 15, 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 Sun Valley Wellness Festival, Riggle/Madigan wedding, Luby/Johnson wedding and the Gann/Strnad wedding. 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 Sun Valley Wellness Festival."

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.
- The Sun Valley Wellness Festival has developed and submitted a COVID plan.
- The Sun Valley Wellness Festival event provides an activity for residents and visitors.

"I move to approve/deny the Park Reservation Application submitted for the Riggle/Madigan wedding."

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.
- The Riggle/Madigan wedding has developed and submitted a COVID plan.

"I move to approve/deny the Park Reservation Application submitted for the Luby/Johnson wedding."

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.
- The Luby/Johnson wedding has developed and submitted a COVID plan.

"I move to approve/deny the Park Reservation Application submitted for the Gann/Strnad wedding."

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.
- The Gann/Strnad wedding has developed and submitted a COVID plan.

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.

The Sun Valley Wellness Festival and all three park reservations take place after the potential expiration date of the state’s Stage 4 reopening plan, scheduled for June 26.

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

Sun Valley Wellness Festival

The Sun Valley Wellness Festival is scheduled for setup on August 20 and take place from August 21 to 23 in Forest Service Park and on Washington Avenue between 1st and River Streets. The festival typically attracts 32 vendors with approximately 48 staff, and 1500 festival attendees. A strong local and regional attendance is anticipated from Idaho, as well as attendees from the following 21 states represented at the 2019 festival:

- Alaska
- Arizona
- California
- Colorado
- Florida
- Maryland
- Minnesota
- Missouri
- Montana
- North Carolina
- Nevada
- New Jersey
- New York
- North Carolina
- Pennsylvania
- South Carolina
- Texas
- Utah
- Virginia
- Washington
- Wyoming

The Festival is open to the public for 24 hours over the course of three days, attracting an average of 63 guests per hour, totaling 1,500 guests, according to the event producer. The percentage of out-of-state attendees is unknown. On average, the total number of attendees and vendors at the event venue will total 111 guests per hour.

The proposed usable venue for the Sun Valley Wellness Festival at Forest Service Park is approximately 16,500 square feet. Approximately 4,500 square feet of the venue is occupied by temporary structures (tents), leaving roughly 12,000 square feet of open space. 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 artists are socially distanced and not members of the same household/family unit, the capacity for the venue is 420 people.

Riggle/Madigan Wedding

The Riggle/Madigan wedding is scheduled for two park reservations over two days on August 21st at Rotary Park and August 22nd at Lucy Loken Park. The wedding anticipates 100 attendees at both events. The Rotary Park reservation is for a welcome event and the Lucy Loken event is for the wedding ceremony. The wedding reception will be held offsite. A strong local and regional attendance is anticipated from Idaho, as well as attendees from the following 4 states:

- California
- Montana
- Washington
- Vermont

Both events are private, with guests invited by the wedding hosts. Based on discussions with people on their guest lists, the hosts anticipate attendance of 100 people at each event. The total percentage of out-of-state attendees is unknown, and the wedding hosts project a small percentage reflected in the total attendance.

The proposed venue for the August 21st welcome event at Rotary Park is approximately 14,000 square feet. Approximately 900 square feet of the venue is occupied by the permanent picnic shelter structure, leaving roughly 13,100 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 venue, assuming all attendees are socially distanced and not members of the same household/family unit, the capacity for the venue is 459 people.

The proposed venue for the August 22st wedding ceremony event at Lucy Loken is approximately 6,000 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 venue, assuming all attendees are socially distanced and not members of the same household/family unit, the capacity for the venue is 210 people.

Luby/Johnson Wedding

The Luby/Johnson wedding is scheduled for September 12th at Rotary Park. The wedding anticipates 100 attendees at their event. A strong local and regional attendance is anticipated from Idaho, as well as attendees from the following 5 states:

- Illinois
- Minnesota
- Montana
- Wisconsin
- Washington

The wedding is private, with guests invited by the wedding hosts. The hosts anticipate approximately 100 guests. The total percentage of out-of-state attendees is unknown, and the wedding hosts project a small percentage reflected in the total attendance.

The proposed venue for the September 12th wedding ceremony and reception at Rotary Park is approximately 14,000 square feet. Approximately 900 square feet of the venue is occupied by the permanent picnic shelter structure, and 1,800 square feet of the venue occupied by temporary tent structures leaving roughly 11,300 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 venue, assuming all attendees are socially distanced and not members of the same household/family unit, the capacity for the venue is 395 people.

Gann/Strnad Wedding

The Gann/Strnad wedding ceremony is scheduled for August 8th at Forest Service Park. The wedding reception will be held offsite. The wedding anticipates 70 attendees at the ceremony. Local and regional attendance will be represented by guests from Boise and Ketchum, as well as attendees from the following 2 states:

- California (San Diego)
- Illinois (Chicago and Suburbs)

The wedding ceremony is private, with guests invited by the wedding hosts. The hosts anticipate approximately 70 guests. The total percentage of out-of-state attendees is unknown.

The proposed venue for the August 8th wedding event at Forest Service park is approximately 7,500 square feet. Approximately 100 square feet of the venue is occupied by a temporary tent structure, leaving roughly 7,400 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 venue, assuming all attendees are socially distanced and not members of the same household/family unit, the capacity for the venue is 259 people.

Sustainability Impact

There is no sustainability impact.

Financial Impact

There is no financial impact.

Attachments:

Sun Valley Wellness Festival COVID-19 plan & map
Riggle/Madigan wedding COVID-19 plan
Luby/Johnson wedding COVID-19 plan
Gann/Strnad wedding COVID-19 plan
State of Idaho Interim Guidance for Safe Gatherings and Public Events in Idaho

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?

The Sun Valley Wellness Festival & Conference (SVWFC)

Where will your event take place?

