



Special Event Permit

(For use of Public Property or in City Right-of-Way)

Application Packet and Guidelines

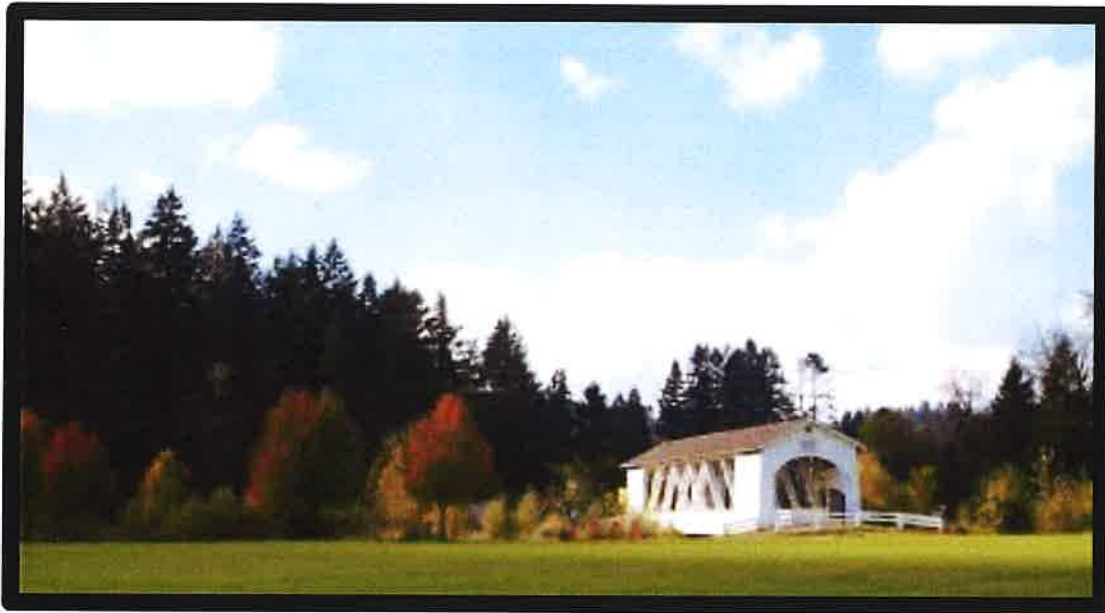


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Community and Economic Development Department

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

A "Special Event" is defined as an event with greater than 75 people in attendance, exclusive use of a City facility, or the group is asking for special exemptions.

Careful completion of the form will help to avoid delays in processing. It is important to follow the instructions and provide clear and accurate information. Submit all necessary documents with the application

1. **Review the *Special Event Permit Application Packet and Guidelines***
2. Complete Special Event Permit Application (see Application Checklist)
3. Schedule a meeting with the Community Economic and Development Department to review your application.
4. Obtain a Certificate of Insurance from your insurer. The Certificate must:
 - a. List the name and date(s) of the event
 - b. State the limits of liability are as follows:
General Liability insurance generally in the amount of one-million dollars (\$1,000,000) combined single limits per occurrence
Two-million (\$2,000,000) aggregate
 - c. **An endorsement naming the City of Sweet Home as an additional Insured.**
Such insurance shall be primary to any insurance carried or maintained by the City. Upon recommendation of the City Manager or designee and based upon the event's risk rating, staff may require certain events to hold larger insurance policies. The insurance policy shall be written on an occurrence basis, shall name the City as an additional insured, shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy except upon thirty (30) days' written notice to the City.
 - d. **The applicant must request their insurer add in the "Description of Operations" box on the Certificate of Liability Insurance to read: "The certificate holder is afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured." The certificate holder must be named in the designated box as: "City of Sweet Home, 3225 Main Street, Sweet Home, OR 97386."**

A PERMIT WILL NOT BE ISSUED WITHOUT RECEIPT OF AN APPROVED CERTIFICATE OF INSURANCE AND AN ENDORESENT NAMING THE CITY AS AN ADDITIONAL INSURED IS RECEIVED VIA POSTAL MAIL, EMAIL OR FAXED TO THE CITY DIRECTLY FROM THE INSURANCE COMPANY.

5. Submit a **completed** Special Event Permit Application, all additional required materials, and the event application fee **at least 45 days** prior to the event to:
6. **For event with 75** people in attendance and over you must complete all of the pages, except page 7 The Sankey Hut Rental (unless you are planning to rent the Hut).
7. **For events under 75 people** you must complete the above plus pages 4-8 (exclude page 7 if not renting the Sankey Hut).

