



Community and Economic Development Department

SPECIAL EVENT AND PARK RENTAL PERMIT APPLICATION

1. Name of Event: National Night Out Date(s) of Event 08.19.25
2. Setup Start Time/Date: 2:00 PM Event Start Time: 6:00 PM
3. Event End Time: 8:00 PM Clean Up End Time/Date: 10:00 PM
4. Sponsoring Organization: Sweet Home Police Department
5. Event Coordinator/Primary Contact: Sean Morgan
6. Mailing Address: 1950 Main Street, Sweet Home
7. Day Time Phone: 541-367-5181 Cell Phone: 541-409-7343
8. Email: smorgan@sweethomeor.gov Fax: N/A
9. Secondary Contact: Jennifer Gaspard Phone: 541-405-9650
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)? 13th Avenue Festival Street
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? +/- 200

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: _____



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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 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: Sean Morgan

PRINT NAME

Sweet Home Police Department

AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: _____

SIGN NAME

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.



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Event and Equipment Rental Fees

Description	Fees: Non-Refundable	Fees: Refundable	Total Hours	Total Owed	Total Paid	Date Paid
Bandstand	\$15.00/hour or \$100 maximum	\$100.00				
Outdoor Event Center	\$15.00/hour or \$100 maximum	\$100.00				
Gazebo	\$15.00/hour or \$100 maximum	\$100.00				
Sankey Hut	\$15.00/hour or \$100 maximum	\$100.00				
Weddle Bridge	\$15.00/hour or \$100 maximum	\$100.00				
Total Equipment Items not to exceed \$400.00 Replacement costs. Items described below are subject to availability. A 24-hour notice is required before pick-up. <u>Maximum rental fee</u>						
Description	Fees: Non-Refundable	Fees: Refundable	Replacement Costs	Total Owed	Total Paid	Date Paid
Tables	\$5.00/table	\$100.00	\$60.00			
Chairs	\$1.00/chair					
2' Fold Up Barricade	\$3.00/Barricade		\$25.00			
2' Fold Up Plastic Barricades	\$3.00/Barricade		\$40.00			
8' Barricade	\$3.00/Barricade		\$45.00			
Small Barricade – "No Park"	\$3.00/Barricade		\$24.00			
Photo Cell Battery Light	\$3.00/Light		\$20.00			
18" Traffic Cones	\$3.00/Cone		\$10.00			
28" Traffic Cones with Reflective Strip	\$3.00/Cone		\$19.00			
Construction Signs with Sign Holders	\$10.00/Sign		\$50.00			
Slow/Stop Paddle	\$3.00/Each		\$18.00			
Slow/Stop Paddle with 30" Handle	\$5.00/Each		\$20.00			
Slow/Stop Paddle with 60" Handle	\$5.00/Each		\$21.00			
Hydrant Wrench	\$5.00/Each		\$35.00			
Safety Vests			\$12.00/Each			



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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 503-367-8113. 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 reserved hut activity within the block of time specified in the permit.
- ___ I agree to pick up and properly dispose of all trash, litter, and fuel from reserved hut activity.
- ___ I agree to properly dispose of garbage that exceeds the capacity of the garbage containers at the hut facility. You can use a dumpster through a private vendor or take off your bagged garbage and recyclables yourself. Excess garbage not 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. Markings are acceptable but must be removed immediately after the event.
- ___ I agree to obtain an underground utility location 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

National Night Out in Sweet Home is a celebration of community spirit and safety. It's a time for neighbors to come together, connect with local law enforcement, and strengthen the bonds that make our city feel like home. Through events like block parties, cookouts, and neighborhood gatherings, residents and first responders share positive, meaningful interactions. It's also an opportunity to talk about crime prevention and work together toward a safer, more connected community. Join us in building a stronger Sweet Home—one conversation, one smile, and one neighbor at a time.

The Sweet Home Police Department (SHPD) is requesting to close 13th Avenue on Tuesday, August 19th from 2:00 PM to 10:00 PM to allow for the event.

The event will include live music, food vendors, informational booths, etc.

City Staff will use the Feed Store Building to stage equipment and supplies prior to and after the event. City staff will use electricity from the Feed Store for the band.

[illegible]



Insert Event Overview Map

** See the attached site map



Insert Vendor Site Map

** See attached site map