The Argyros Performing Arts Center, the Limelight Hotel (for presentations) and Forest Service Park, and Washington Ave. Forest Service Park and Washington Ave. will host the portion of SVWFC known as the Experience Park.

How many people will attend your event?

Approximately 1500.

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

Primarily attendees are from Blaine County and drive markets. In 2019 SVWFC had attendees from approximately 21 states including:

Alaska, Arizona, California, Colorado, Florida, Idaho, Maryland, Minnesota, Missouri, Montana, Nevada, New Jersey, New York, North Carolina, Pennsylvania, South Carolina, Texas, Utah, Virginia, Washington, and Wyoming.

What are your protocols for guests arriving from COVID hotspots?

The SVWFC Experience Park (located at Forest Service Park) is scheduled to be set up on August 20 and is open to the public August 21 -23. At this time Idaho is on track to proceed to Stage 4 (or above) of the Idaho Rebound program, in June. SVWFC 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*.

If a registered vendor is attending from a State or region with orders to restrict travel or quarantine, SVWFC will refund booth fees as well as prohibit vendor from participating. All vendors are given advance notice of this policy. In the event of SVWFC cancellation due to a COVID outbreak in Blaine County, all vendors will be offered a refund.

SVWFC will stay in regular communication with the vendors as well as potential patrons about the status of COVID in the State and Blaine County and advise as to any cancellations or changes.

SVWFC will maintain contact with local health public district periodically leading up to the event to understand the current community risk for exposure to COVID-19.

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

The SVWFC hotel partner is the Limelight Hotel. In addition to the Limelight, vendors will stay in area hotels, short term rentals, and in some instances with friends and family that live in Blaine County.

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

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?

Face masks, hand sanitizer, and gloves will be made available to all vendors, volunteers, and staff. Hand sanitizer stations will be strategically placed throughout the park and on Washington Ave. Vendors are required to provide hand sanitizer at their booth. Masks will be available to public at the information tent.

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

We have planned for licensed local food vendors at the event. Food vendors final selection is not yet finalized. Social distance parameters will be followed for spacing, and for line ques. Prior to the event we will provide a list of food vendors to the City of Ketchum.

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 approved food vendors will be required to provide written assurance they will follow state-issued and CDC protocols during 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?

Yes. At this time those vendors are MME (Music Magic Entertainment), our set-ups company, Clear Creek Disposal, and Bullet Security.

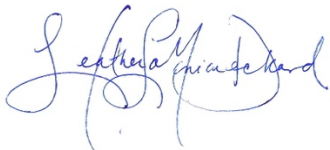
What is your contingency plan in the event of a COVID outbreak?

Should a COVID outbreak occur in the Blaine County area we will follow all guidance issued by the State and City and if needed the Experience Park and other physical elements of the event may be cancelled.

SVWFC will offer a virtual attendance option for the conference portion of the event as part of its offerings this year. Should a COVID outbreak prevent the physical presentation of the Conference, we are prepared to present entirely via web broadcast.

The City of Ketchum reserves the right to revoke any permit 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: Heather LaMonica Deckard



Signed:

Date: 06 / 05 / 2020



Event Summary

The Sun Valley Wellness Festival & Conference (SVWFC) is widely recognized as the longest-running wellness festival in the world with a well-deserved reputation of attracting the world's greatest thought-leaders. Its 23rd annual event takes place 21-24 August 2020.

This year for the first time the SVWFC will be held entirely in the City of Ketchum. The SVWFC will have a significant Main Street presence with events taking place at the Argyros Performing Arts Center, Limelight Hotel, and Forest Service Park.

SVWFC features a content-rich program with speaker presentations, workshops, and movement classes by top wellness experts addressing diverse aspects of body, mind, spirit, and environmental wellness. SVWFC also offers a Movement Studio and Experience Park.

This year the SVWFC will include a *Virtual Conference Experience* that will allow participants to attend the conference portion of the event from the comfort of their home. Should public safety concerns prevent SVWFC from delivering a physical event, SVWFC speaker presentations will be entirely virtual. Physical portions of the event such as the Experience Park will be canceled.

SVWFC Festival passes (with physical seats) will be limited to a number that allows for physical distance recommendations within the Argyros Performing Arts Center. Currently that number with six-foot (6') distancing is approximately one hundred (100). This represents a significant reduction of pass-holding attendees from typical years and reduces the number of paid attendees from outside the area. We expect the vast majority of paid attendees to be Blaine County residents and second homeowners.

The SVWFC Experience Park, located at the Forest Service Park and Washington Ave., is free and open to the public. Vendor set up takes place Thursday, August 20. The Experience Park is open to the public on Friday, August 21, from 11 a.m. to 7 p.m., Saturday, August 22, from 10 a.m. - 7 p.m., and Sunday, August 23, from 10 a.m. - 5 p.m. Vendor break down takes place from 5 p.m. - 8 p.m. on Sunday.

The Experience Park features approximately 32 booths offering wellness products and services, local healthy food vendors, and free lunchtime yoga classes (with social distance measures observed) in the park's west corner. All entry points to the Experience Park will direct foot traffic in the flow of only one direction.