City of Sweet Home
Community and Economic Development Department
3225 Main Street
Sweet Home, OR 97386
(541) 367-8113



Community and Economic Development Department

SPECIAL EVENT POLICIES AND PROCEDURES

1. Special Event Permit applications must be submitted in full at least 45 days prior to the event. 60 days is better in case the City requires additional information, staff vacations, etc.
2. **All streets shall be accessible** to emergency equipment at all times. Only readily removable barricades shall be used to close the streets.
3. You will **report any problems or damage** to the Community Development Department immediately. During regular business hours (8am-5pm), call **541-367-8113**. At other times call the police non-emergency number, **541-367-5181**.
4. You will set up and remove all equipment, structures, and materials for the reserved park activity within the block of time specified in the park permit.
5. You will not drive a motorized vehicle on a bicycle path or pedestrian path in a city park.
6. You will park only in designated parking areas that have paved or gravel surfaces. Parking is not permitted on grass, in landscaped areas, or under tree canopies.
7. **All debris and trash is the responsibility of the event organizer.** It must be removed from the event site during the event. In addition, the event site must be cleaned within twelve (12) hours after the end of the event, or no later than 11 a.m. on the next day. The City's Public Works Department must provide garbage removal service. Contact the City at 541-367-6359.
8. You will not deposit charcoal briquettes on the ground or in garbage cans. If a charcoal disposal bin is not available, take the charcoal briquettes with you when you leave.
9. **You will properly dispose of garbage that exceeds the capacity of the garbage receptacles at the park 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.
10. You will remove all signs or markings associated with the reserved park activity. **Paint is not permitted for marking** pavement or structures. Chalk is acceptable but must be removed immediately after the event.
11. You will return all keys to City Hall (3225 Main Street) on the next business day after the reserved park activity.
 - o Keys will be distributed by authorized City employees only.
 - o Keys will not be copied by anyone other than authorized City employees.
12. You will obtain an underground utility locate and permission from the Community Development Department if sign posts, stakes, or spikes will be driven into the ground.
13. You will accept the park facilities, including the premises and equipment, in their present condition.
14. You will 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.
15. You will conform to all rules and regulations of the City.
16. You 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.
17. You agree that the use of the facilities and this permit is revocable by the City at any time at the City's option.
18. You 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.
19. You agree that the permittee and any other person who allows or causes damage to park 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.



Community and Economic Development Department

SPECIAL EVENT PERMIT APPLICATION

1. Name of Event: Tune it Up Tuesdays Date(s) of Event June 2022 Tuesdays, 7, 14, 21, 28
2. Setup Start Time/Date: June 2022 Tuesdays, 7, 14, 21, 28 Event Start Time: 5:00pm
3. Event End Time: 10:00pm Clean Up End Time/Date: 10:00pm
4. Sponsoring Organization: Sweet Home Economic Development Group, Inc. dba The Oregon Jamboree
5. Event Coordinator/Primary Contact: Robert Shamek
6. Mailing Address: 401 Main St, Suite D., Sweet Home, OR 97386
7. Day Time Phone: 541-367-8800 Cell Phone: 541-730-0194
8. Email: robert@oregonjamboree.com Fax: 541-367-8400
9. Secondary Contact: Peggy Curtis Phone: 541-367-8800 or Cell: 269-967-1711
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 between Long Street and Main 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? 500 patrons

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

FOR OFFICE USE ONLY:

Planning		Engineering	
CEDD Director		Police Chief	
Fire Chief		Public Works Director	

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

PAYMENT AMOUNT: _____ CASH CC CHECK # _____

RECEIVED BY: _____ DATE: _____

PERMIT APPROVED: ☐ Yes ☐ No

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: Robert Shamek
PRINT NAME

The Oregon Jamboree
AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: [Signature] May 13, 2022
SIGN NAME DATE

APPROVAL, DENIAL OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OF USE PERMIT IS AT THE SOLE DISCRETION OF THE CITY PURSUANT 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

Event and Equipment Rental Fees

Description	Fees: <u>Non-Refundable</u>	Fees: <u>Refundable</u>	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 <u>maximum</u> rental.						
Description	Fees: <u>Non-Refundable</u>	Fees: <u>Refundable</u>	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

Community and Economic Development Department

LIST OF VENDORS

[illegible]



