SPECIAL EVENT LICENSE APPLICATION

Application instructions, guidelines and procedures can be found at www.ketchumidaho.org/forms

Small Event application due ten (10) days prior to the event; Street Party and Medium Event applications due thirty (30) days prior to the event; and Large Event applications due sixty (60) days prior to the event. **ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.**

Completed applications can be submitted online, via email to events@ketchumidaho.org or by mail or hand delivery to City of Ketchum, P.O. Box 2315 | 191 5th St. West, Ketchum, ID 83340. If you have questions, please contact Eryn Alvey: events@ketchumidaho.org or 208-727.5077.

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**HAVE YOU READ THE GUIDELINES?**

☐ Yes (Please continue.)
☐ No (STOP and read the guidelines.)

**WHAT SIZE IS YOUR EVENT?**

☐ Street Party ($100.00)  ☐ Small Event ($100.00)  ☐ Medium Event* ($400.00)  ☐ Large Event* ($800.00)

*City recommends pre-application meeting prior to application submittal.

**GENERAL INFORMATION**

Event Name:  Event Date:

Event Description and Purpose (who is the event supposed to attract, what is the purpose of the event, etc.):

Location of Event:  Alternate Location:

Expected Number of Participants:  Admission Fee* (per person):

*Ticket sales for entry, registration, etc. for events taking place within Ketchum city limits are subject to sales tax.

Number of Staff Working at Event:  Number of Volunteers Working at Event:

**EVENT COORDINATION**

Have you contacted Visit Sun Valley for information on events taking place on or around the date of your event?  ☐ Yes  ☐ No

List the events taking place on or around the date of your event:

**EVENT SCHEDULE**

Set Up  Date:  Time:

Event Starts  Date:  Time:

Event Ends  Date:  Time:

Clean  Date:  Time:

**APPLICANT INFORMATION**

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**Organization Name:**

Are you a non-profit corporation?  
☐ Yes  ☐ No

**Applicant Name:**  
Title:

**Organization Address:**

City:  
State:  
Zip:

**Phone:**  
Cell:

**Email:**

**On-Site Contact:**  
Title:

**Address:**

City:  
State:  
Zip:

**Phone:**  
Cell:

**Email:**

**Emergency Contact:**

**Phone:**  
Cell:

**Email:**

**Other Contact** (such as media, professional event organizer, event service provider or commercial fundraiser hired for this event):

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**USE OF CITY FACILITIES, PARKS AND STREETS**

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

### PARKS AND TOWN SQUARE

- ☐ Atkinson Park
- ☐ Forest Service Park
- ☐ Rotary Park
- ☐ Lucy Loken Park
- ☐ Other:

Daily Park Reservation Fees:  
- ☐ Up to 100 People ($160)  
- ☐ 101 People or More ($320)

### DESIGNATED EVENT LOCATIONS* ($100)

- ☐ Fourth Street between Leadville and East Avenues  
- ☐ First Avenue between River and First Streets
- ☐ First Avenue between Second Street and Sun Valley Road  
- ☐ First Avenue between Sun Valley Road and Fourth Street
- ☐ First Avenue between Fifth and Sixth Streets  
- ☐ Picabo Street between Gates Road and Ritchie Drive
- ☐ Washington Avenue between River and First Streets

*All other road closures are subject to City Council approval. Road closures on Main Street require an Idaho Transportation Department permit.

Fees for non-designated locations:  
- Street Party - $100  
- Medium/Large Events - $500

List dates, times and location for street closure requests:

Name of person supervising street closure:  
Cell Phone:  
Email:

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

How will staff and volunteers manage the street closure? (ex.: 1 staff person at entrance and 1 at exit of road closure to manage vendors, 2 staff people to make sure road closure signage is removed after event ends)
Have you contacted Mountain Rides to advise of the street closure request? □ Yes  □ No

*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**

On a separate piece of paper, provide a Site Plan of the event. Site Plan must be scaled to accurately represent the location of all items listed below (if applicable).