COVID - 19 Supplemental Plan

1. Increased spacing between booths (2 feet between booth walls)
2. 15 - 20' aisle spacing
3. COVID-19 signage at all entry points
4. Traffic flow directional indicators
5. Hand sanitizer stations and hand sanitizer available at all booths
6. Supplies provided
7. Hourly restroom sanitation by event staff
8. Full sanitation and recharge of restrooms by Clear Creek Disposal nightly
9. Free masks made available to the public at the Information Booth
10. Volunteer and staff training on COVID-19 policies and procedures
11. Hand sanitizer, masks, and gloves provided to all staff and volunteers

Directives to Vendors Before Event:

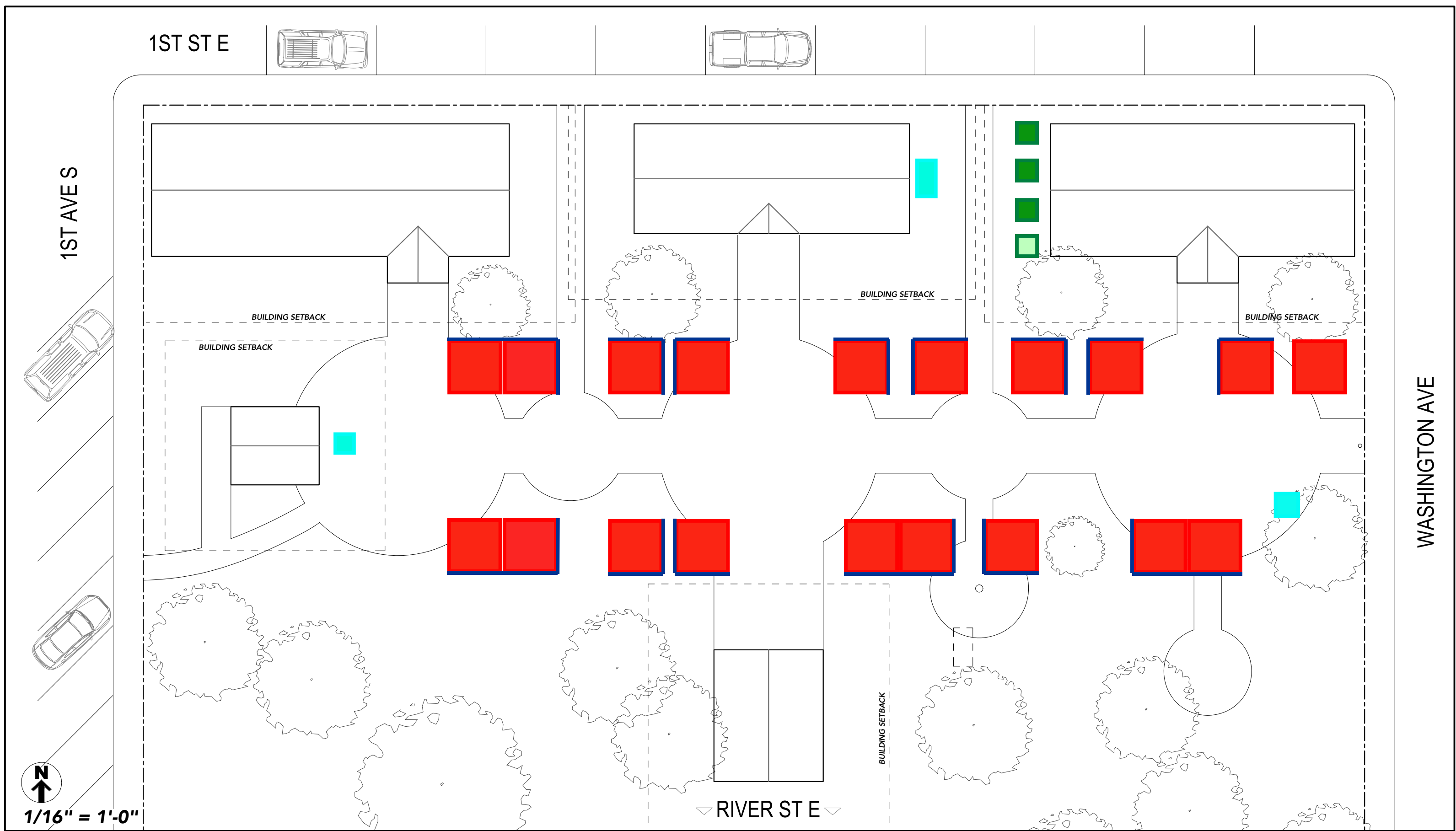
1. If you are currently diagnosed with COVID-19 or have been in the two weeks before the Experience Park set up day (August 20), you will not be permitted to attend SVWFC or enter the Experience Park (Forest Service Park). You may assign a designee to run and operate your booth or withdraw from the event.
2. At this time masks are not required at the Experience Park but highly recommended and encouraged.
3. At any time, the State of Idaho, City of Ketchum, or SVWFC may require masks for vendors and/or attendees during all event hours.
4. Vendors should limit the number of customers to their booth to no more than two (2) per open side at any one time, a maximum of four (4) total per booth.
5. All vendors are required to provide hand sanitizer at their booth.
6. To the fullest extent possible, vendors should endeavor to accept payment via credit cards only. Contactless credit card processors and Tap-to-Pay options are encouraged.
7. A minimum of twice daily, vendors should wipe and sterilize displays, counters, and flat surfaces within their booths with disinfectants [approved by the EPA for use against COVID-19](#).
8. Before set up, vendors will be required to sign a waiver, stipulating that they understand and acknowledge the inherent health risk of participating in SVWFC, as it is a public gathering; and that they hold harmless the City of Ketchum, the Sun Valley Wellness Institute, Sun Valley Events, and their officers, employees, etc., in the event of illness to them.
9. The State of Idaho, the City of Ketchum, and the Sun Valley Wellness Institute (SVWFC) reserve the right to close or cancel the SVWFC and the Experience Park at any time for health reasons.




