



Community and Economic Development Department

SPECIAL EVENT PERMIT APPLICATION

1. Name of Event: 2022 SHHS Senior Parade Date(s) of Event June 9, 2022
2. Setup Start Time/Date: 5:30 PM 6/09/2022 Event Start Time: 7 PM
3. Event End Time: 8 PM approx. Clean Up End Time/Date: 8 PM 6/9/22
4. Sponsoring Organization: Sweet Home Chamber of Commerce
5. Event Coordinator/Primary Contact: Troy and Brandy Cockrell
6. Mailing Address: 4410 Airport Rd Sweet Home, OR 97386
7. Day Time Phone: 541-979-5584 Cell Phone: same
8. Email: mamasluv2@comcast.net Fax: _____
9. Secondary Contact: Shane Woodard Phone: 541-405-6502
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? 180 Cars and unknown number of observers

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: _____



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 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: Melody Troy Cockney Chamber of Commerce
PRINT NAME AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: [Signature] 5-16-22
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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Event and Equipment Rental Fees

Description	Fees: Non-Refundable	Fees: Refundable	Replacement Costs	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 a \$400.00 replacement costs. Items described below are subject to availability. A 24-hour notice is required before pick-up. Two-day maximum rental.

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			



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 food 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 or haul off 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



Community and Economic Development Department

FACT SHEET

The Sweet Home High School graduation procession is to have an initial staging area on 22nd Ave. The parking lot of the Sweet Home Junior high school and the Hope Church will be used as a staging area for vehicles if needed for overflow involved participants in the procession. There is expected to be approximately 140 vehicles in participation. Staging will begin at approximately 5:30 and the procession is to begin at approximately 7 PM. Parents of the class of ~~2021~~ seniors and community volunteers will assist in the coordination and control of the staging areas. 2022

We would like for the Sweet Home Police and the National Guard to lead and tail the parade if possible, which will depart from 22nd Ave. Participating vehicles staged on 22nd and the sweet home junior high parking lot will continue behind the patrol vehicle first as the last vehicle from the sweet home junior high parking lot is about to exit on 22nd Ave., participating vehicles from the church parking lot will exit onto Mountain View Road from the southern most driveway at the church parking lot. Those vehicles will travel south east on Mountain View Road then turn north onto 22nd Ave connecting with the procession.

The procession will turn west on Long Street continue from Long Street on the Terrace Lane, then onto Oak Terrace. The procession will then turn south on 5th Avenue and then east onto Elm Street. The procession will then turn north on the 12th Ave and East onto Long Street and then south into the western most driveway of the Sweet home high school property near Long Street and 15th Ave. The procession will continue south and then east through the Sweet home High school parking lot, cross over 18th Ave., East bound to connect with the Sweet Home High School logging activity area, and then finish at the gravel parking lot of Husky field.

Participating vehicles will not stop in the Husky field parking lot but will continue through the exit on to 22nd Ave., at which point their participation in the procession will be over. Participating vehicles will be expected to disperse safely and immediately upon completion of the procession, family observers will be encouraged to exercise appropriate social distancing practices and use appropriate parking lots along the route. We would ask that police assist as needed at intersections as the route is in progress, primarily focusing on the roads intersecting with long street. The total duration of the procession is expected to be one hour.