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Vendors (A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bleachers (BL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Lane (FL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage Receptacles (G)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recycling Receptacles (RR)</td>
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<tr>
<td>Stages or Amplified Sound (SO)</td>
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</tr>
</tbody>
</table>

**TEMPORARY STRUCTURES**

Will your event have temporary structures, including 10' x 10' pop-up tents? □ Yes* □ No

*Describe the size, number, use and assembly and disassembly plan:

**TRANSPORTATION AND PARKING**

Where will you direct event attendees to park vehicles?

Will the event provide transportation services to the event? □ Yes* □ No

*Describe the transportation services:

**CITY SERVICES REQUESTS**

Police services request for (indicate dates and times needed):

<table>
<thead>
<tr>
<th>Service</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic Control</td>
<td></td>
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<tr>
<td>Parking Control</td>
<td></td>
<td></td>
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<tr>
<td>Escort</td>
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<tr>
<td>N/A</td>
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</table>

The Chief of Police will determine the number of police officers to staff the event. The Chief of Police also determines if police services will be needed at a special event for public safety concerns. Fees may be associated with the need for additional police services.

Fire/EMS services request (indicate dates and times needed):

<table>
<thead>
<tr>
<th>Service</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Engine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
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</tbody>
</table>

The Fire Chief will determine availability and approval of the request. The Fire Chief also determines if Fire/EMS services will be needed at a special event for public safety concerns. Fees may be associated with the need for Fire/EMS services.

Will your event use city infrastructure such as bathrooms and trash receptacles? □ Yes* □ No
*Fees may be associated with the use of city bathrooms and trash receptacles.

**ELECTRICITY, MUSIC AMPLIFICATION AND LICENSING**

Do you have electrical needs? □ Yes* □ No

* The Facilities and Maintenance Division will assist with the request based upon availability. Please note that some areas do not have electricity access.

Will your event have amplified sound? □ Yes* □ No

*Please review approved noise levels stated in guidelines.

Will live or prerecorded music be played? □ Yes* □ No

*Licensing fee of $10.00 is required. Fee may be waived for applicants showing proof of license with the appropriate organization or by certifying that any and all music played or performed is original and free of licensing requirements.

**PORTABLE RESTROOMS AND 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.

<table>
<thead>
<tr>
<th>Restroom Company:</th>
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</thead>
<tbody>
<tr>
<td>Number of Portable Restrooms:</td>
</tr>
<tr>
<td>Number of Handwashing Stations:</td>
</tr>
<tr>
<td>Restroom Drop Off Date:</td>
</tr>
<tr>
<td>Time:</td>
</tr>
<tr>
<td>Restroom Pick Up Date:</td>
</tr>
<tr>
<td>Time:</td>
</tr>
</tbody>
</table>

**TRASH AND RECYCLING**

Have you contracted for trash dumpster(s)? □ Yes □ No

How many? What size?

Have you contracted for recycling dumpster(s)? □ Yes □ No

How many? What size?

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.

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

Name of person supervising trash and recycling:

Cell Phone: Email:

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? (ex.: 2 staff dedicated to monitoring containers, all staff members making a sweep through premises after event ends)

**CONCESSIONS**

Will any of the following be served at your event:

□ Alcoholic Beverages □ Food □ Merchandise

All vendors should collect state and local sales tax. Vendors serving alcoholic beverages and food must hold a Catering Permit. Sales Tax information and Catering Permits can be obtained from the City Clerk office. **A LIST OF VENDORS PARTICIPATING IN YOUR EVENT MUST BE ATTACHED TO THIS APPLICATION OR SUBMITTED TEN (10) DAYS PRIOR TO EVENT.**
SALE AND DISTRIBUTION OF SINGLE-USE PLASTIC WATER BOTTLES, PLASTIC STRAWS, PLASTIC BAGS, AND TO-GO FOOD CONTAINERS MADE OF PLASTIC OR STYROFOAM IS PROHIBITED AT ALL CITY-OWNED PROPERTIES, CITY-OWNED FACILITIES AND CITY EVENTS. (Resolution 19-013)