Public Messaging:


To be included in some pre-event advertising, print collateral, and venue signage. Final phrasing TBD. Event COVID-19 preparedness event plan to be published the SVWFC website www.sunvalleywellness.org


1. By attending the SVWFC or by entering the Experience Park (Washington Ave. and Forest Service Park), you do so at your own risk and understand and acknowledge there is an inherent health risk.
2. By attending the SVWFC or by entering Experience Park (Washington Ave. and Forest Service Park), you agree to hold harmless the City of Ketchum, Sun Valley Wellness Institute dba Sun Valley Wellness Festival & Conference (SVWFC), Sun Valley Events, their officers, employees, volunteers, registered vendors, their agents, associates, and other workers, in the event of illness to you or a minor in your care.
3. If you are currently diagnosed with COVID-19 or have been in the two weeks before the August 20, please do not attend SVWFC or its associated venues including the Experience Park (Washington Ave. and Forest Service Park).
4. Please limit the number of patrons within each vendor booth to no more than two (2) per open booth side, a maximum of four (4) total. Patron queuing is a self-policing system, and we ask your kind cooperation in helping us.
5. If you or someone you know becomes ill during the event, please report this to the event staff at the main information tent.
6. Hand-wash stations and hand sanitizer stations are located throughout the SVWFC and Experience Park.
7. Masks are not required at the Experience Park but are recommended and encouraged. At any time, the State of Idaho, City of Ketchum, or SVWFC may require masks. Masks are available (limited supply)
8. The State of Idaho, the City of Ketchum, and the Sun Valley Wellness Institute (SVWFC) reserve the right to close or cancel the SVWFC and the Experience Park at any time for health reasons.




 = 10'x10' booth

 = Hand Sanitizer Station

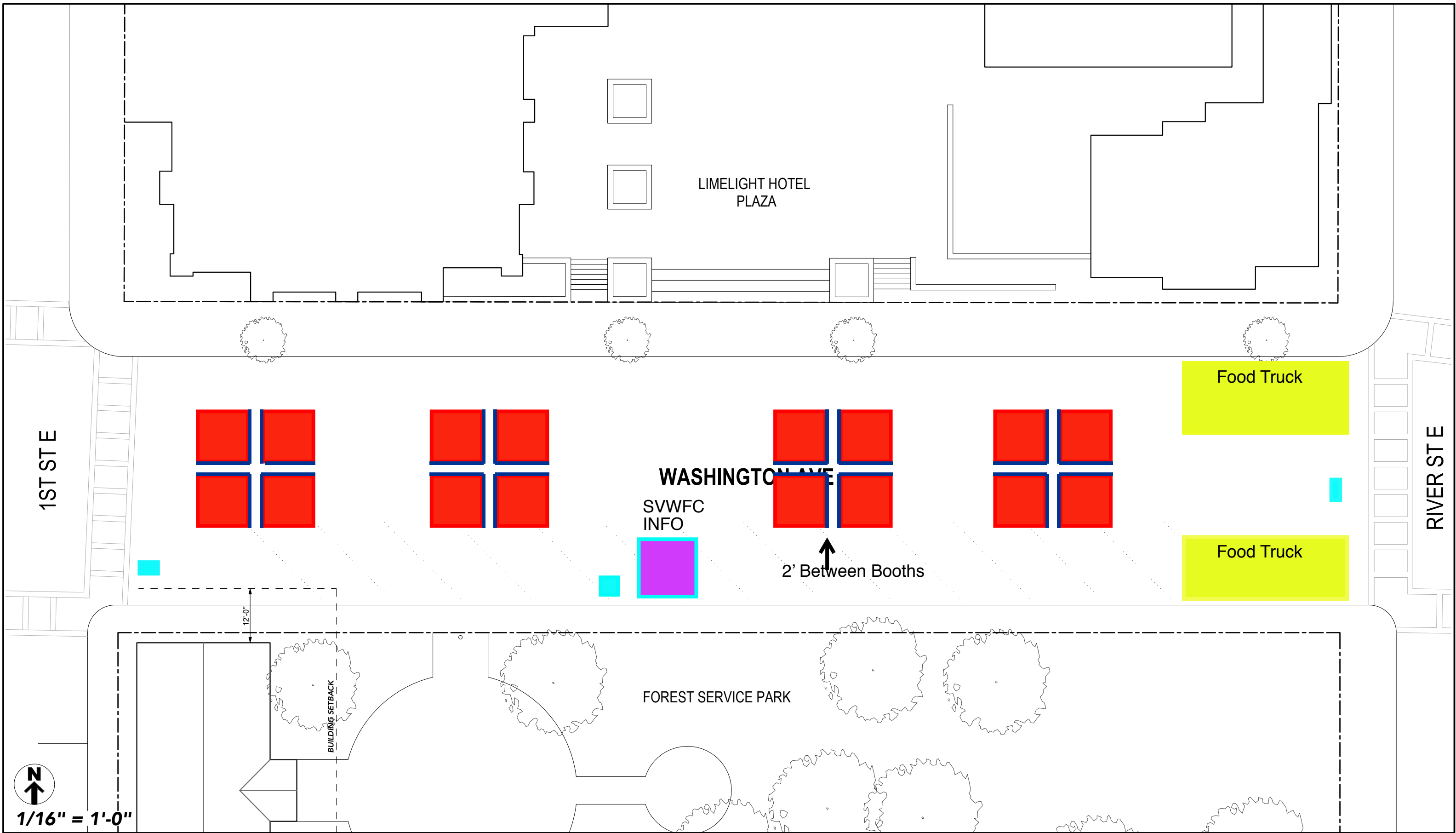
 = 10'x20' Booth

 = Closed End of Booth





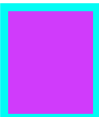

 = Portable Restroom

 = ADA Portable Restroom

FOREST SERVICE PARK
EVENT TENT LOCATIONS AND CLEARANCES



WASHINGTON AVENUE
EVENT TENT LOCATIONS AND CLEARANCES

| | |
|--|---|
|  = Opened End of |  = Hand Sanitizer Station |
|  = 10'x10' Booth |  = 10'x20' Booth |
|  = SVWFC Info 10'x10' |  = Food Truck Area 30' x 15' |

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 - Please see attachments
- Seating Plan Showing Number of Guests per Table - N/A, table seating will not be provided at our events
- Restrooms and Handwashing Stations Plan (City Restrooms are Closed) - We are currently discussing our options with Clear Creek Disposal for adding handwashing stations and restrooms to our event. Please note on the attachments where we envision these being placed.
- Food and Beverage Station Locations - N/A, we will not be using outside vendors at our events
- Stage and Dancefloor - N/A, we will not have a stage or dancefloor
- High-Touch Areas (Gift Tables, Seating Card Tables, etc.) - N/A, we have no plans on having high touch areas such as card or gift tables
- Onsite Signage Including CDC Recommendations for Large Gatherings - Please see attachments
- Traffic Flow Signage N/A, the majority of our guests are staying in town, and we are requesting that they walk to the events from their accommodations.