Community and Economic Development Department

Insert Event Overview Map





Community and Economic Development Department

Insert Vendor Site Map



Community and Economic Development Department

SPECIAL EVENT APPLICATION CHECKLIST

- ☐ Review the Instructions for completing the Special Event Permit.
- ☐ Complete the Special Event Permit Application.
- ☐ Scheduled and Attended a meeting with the Community and Economic Development Department to review the application and supporting documentation.
- ☐ Obtained and submitted a Certificate of Insurance.
- ☐ Review and signed the Hold Harmless Agreement.
- ☐ Completed the Rental Fees form.
- ☐ Completed Sankey Hut Rental form (if applicable)
- ☐ Completed the Fact Sheet
- ☐ Completed the Special Event Task List / Time Line. (if applicable)
- ☐ Completed the List of Vendors. (if applicable)
- ☐ Submitted an Event Overview Map. (if applicable)
- ☐ Submitted a Vendor Map. (if applicable)
- ☐ Turned in or mailed all the above items to the City of Sweet Home

Community and Economic Development Department
Special Event Permit
3225 Main Street
Sweet Home, OR 97386



Sweet Home Police Department

1950 Main Street, Sweet Home OR 97386

541-367-5181 shpd@sweethomeor.gov

APPLICATION- PUBLIC ADDRESS SYSTEM

Date of Application: 5/13/2022

Name: Shamek Robert
(Last) (First) (Middle)

Date of Birth: 08/13/1974 **Primary Phone:** 541-730-0194

Home Address: 1040 1st Ave, Sweet Home, OR 97386,

Organization's Name: Sweet Home Economic Development Group Inc

Organization's Address: 401 Main St, Ste. D, Sweet Home, OR 97386

Organization's Phone: 541-367-8800

Local Address of Event: 13th Avenue between Long Street and Main Street

Nature of Business/ Event: Tune it Up Tuesdays in June (instead of August/September)

Date(s) and Time(s) of Message:

<u>6/7/2022</u>	<u>5:00pm</u>	<u>10:00 pm</u>
(Date)	(From)	(To)
<u>6/14/2022</u>	<u>5:00pm</u>	<u>10:00 pm</u>
<u>6/7/2022</u>	<u>5:00pm</u>	<u>10:00 pm</u>
<u>6/7/2022</u>	<u>5:00pm</u>	<u>10:00 pm</u>
(Date)	(From)	(To)

Vehicle to be Used: Grey 2005 Land Rover 099 FZB OR
(Color) (Year) (Make) (License) (State)

Type of Sound Amplification Equipment to be used: Cascade Sound will be providing amplified sound equipment.

Message: We will use the stage provided by the City of Sweet Home on 9th Ave.

This is a free community event that promotes downtown shopping. We will partner with the Farmers Market

Will PA broadcast sound travel beyond 1,000 feet? Yes.

(If yes application must be processed and submitted to City Council for approval)

Application Review	Signature:	Date:	Decision (Approve, Approve with Conditions, Deny):
Police Chief			
() City Council			
SHPD Case #:			



Statement of Intent to provide OLCC License & Insurance

May 13, 2022

Oregon Jamboree
401 Main St, Ste D
Sweet Home, OR 97386

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

Angela,

We are partnering with Tipsy Gypsy to provide alcohol to our small Tuesday event. I have talked to Michelle Daniels and they stated they have to have the City Approval before they can get the OLCC License. We will get that to you as soon it is goes through the approval process.

Additionally, Blake is working on our insurance for this event and it will also be forwarded to you as soon as I have a copy of it! He has been notified.

Sincerely,

Peggy Curtis

A handwritten signature in black ink, appearing to be "Peggy Curtis", written over the printed name.

From: [Peggy Curtis](#)
To: [Angela Clegg](#)
Subject: Tune It Up Tuesday Fact Sheet Addendum
Date: Tuesday, May 17, 2022 12:01:13 PM
Attachments: [Page 4.pdf](#)

Please note the following regarding the 2022 June Tune it Up Tuesday Event:

On all 4 Tuesday's the following will apply:

Set Up Start Time: 3:00pm

Event Start time: 5:00pm

City Barriers:

We request the City of SH to close off 13th Ave no later than 2:00pm with barriers on both the Long Street end of 13th and the Main Street end of 13th. Barriers can be removed as soon as 10:00pm each night.

City Stage:

We request the City of SH to deliver the City Stage to 13th Ave. by 3:00pm each Tuesday.

Thank you!

Peggy Curtis

(corrected page 4 attached)

