



Community and Economic Development Department

SPECIAL EVENT AND PARK RENTAL PERMIT APPLICATION

1. Name of Event: SH Harvest Festival Date(s) of Event Oct. 3, 2026
2. Setup Start Time/Date: 6:00 AM Event Start Time: 11:00 AM
3. Event End Time: 4:00 PM Clean Up End Time/Date: 7:00 PM
4. Sponsoring Organization: The City of Sweet Home
5. Event Coordinator/Primary Contact: Angela Clegg
6. Mailing Address: 3225 Main Street
7. Day Time Phone: 541-818-8029 Cell Phone: 541-405-9633
8. Email: aclegg@sweethomeor.gov Fax: N/A
9. Secondary Contact: _____ Phone: _____
10. Is Alcohol Being Served? ☒ Yes ☐ No If YES include a copy of the State Liquor Permit.
11. Do you wish to utilize any City property, such as a park? ☒ Yes ☐ No
If YES, which one(s)? Sankey Park
12. Will this event include Food Vendors of any type? ☒ Yes ☐ No
If YES, all vendors must apply for a Temporary Restaurant License with the Linn County Health Department 541.967.3821, (ORS 624.025). The Vendors must apply three weeks before the start of the event. A list of vendors is required to be submitted with this application.
13. Anticipated Number of Attendees? +/- 2,000

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

FOR OFFICE USE ONLY:

Planning Manager		Police Chief	
City Manager/Deputy		Public Works Director	
Fire Chief			

STAFF – INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS

PAYMENT AMOUNT: _____ CASH CC CHECK # _____

RECEIVED BY: _____ DATE: _____

PERMIT APPROVED: ☐ Yes ☐ No

☐ Entered on Events Calendar

Authorized City Signature: _____ Date: _____



Community and Economic Development Department

HOLD HARMLESS AGREEMENT

IN CONSIDERATION OF BEING PERMITTED TO PRODUCE THIS SPECIAL EVENT OR ACTIVITY OR USE OF ANY CITY PROPERTY OR FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED APPLICANT ("INDEMNITOR") AGREES TO THE FOLLOWING:

1. THE INDEMNITOR HEREBY AGREES TO RELEASE, INDEMNIFY AND HOLD HARMLESS the City of Sweet Home from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the City's right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the City or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the City.
2. The INDEMNITOR agrees to reimburse the City for any loss, theft of, or damage to City property, equipment and/or facilities.
3. The INDEMNITOR agrees to comply with all applicable laws, statutes, ordinances, rules and requirements including, but not limited to, not admitting more attendees than designated by Fire Department as safe for the particular event or facility.
4. The INDEMNITOR expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Oregon law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.
5. Falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I UNDERSTAND THAT CHANGES TO THE ABOVE DETAILED PROGRAM REQUIRE IMMEDIATE NOTIFICATION TO THE CITY.

I, the undersigned representative, have read the Special Events and Park Rental Application and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. The information herein is complete and accurate.

APPLICANT: Angela Clegg
PRINT NAME

The City of Sweet Home
AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: Angela Clegg
SIGN NAME

09.03.25
DATE

APPROVAL, DENIAL OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OF USE PERMIT IS AT THE SOLE DISCRETION OF THE CITY PUSUANT TO Sweet Home Code of Ordinances 17.80 Conditional Uses. All applications must be reviewed and approved before a permit can be issued.



Community and Economic Development Department

SANKEY HUT RENTAL

Pass Code: _____ (given by staff upon payment of fees)

Please read and initial each line below:

- ___ I agree to not share my pass code with anyone else.
 - Pass codes will be distributed by authorized City employees only.
- ___ I agree to report any problems or damage to the Community Development Department immediately. During regular business hours (7am-4pm), call **541-367-8113**. At other times call the police non-emergency number, **541-367-5181**.
- ___ I agree to set up and remove all equipment, structures, and materials for the reserved hut activity within the block of time specified in the park permit.
- ___ I agree to pick up and properly dispose of all trash, litter, and wood from the reserved hut activity.
- ___ I agree to properly dispose of garbage that exceeds the capacity of the garbage receptacles at the hut facility. You can rent a dumpster through a private vendor to haul your bagged garbage and recyclables yourself. Excess garbage left at the rental facility will be removed at your expense. A fee for service will be deducted from your security deposit.
- ___ I agree to remove all signs or markings associated with the reserved hut activity. Paint is not permitted for marking pavement or structures. Chalk is acceptable but must be removed immediately after the event.
- ___ I agree to obtain an underground utility locate and permission from the Community Development Department if sign posts, stakes, or spikes will be driven into the ground.
- ___ I agree to accept the hut facilities, including the premises and equipment, in their present condition.
- ___ I agree to reimburse the City for all damages to the premises or property resulting from their use, other than ordinary wear and depreciation, as determined by the City.
- ___ I agree to conform to all rules and regulations of the City.
- ___ I agree to provide adequate supervision and be responsible for any improper conduct of the attendees, both individually and collectively, while on the City premises or utilizing facilities.
- ___ I agree that the use of the facilities and this permit is revocable by the City at any time at the City's option.
- ___ I agree to hold the city harmless and indemnify the city from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the permittee.
- ___ I agree that the permittee and any other person who allows or causes damage to hut facilities, park areas, and any other property owned by the city shall be liable to the city for the damage caused.
- ___ I agree to abide by all Federal, State, and municipal equal opportunity laws and regulations prohibiting discrimination.