Please Provide Answers to the Following Questions:

What is your event?

We are planning on having two events, one on August 21st, 2020 at Rotary Park, and another on August 22nd, 2020 at Lucy Loken Park.

August 21st - Rotary Park:

A small gathering of friends and family to say hello to each other before the wedding ceremony the following day. This will be a low-key, BYOB-type event. (But we'll bring the hand sanitizer!) The plan is to have folks show up the evening of the 21st, and come and go as they please. There will not be outside food service or vendors at the event.

August 22nd - Lucy Loken Park:

We are planning to have a small and brief wedding ceremony at Lucy Loken park mid-afternoon on the 22nd. Only the ceremony will take place there, the reception is not located at Lucy Loken Park. The plan is also for this to be a relaxed environment. We will be providing our own decorations, flowers, etc. The only outside vendor that we would use would be a local party rental service to provide some chairs for a portion of our guests. There will be no foodservice/catering at the ceremony.

Where will your event take place?

August 21st - Rotary Park

August 22nd - Lucy Loken Park

How many people will attend your event?

We anticipate less than 100 people will attend. We invited 150 people before the COVID-19 scenario emerged. We do not have definitive RSVPs yet from people who are still planning to attend, but we anticipate that the number of attendees will be lower than the number of invited guests. Based on our discussions with people on our guest list we anticipate less than 100 people will attend both events if we were to proceed as planned.

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

We are local, and the majority of the guests will be coming from within 150 miles of Ketchum. However, we have invited limited numbers of guests from California, Washington, Montana, and Vermont. None of our guests (as of June 2, 2020) reside in a current or previous COVID-19 hotspot.

What are your protocols for guests arriving from COVID hotspots?

We will need to reevaluate this response as we get closer to the event date depending on where current hot spots are, but if a guest were to be coming from a hotspot, we would ask them to kindly join us in spirit, but not in person. We would then do our best to help them recoup any travel costs associated with missing our wedding, or perhaps reschedule their visit for a later, post-corona time.

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

The vast majority of our guests have yet to book accommodations in the valley, as they are waiting to hear from us (and us from the Council) as to whether our wedding will be permitted to proceed as scheduled. But we have had a very small number of guests let us know that they have booked accommodations. So far, people have said that they are staying in short term rentals, The Limelight Hotel, the Sun Valley Lodge, and private residences owned by family members. In addition to the above, we have recommended Hotel Ketchum on our wedding website.

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

No. We will be kindly (and sadly) requesting that guests experiencing COVID symptoms join us in spirit, but not in person.

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

Yes. We will provide ample hand sanitizer, will have sanitizing wipes on hand, and will provide masks for those who are unable to bring their own.

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

N/A. Our welcome event will be BYO, and our ceremony event will not have food or drink. We are not planning on having any outside foodservice/catering vendors for either 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, we are not using food or beverage vendors.

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 are still finalizing contracts with local vendors, but we will be absolutely certain that all of our vendors adhere strictly to CDC and state issued protocols and guidelines for our event. We will likely only be using the services of one vendor, a local party rental company, to provide a limited number of chairs for the wedding ceremony at Lucy Loken Park. If the vendor is unable to guarantee that the chairs are disinfected prior to use, we will be prepared to do this ourselves before the setup of the ceremony.

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

If for example an outbreak occurs locally in the weeks leading up to our event, we will either cancel or postpone the event, whichever is more prudent given the circumstances. Currently we have a backup date on the calendar in October for the wedding reception, which is not scheduled to happen on property belonging to the city of Ketchum.

If worse comes to worse though, we can only hope that our vendors and lodging providers for our guests are understanding and will work with us and our guests given the circumstances.

OTHER:

We understand that the situation is continually changing, and that is near impossible to predict what the state of things will be like in 3 months. We plan on keeping a very close eye on the recommendations and guidelines coming from the CDC, State, and City authorities to help us plan our events and make sure that everybody has a fun, memorable, and (most importantly!) safe time at our wedding.

We are prepared to work with the city to make sure that all requirements are met. Please let us know if we need to amend this application in any way, and we will do our best to accommodate both the requirements of our guests and the City. Thank you!

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: Conner Madigan & Ashley Riggle

Signed: Conner Madigan Ashley Riggle

Date: June 2, 2020





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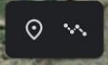
-  Additional Restrooms
-  Handwash Station
-  CDC signage



Perimeter  238.86 m 

Area 3,716.05 m² 

[Start new](#)



Google 100%



Camera: 1,916 m 43°41'12"N 114°22'18"W 1,773 m

City of Ketchum Request for COVID-19 Plan

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- 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?

Luby/Johnsen Wedding
September, 12, 2020

Where will your event take place?

Rotary Park, Ketchum ID

How many people will attend your event?

~100 Attendees

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

Pacific Northwest: Washington, Idaho, Montana, Oregon
Midwest: Minnesota, Wisconsin, Illinois

What are your protocols for guests arriving from COVID hotspots?

We will inform guests from COVID hotspots they will not be allowed entry to the event. If within 14 days of the event, guests with exposure to those with Covid or sick with Covid will be asked not to travel to Ketchum.