**BANNERS**

If you would like to reserve space for an over the road banner, please submit complete application to the Special Events Manager. Application can be found here: www.ketchumidaho.org/forms

**BUSINESS AND/OR PROPERTY OWNER NOTIFICATION**

Special events are required to notify businesses and/or property owners of the date, time, venue and purpose of event within five (5) days of city receipt of the special event application. Written notice shall be emailed, mailed or hand-delivered to property owners and businesses adjoining the proposed venue. City staff will provide the list and available contact information. 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*  □ No

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

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  □ Notification Form  □ Health Department Permit
□ Vendor List  □ Proof of Music License  □ Other

It is the applicant’s responsibility to contact agencies outside of Ketchum that may be involved in the permit, inspection, sales, convenience or assistance process connected with your event. Those agencies may include but are not limited to the Idaho Power Company, Intermountain Gas, Idaho Alcohol Beverage Control Board, Idaho Highway Patrol and Blaine County Recreation District (a separate permit is required for use of any portion of the Wood River Trail System).

AUTHORIZATION OF APPLICANT
I have reviewed the completed application and know the contents thereof to be true. I represent and warrant that I have the lawful authority and authorization to execute this application and attached indemnity agreement, for and on behalf of the entity applying for the special event license. I have reviewed the conditions of the Ketchum Municipal Code, Title 12, Chapter 12.32 and do hereby agree to the terms set forth therein. Furthermore, I acknowledge that if I fail to so comply with the criteria and conditions set forth in Title 12, Chapter 12.32, my special event license will be revoked.

Pursuant to Resolution No. 08-123, any direct costs incurred by the city of Ketchum to review this application will be the responsibility of the applicant. Costs include but are not limited to engineer review, noticing and copying costs associated with the application. The city will require a retainer to be paid by the applicant at the time of application submittal to cover said associated costs. Following a decision or other closure of an application, the applicant will either be reimbursed for unexpended funds or billed for additional costs incurred by the city.

Signature of Applicant: ___________________________ Date: ________________
<table>
<thead>
<tr>
<th>Event Category</th>
<th>Event Fees</th>
<th>Amount or N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$100, $400 or $800</td>
<td>$</td>
</tr>
<tr>
<td>Road Closure Fee</td>
<td>$100 or $500</td>
<td>$</td>
</tr>
<tr>
<td>Park Reservation Fee</td>
<td>$160 or $320</td>
<td>$</td>
</tr>
<tr>
<td>Facility Fee (per day)</td>
<td>$150 or N/A</td>
<td>$</td>
</tr>
<tr>
<td>Music License Fee</td>
<td>$10 or attach proof of licensure</td>
<td>$</td>
</tr>
<tr>
<td>Deposit</td>
<td>$250</td>
<td>$250</td>
</tr>
<tr>
<td><strong>TOTAL FEES</strong></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
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, (hereafter referred to as “Applicant”), agrees that Applicant shall indemnify and save and hold harmless the City of Ketchum, (hereafter referred to as “City”), City officials, agents and employees from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by Applicant, its servants, agents, employees, guests, and business invitees and not caused by or arising out of the tortuous conduct of City or its officials, agents or employees. In addition, Applicant shall maintain and specifically agrees that it will maintain, throughout the course of the “Special Event” liability insurance in which City shall be named insured in the minimum amount as specified in Title 12, Chapter 12.32. The limits of insurance shall not be deemed a limitation of the covenants to indemnify and save and hold harmless City from and for all such losses claims, actions, or judgments for damages or liability to persons or property. Applicant shall provide City with a Certificate of Insurance evidencing Applicant’s compliance with the requirements of this paragraph and file such proof of insurance with City Administration.

DATED this________day of____________________, 20________.

Signature of Applicant: ____________________________________________

STATE OF IDAHO

County of Blaine

On this________day of____________________, 20________, before me, a Notary Public in and for the State of Idaho, personally appeared ____________________________________________, 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.

Notary Public: ____________________________________________

Residing at: ____________________________________________

Commission expires: ________________________________________