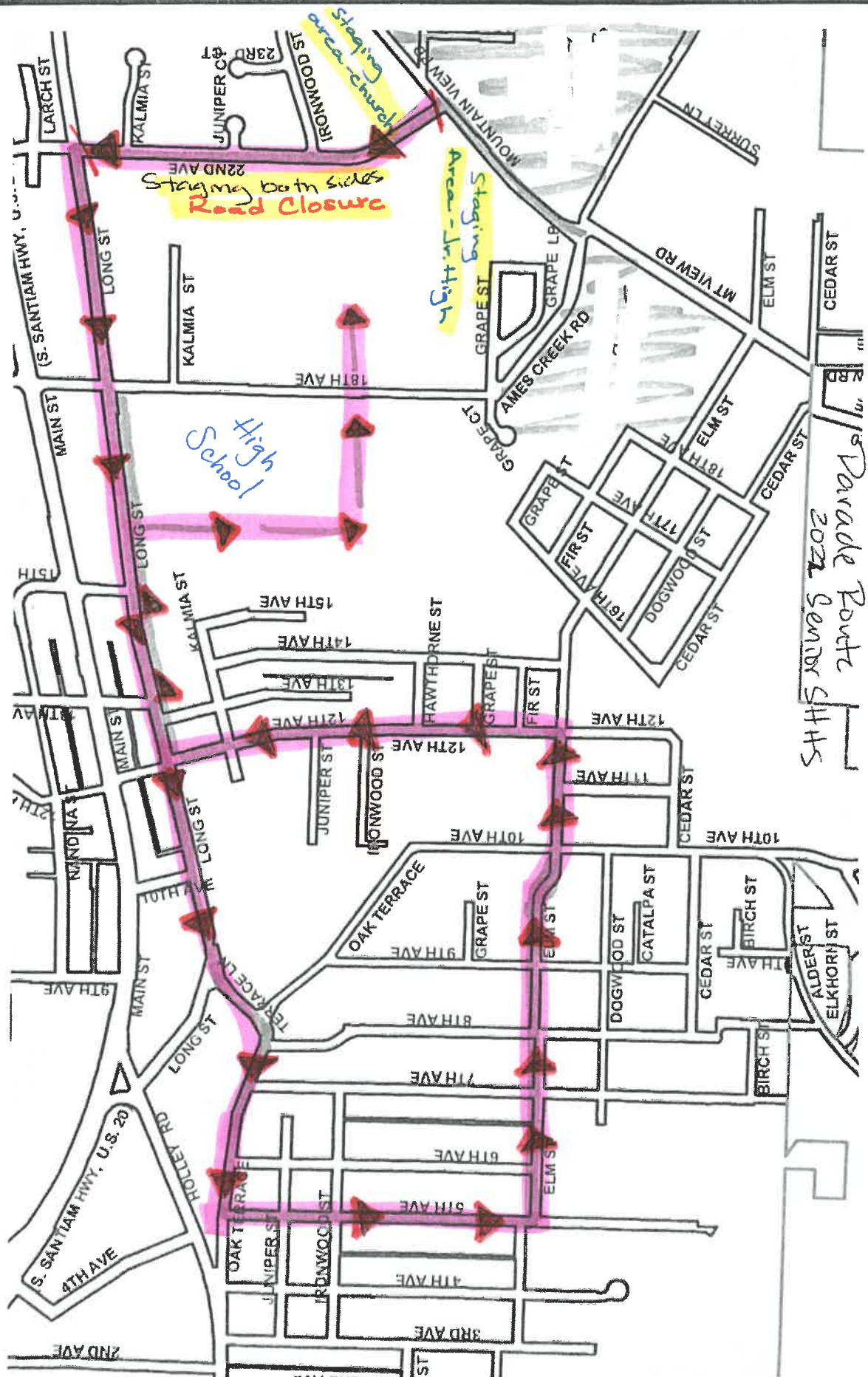
[illegible]