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

Hotel: yes, Hotel Ketchum, Tamarack Lodge

Short Term Rental: yes, Ketchum based Airbnb + VRBO rentals

Other: 2nd homeowner private residences

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

No. Pre-event notices will be sent to all guests who have confirmed attendance.

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

Yes

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

The Haven (Kellee Haven)

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?

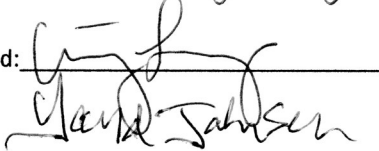
Yes

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

We will follow National, State, County, and City guidelines in case of outbreak. The wedding will be rescheduled.

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: Christy Luby & Dave Johnson

Signed: 
Dave Johnson

Date: 6/5/2020



HAND
SAN. & PPE



BEVERAGE



BUFFET



GIFT
TABLE
& CDC SIGNAGE



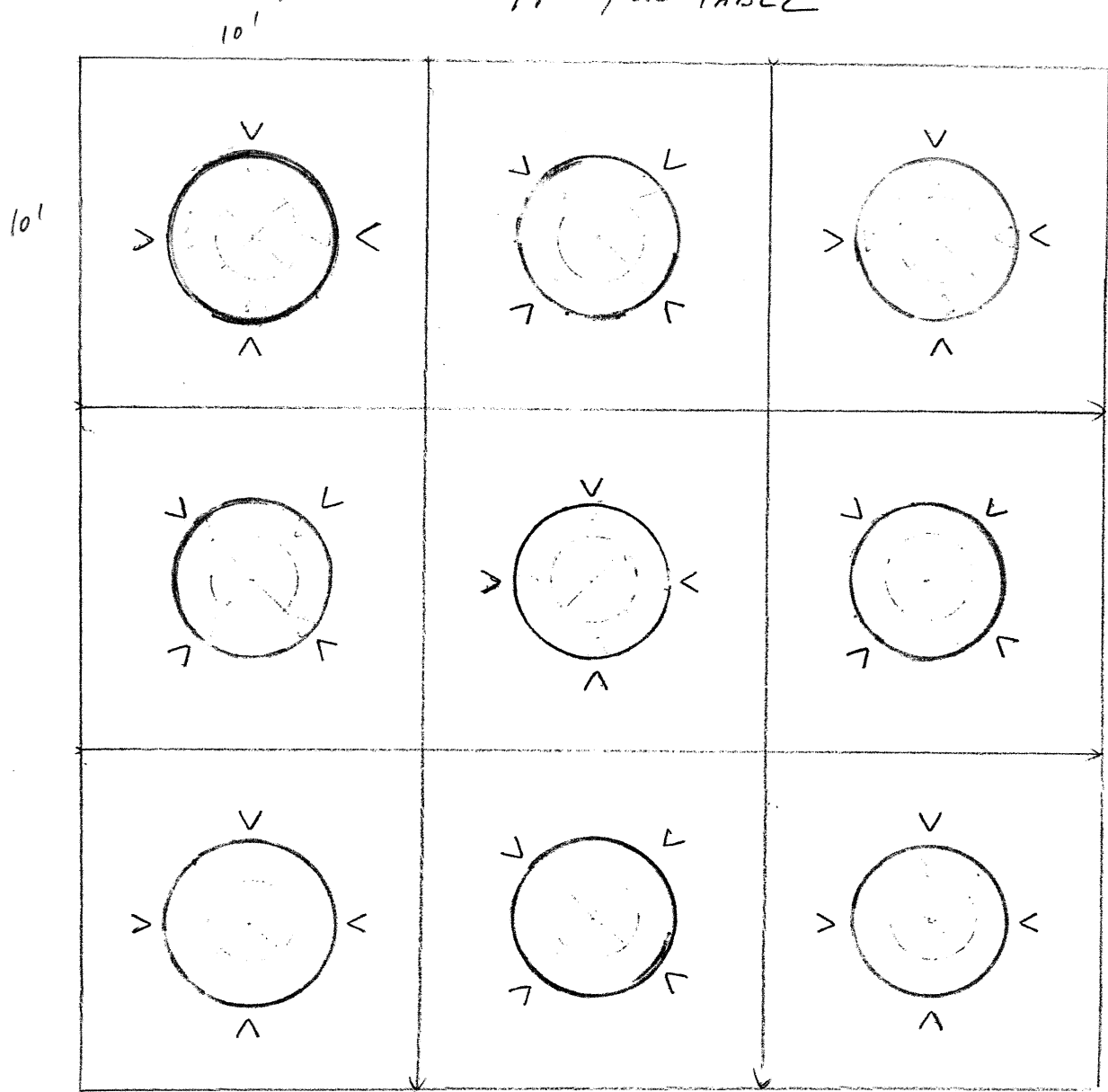
PORTO LET

Rotary Park



1" = 30'

30' x 30' TENTS
5' DIAM. TABLE
4 ppl PER TABLE



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?

Wedding Ceremony Only (Aprox. 60 Min)

Where will your event take place?

Forest Service Park

How many people will attend your event?

No more than 50-70 Individuals

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

Ketchum, ID
Boise, ID
San Diego, CA
Chicagoland Suburbs, IL

What are your protocols for guests arriving from COVID hotspots?

No guests are coming from areas of the country currently considered as "hotspots". However, out of town guests will be seated/grouped together with immediate family/co-habitants separate from Idaho residents at a distance of 6 feet apart from one another. Guests will also have temperature checked upon park entry.

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

Hotel: Hotel Ketchum, Best Western - Main St.
Short Term Rental: AirBnB
Other: N/A

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

No.