Staff Use Only:

Clean up verified by Staff _____, _____
Date signature of staff

Deposit Returned _____, _____
Date signature of staff



FACT SHEET

20th ANNUAL HARVEST FESTIVAL

October 3rd, 2026 in Sankey Park at 847 14th Avenue, Sweet Home, OR

The Festival Starts at 11:00 AM and ends at 4:00 PM

Vendors can check in from 7:00 AM to 10:00 AM, and can load up after 4:00 PM.

The section of 14th Avenue between the Ames Creek Bridge and Grape Street will be closed off at 10:00 AM until 4:00 PM, except to local residents.

Activities:

- Annual Chili Cook-Off

- Annual Pie Bake-Off

- Live Music

- Kid Zone, including pumpkin painting, face painting, and games provided by the Sweet Home Library

- Approximately 100 Food and Craft vendors

[illegible]

[illegible]



Insert Event Overview Map

ATTACHED



Insert Vendor Site Map

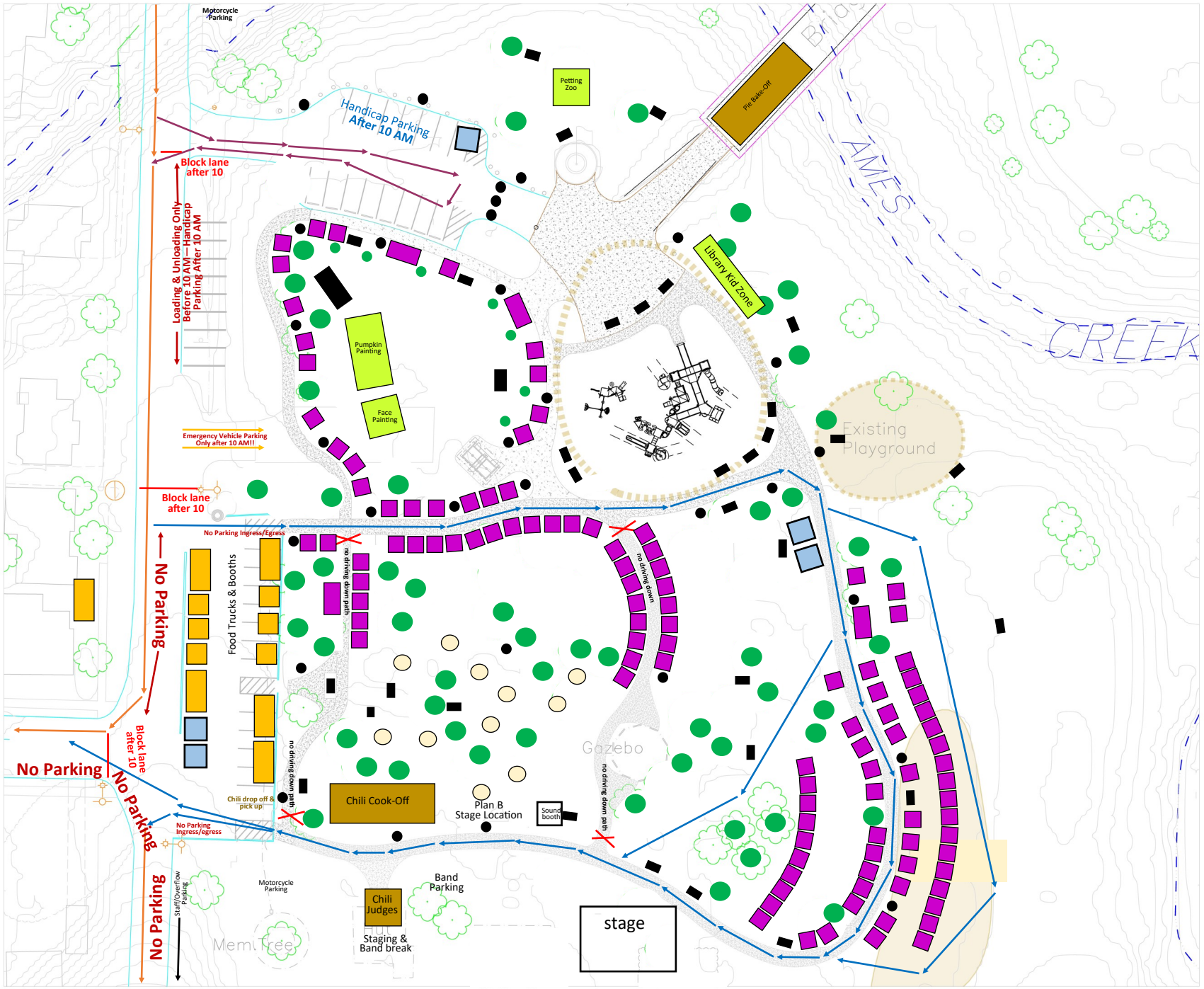
ATTACHED

Harvest Festival Master Schedule

DATE	TIME	EVENT TASK	RESPONSIBLE PARTY
10.01.26	TBD	Pick up pumpkins at Thistle Down Farms	Public Works
10.02.26	TBD	Mark vendor booth locations	Angela, Public Works
	TBD	Set Up Hut for Bands & Chili Judges (cooler, couch, table, chairs, etc.)	Angela, Public Works
	TBD	Clean park bathroom & empty garbage cans	Public Works
	TBD	Portable Restroom Delivery	Angela, Bucks
	TBD	pick up tables & Chairs from the chamber (from 9:30-3:30)	Public works
	TBD	Put out Hwy 3x3 signs	Adam, Angela
10.03.26	6:00 AM	Put up wayfinding signs	Angela, Adam
	7:00 AM	Open vendor check-in	Adam, Chris, Rebecca
	7:00 AM	Stage staff at the north sidewalk entrance near the cannon (vendor assistance - there is no driving down that sidewalk)	Public Works, Staff
	7:00 AM	Stage staff at the north sidewalk entrance near the gazebo (vendor assistance - there is no driving down that sidewalk)	Public Works, Staff
	7:00 AM	Set out street closure barricades, no parking & handicap signs	Public works, Angela
	7:00 AM	Close adjoining streets	Public works
	TBD	Sound & Stage Set-up	Ray & Crew
	7:00 AM	Set up Chili Cook-Off area	Angela, Maggots
	8:00 AM	Set up small tents, tables & chairs in all areas	Angela, Public Works, Volunteers
	8:00 AM	Set up hay bales & décor	Public Works, Volunteers