Community and Economic Development Department

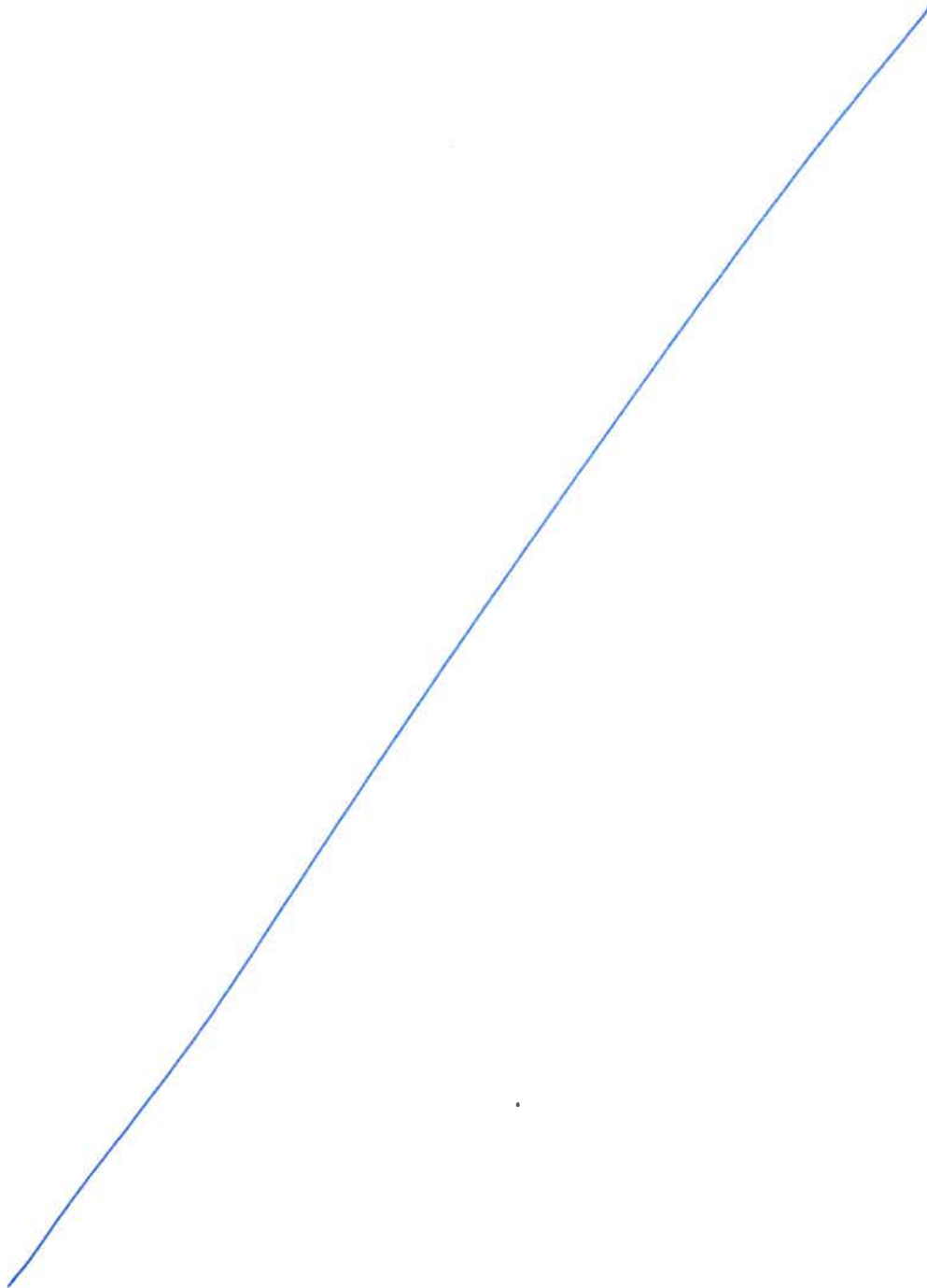
Insert Event Overview Map

Attached...





Insert Vendor Site Map





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Keesecker Insurance, Inc. 1195 Main Street PO Box 9 Sweet Home OR 97386	CONTACT NAME: Sabrina Sutor PHONE (A/C, No, Ext): (541) 367-2141 E-MAIL ADDRESS: sabrina@kee-ins.com FAX (A/C, No): (541) 367-3904
INSURED Sweet Home Chamber Of Commerce 1575 Main St Sweet Home OR 97386	INSURER(S) AFFORDING COVERAGE INSURER A: Ohio Security Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 24082

COVERAGES**CERTIFICATE NUMBER:** 2022 - 2023 Certs**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		BKS56619396	04/24/2022	04/24/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ 15,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:						GL HAL \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						\$
	UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$
	☐ EXCESS LIAB DED RETENTION \$						AGGREGATE \$
	☐ EXCESS LIAB DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder is an additional insured with respect to liability arising out of the operations by or on behalf of the named insured as specified by the additional insured endorsement CG 88 10 04 13.

Event Date: June 9th, 2022 - Sweet Home High School Senior Parade.

CERTIFICATE HOLDER**CANCELLATION**

City of Sweet Home 3225 Main St Sweet Home OR 97386	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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From: [Brandy Cockrell](#)
To: [Angela Clegg](#)
Subject: Street Closure
Date: Tuesday, May 17, 2022 12:14:10 PM

Good Afternoon,

I would like to request having a street closure for the Class of 2022 Senior Parade on June 9th, 2022 5:30pm-7:00pm. I would like to have 22nd Avenue closed from Mountain View to Long Street.

Thank You,

--

Brandy Cockrell
Secretary/Registrar
Sweet Home Junior High
Tel 541-367-7187
Fax 541-367-8291

From: [Greg Springman](#)
To: [Angela Clegg](#); [Blair Larsen](#); [Jeff Lynn](#); dbarringer@sweethomefire.org
Cc: [Christy Wurster](#)
Subject: RE: 2022 SHHS Senior Parade Application
Date: Tuesday, May 17, 2022 8:24:28 AM
Attachments: [image001.png](#)
[image002.png](#)

Public Works has no comments, if PD is good.

-Greg



CONNECT WITH US

Greg Springman | Public Works Director
Public Works Department
City of Sweet Home
1400 24th Avenue
Sweet Home, OR 97386
p:541-367-6359
f:541-367-7592



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Public Records Law Disclosure: This e-mail is a public record of the City of Sweet Home and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

From: Angela Clegg <aclegg@sweethomeor.gov>
Sent: Monday, May 16, 2022 3:17 PM
To: Blair Larsen <blarsen@sweethomeor.gov>; Jeff Lynn <jlynn@sweethomeor.gov>; Greg Springman <gspringman@sweethomeor.gov>; dbarringer@sweethomefire.org
Cc: Christy Wurster <cwurster@sweethomeor.gov>
Subject: 2022 SHHS Senior Parade Application
Importance: High

Please review the attached application ASAP. The application will be going on the May 24th City Council agenda to approve the 22nd Avenue road closure.



Angela Clegg | Associate Planner
Community and Economic Development Dept.
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386

| p:541-367-8113

CONNECT WITH US



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