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

Facemasks and Hand Sanitizer will be provided for all guests

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

No food will be provided. Beverage Station (Water & Lemonade) will be managed and served by LimeLight Hotel Staff. Will be limited to walk-up service that can provide for appropriate physical distancing while individuals wait in line.

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?

Postponement

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: Jeff Strnad

Signed: 

Date: 06/05/2020

10x10' TENT

1/16" = 1'-0"

1ST AVE S

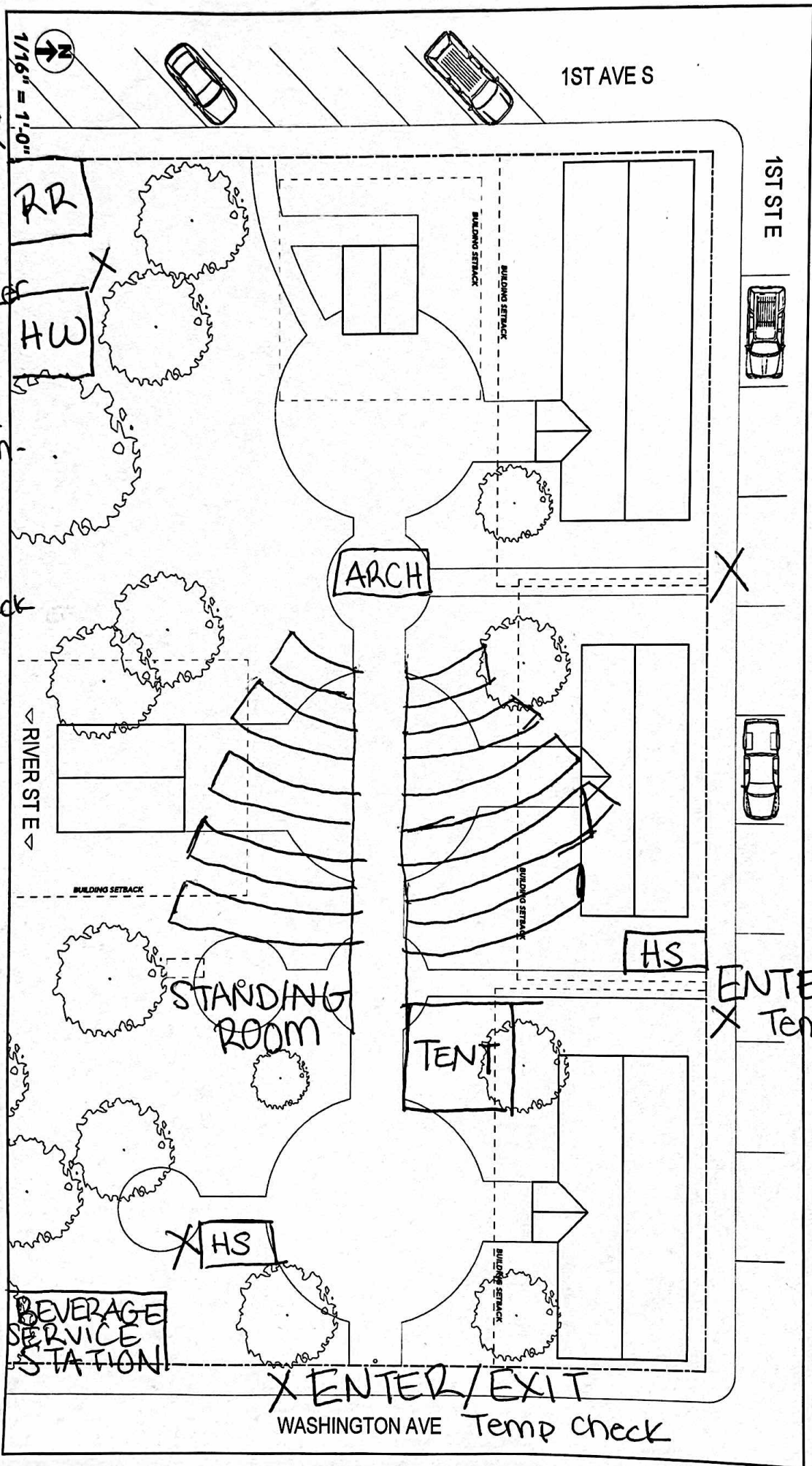
1ST STE

RR = Restroom
 HW = Handwash
 HS = Hand Sanitizer
 X = Signage

TENT for high risk/elderly

STANDING ROOM - for those that do not prefer to sit.

Temperature check at entrance of wedding



FOREST SERVICE PARK
EVENT TENT LOCATIONS AND CLEARANCES

ENTER/EXIT
X Temp check

X ENTER/EXIT
WASHINGTON AVE Temp check

The Idaho Department of Health and Welfare (DHW) and the seven local public health districts have developed guidance to assist with decisions regarding gatherings and public events during the COVID-19 pandemic and stages of the Rebound Idaho plan. We understand that events must be planned well in advance and some event timelines extend beyond the current Stage 4 of the Rebound Idaho plan. Idaho's ability to advance from one stage to the next is dependent on gating criteria (<https://rebound.idaho.gov/stages-of-reopening/>) being met, which requires control of the spread of COVID-19.

There is currently no vaccine to prevent COVID-19. Until such time as a vaccine is available or there is sufficient population immunity to the virus, community mitigation and personal accountability measures must be taken. Mass gatherings highly influence virus activity. It is recommended that all future plans for gatherings beyond the stages of the Rebound Idaho plan should be planned with cancellation or postponement contingencies. Idaho public health experts, DHW and all local Public Health Districts, will support any decision to postpone or cancel gatherings and public events in order to protect Idahoans and those who visit Idaho.

For the purpose of this guidance, mass gatherings and events are defined as a public gathering for business, social, academic or recreational activities including, but not limited to, community, civic, public, educational, leisure, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities. Specific examples may include, but are not limited to, weddings, graduations, large theater performances, rallies, car shows, reunions, races, holiday celebrations, rodeo championships, adult and youth sports tournaments.