	8:00 AM	Spread straw in muddy areas (If needed)	Public Works
	8:00 AM	Set up kids game area	Megan
	8:00 AM	Chili Cook-off Registration starts	Maggots
	8:00 AM	Set up chili cook-off judges station	Maggots
	TBD	Band #1 Set Up	Ray Jackman, TBD
	10:00 AM	Vendor set-up ends, move out all cars	Adam, Greg
	10:00 AM	Close 14th Avenue at designated locations	Public Works, Staff
	10:00 AM	Open Handicap Parking in North Parking Lot	Staff
	11:00 AM	FESTIVAL STARTS	
	11:00 AM	Band #1 - 1st Set	Ray Jackman, TBD
	11:30 AM	Chili Cook-Off Judge check in	Maggots
	11:45 AM	Band Break	
	12:00 PM	Chili Cook-Off Judging Starts	Maggots
	12:00 PM	Band #1 - 2nd Set	Ray Jackman, TBD
	12:45 PM	Band #1 ends, Band #2 sets up	Ray Jackman
	1:00 PM	Chili cook-off - public serving starts	Maggots
	1:45 PM	Band #2 - 1st Set	Ray Jackman, TBD
	2:30 PM	Band Break	
	2:45 PM	Band #2 - 2nd Set	Ray Jackman, TBD
	3:00 PM	Pick up ALL signage on Hwy 20, Long St, 12th Ave, 13th Ave	Public Works
	3:30 PM	Chili cook-off winners announced on stage	Angela, Ray Jackman
	3:30/4:00 PM	Band #2 ends	Ray Jackman, TBD
	TBD	Chili cook-off area take-down / clean up (when last of chili is served)	Maggots
	4:00 PM	FESTIVAL ENDS	
	4:00 PM	set up barriers on north/south sidewalks to keep vendors from driving on them	Public Works, Staff
	4:00 PM	Open gates & let vendors take-down	Staff, Public Works
	4:00 PM	1-2 staff members to stage themselves at the sidewalk corner by the playgrounds leading around to the back vendors (traffic & Safety assistance - talk to Angela)	Public Works, Staff
	4:00 PM	pick up all remaining signage	Public Works
	4:00 PM	Stage & Sound take-down	Ray
	4:00 PM	Volunteers in each areas take down, organize and clean up area	Site leads/Volunteers
	TBD	Restrooms picked up	Buck's
	TBD	all supplies and equipment put away	All staff
	TBD	clean & restock the Hut & Park Restroom	Public works

Complete Site Map (not to scale) FINAL

- Portable Restrooms & wash station
- Food
- Vendor Booths
- Kids Booths
- Competitions
- Section A
- Section B
- Section C
- Section D
- General Traffic
- General Seating
- Trees
- Light Poles
- Tables/ Benches



Complete Vendor Map (not to scale) FINAL

