



Community and Economic Development Department

SPECIAL EVENT PERMIT APPLICATION

1. Name of Event: Parade of Lights Date(s) of Event 12/10/2022
2. Setup Start Time/Date: 4:00pm Event Start Time: 6:00pm
3. Event End Time: 7:00pm Clean Up End Time/Date: 7:30pm
4. Sponsoring Organization: Sweet Home Chamber of Commerce & Visitors Center
5. Event Coordinator/Primary Contact: Lagea Mull
6. Mailing Address: 1575 Main St, Sweet Home OR 97386
7. Day Time Phone: 541-367-6186 Cell Phone: 541-405-8005
8. Email: sweethomecoc@gmail.com Fax: _____
9. Secondary Contact: Karla Hogan Phone: 541-409-0547
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)? _____
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? 500

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

FOR OFFICE USE ONLY:			
Planning		Police Chief	
CEDD Director		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: _____



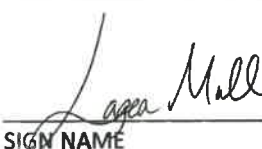
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HOLD HARMLESS AGREEMENT

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 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:	<u>Lagea Mull</u>	<u>Sweet Home Chamber of Commerce</u>
	PRINT NAME	AUTHORIZED AGENT FOR
SIGNATURE OF APPLICANT:	<u></u>	<u>9/28/22</u>
	SIGN NAME	DATE

APPROVAL, DENIAL OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OD 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.



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FACT SHEET

Parade route is a loop as follows: 22nd Ave north to Main Street, Main Street west to 10th Ave, 10th Ave south to Long Street, Long Street east to 22nd Ave.

Public Works Dept. will place "No Parking" signs at 4:00PM and close indicated streets at 5:00PM. Street closures will be as follows:

- 12th Ave & Main St / 12th Ave & Long St
- 13th Ave & Main St / 13th Ave & Long St
- 15th Ave & Main St / 15th Ave & Long St
- 18th Ave & Main St / 18th Ave & Long St
- 22nd Ave & Main St / 22nd Ave & Long St

Sweet Home Police Department will direct traffic at lighted intersections.

Chamber volunteers will arrive at the Chamber building at 5:00PM.

Parade line up will begin at 5:00PM on Long Street between 18th Ave & 22nd Ave. Line up will encompass Long Street.

Parade will end at 18th Ave & Long St.

Floats will disband on Long Street between 18th Ave & 22nd Ave.

Public Works Dept. will follow the end of the procession and begin signage clean up.

Certificate of Liability - included

Approved ODOT Permit to use HWY 20 - included



Legend:

- Indicates parade route
- Indicates road closure