ALL STAGES

Everyone Should:

- Engage in physical distancing of at least six feet
- Wear cloth face coverings in public places
- Stay home if sick
- Practice good hand hygiene
- Cover coughs and sneezes
- Disinfect commonly touched surfaces and objects regularly

Event Planners & Organizers Should:

- Check in with their local public health district periodically leading up to the event to understand the current community risk for exposure to COVID-19
- Host events outdoors, if possible
- Maintain the six-foot physical distancing requirements for employees and attendees
- Provide adequate sanitation and personal hygiene for employees, vendors, and attendees
- Ensure frequent disinfection of the event location as well as regular cleaning, especially of high-touch surfaces
- Identify how personal use items such as masks, cloth face coverings, and gloves may be required by employees, vendors, and/or attendees
- Provide services and event activities while limiting close interactions with attendees

CONTINUES ON NEXT PAGE

Event Planners & Organizers Should:

- Identify strategies for addressing ill employees, such as the following:
 - Require COVID-19 positive employees to stay at home while infectious
 - Symptoms of COVID-19 include muscle aches, a fever of 100.4 °F or higher, cough, sore throat, and shortness of breath
 - Keep employees who were directly exposed to the COVID-19 positive employee away from the workplace
 - Closure of the event location until the location can be properly disinfected
- On a case-by-case basis, include other practices appropriate for specific types of events, such as screening of employees for illness and exposures upon work entry, requiring non-cash transactions, etc.
- Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants.

Idaho public health experts recommend that organizers (whether groups or individuals) postpone or cancel mass gatherings and public events in any of the following situations:

- The event will draw audiences or participants from communities, states, or countries that are currently experiencing confirmed substantial community spread of COVID-19 disease. Your local public health district can assist you in making this determination.
 - Refer to the county map provided by the Centers for Disease Control and Prevention (CDC) to see if an area (county) they are from has higher rates than the overall rate for Idaho: <https://www.cdc.gov/covid-data-tracker/index.html>
- The event's primary audience includes or may expose high-risk populations, including adults over the age of 65 years and people with underlying chronic medical conditions like heart or lung disease or diabetes, regardless of the number of attendees.

STAGE 2 (first stage allowing gatherings):

In addition to the above guidance,

- Use technology (e.g., webinar, video conferencing, live stream, etc.) as a way to gather people or a way to augment a gathering to minimize the risk of COVID-19 exposure when possible
- Allow for groups of 10 people or less where physical distancing of six feet can be maintained
- Consider directing attendees to seating or standing areas that are already properly distanced
 - Use signage and barrier protection to limit movement and maintain distancing and direct the flow of traffic
 - Limit tables to groups of six
 - Space tables appropriately to keep patrons six feet apart while seated and moving in and out of chairs
 - If stadium seating is being used, use barriers or signage to appropriately physically distance families
- Limit entrances and exits to the event to control the flow of attendees
 - Consider separate entrances and exits to the event
 - Mark where people line up to keep attendees six feet apart while waiting
 - Open gates or doors to events early to allow for orderly entrance to event

- Post signs at entrance stating that if attendees have a fever or other COVID-19 symptoms, they are prohibited from entering
- Utilize on-line ticket sales, required sign-ups and/or RSVPs for crowd management
- Provide COVID-19 prevention supplies to event staff and participants
 - Make sure that events have supplies for event staff and participants, such as hand sanitizer that contains at least 60 percent alcohol, tissues, trash baskets, disposable facemasks, cleaners and disinfectants
- Dedicate staff members to disinfect high contact surfaces throughout the establishment and disinfect tables between parties
- If food is being served at an event, refer to Stage 2 Restaurant Protocols

STAGE 3:

In addition to the above guidance:

- Allow for groups between 10 – 50 people where physical distancing of six feet can be maintained

STAGE 4:

In addition to the above guidance:

- Allow for groups larger than 50 where physical distancing of six feet can be maintained
- If concession services are provided, prohibit in-stand concession sales and buffet-style serving areas
 - Concession services should be limited to vending and walk-up services that can provide for appropriate physical distancing while patrons wait in line

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PLANNING FOR AFTER STAGE 4:

Idaho's public health officials cannot predict what the threat of COVID-19 will be across the state in July, August, September, and beyond or make recommendations many weeks or months in advance on attendee size, postponing, or canceling of events. For event planners who choose to move forward with planning events over the summer and fall of 2020, events should be planned using the practices outlined above in this guidance. In addition to the above:

- Be aware of any legal orders in place, which will be posted at <https://coronavirus.idaho.gov>
- Know the level of disease transmission in your local community and the level of transmission in the areas from which your attendees will travel (consult with your local public health district)
 - Refer to the county map provided by the Centers for Disease Control and Prevention (CDC) to see if an area (county) they are from has higher rates than the overall rate for Idaho: <https://www.cdc.gov/covid-data-tracker/index.html>
- Stay in regular communication with your potential patrons about the status of COVID-19 in the state and in your area and any cancellation or change in the venue
- Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants
- Develop a contingency plan that addresses scenarios you may encounter during the COVID-19 outbreak
 - Identify actions to take if you need to postpone or cancel events
 - Develop flexible refund policies for participants
 - Determine if the event can be convened in a different manner such as a virtual event

Resources

Event Planning and COVID-19: Questions and Answers. <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/event-planners-and-attendees-faq.html>

Get Your Mass Gatherings or Large Community Events Ready. <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>

Centers for Disease Control and Prevention Guidance on Mass Gatherings. <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>

Centers for Disease Control and Prevention. Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplace, Businesses, Schools and Homes: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Centers for Disease Control and Prevention. Guidance on Disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

EPA list of COVID-19 effective disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>