



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

SPECIAL EVENT AND PARK RENTAL – PUBLIC ADDRESS SYSTEM APPLICATION

Date of Application: 3/05/2025

Name: Shamek Robert
(last) (first) (middle initial)

DOB: 08/13/1974 **Primary Phone:** 541-7300-0194

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: 1641 Long St, Sweet Home, OR 97386

Nature of Business/Event: 2025 Oregon Jamboree Music Festival

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

(date)	(time from)	(time to)
<u>7/31/2025</u>	<u>4:00p-11p</u>	<u>and 8/1/2025 2:00p-11p</u>
<u>8/2/2025</u>	<u>12:00 pm</u>	<u>11:30 pm</u>
(date)	(time from)	(time to)
<u>8/3/2025</u>	<u>12:00 pm</u>	<u>11:30 pm</u>
(date)	(time from)	(time to)

Vehicle to be Used: Snazberry Red, 2021 Jeep Gladiator. SB31597 OR
(color) (year) (make) (license plate) (state)

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

Additional Information: Music on 3 different states.

Will PA broadcast sound travel beyond 1,000 feet? Yes ☒ No ☐
(if yes, application must be processed and submitted to City Council for approval)

Special Event and Park Rental Application Attached			
Application Review	Signature	Date	Decision (Approve, Approve with Conditions, Deny)
CEDD			
City Manager			
Police Chief			
City Council (if applicable)			



SPECIAL EVENT AND PARK RENTAL POLICIES AND PROCEDURES

1. Special Event and Park rental 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 AND PARK RENTAL PERMIT APPLICATION

1. Name of Event: 2025 Oregon Jamboree Date(s) of Event 7/31-8/3, 2025
2. Setup Start Time/Date: 11:00am, 7/28 Event Start Time: 4:00 pm 7/31
3. Event End Time: 10:00 pm, 8/3 Clean Up End Time/Date: 10 pm 8/4
4. Sponsoring Organization: Sweet Home Economic Dev. Group, Inc
5. Event Coordinator/Primary Contact: Robert Shamek
6. Mailing Address: 401 Mai St, Ste D, Sweet Home, OR 97386
7. Day Time Phone: 541-367-8800 Cell Phone: 541-730-0194
8. Email: robert@oregonjamboree.ci Fax: 541-367-8400
9. Secondary Contact: Peggy Curtis Phone: 541-409-8180
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, Upper Sankey, City Hall, Strawberry 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? 12,000 per day, 36000 total.

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 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: Robert Shamek SHEDG, The Oregon Jamboree
PRINT NAME AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: [Signature] 3-10-2025
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.



Community and Economic Development Department

Event and Equipment Rental Fees

Description	Fees: <u>Non-Refundable</u>	Fees: <u>Refundable</u>	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 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: <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 _____



FACT SHEET

The Oregon Jamboree will take full responsibility to repair/replace any damages incurred to the City of Sweet Home properties while under the permitted use by the Oregon Jamboree; with exception of uncontrollable events produced by natural forces (Force Majeure Event).

Occupancy Tax:

- Historically, the Oregon Jamboree pays an occupancy tax on all patron campsites (excluding camp sites) to the City of Sweet Home and Linn County based on camping sites sold, within the City and County limits. The Jamboree supports the long standing tradition of giving these funds to the Sweet Home Chamber of Commerce.

Alcohol Sales:

- Oregon Beverage Services personnel will ensure that alcohol sales are in strict compliance with all city and state laws; including proper liquor permits, security and insurance.

Residential Passes:

- All residents of 18th Avenue and Kalmia Street will receive (4) passes via USPS with tracking, allowing them to proceed to and from their homes. Resident vehicles must be parked on their property and not on the street.

Requested Assistance from the Sweet Home Police Department

- We are requesting adequate manpower from the Sweet Home Police Department to assist with concert security and safety based on our projection of between 10,000-12,000 patrons per day.

Please see Additional Information for:

Conflict resolution, Event chain of command, admission policy, 2025 street closure plan with map, traffic control plan, campground map

SPECIAL EVENT PARK RENTAL TASK LIST / TIME LINE

[illegible]

[illegible]



Insert Event Overview Map



Insert Vendor Site Map



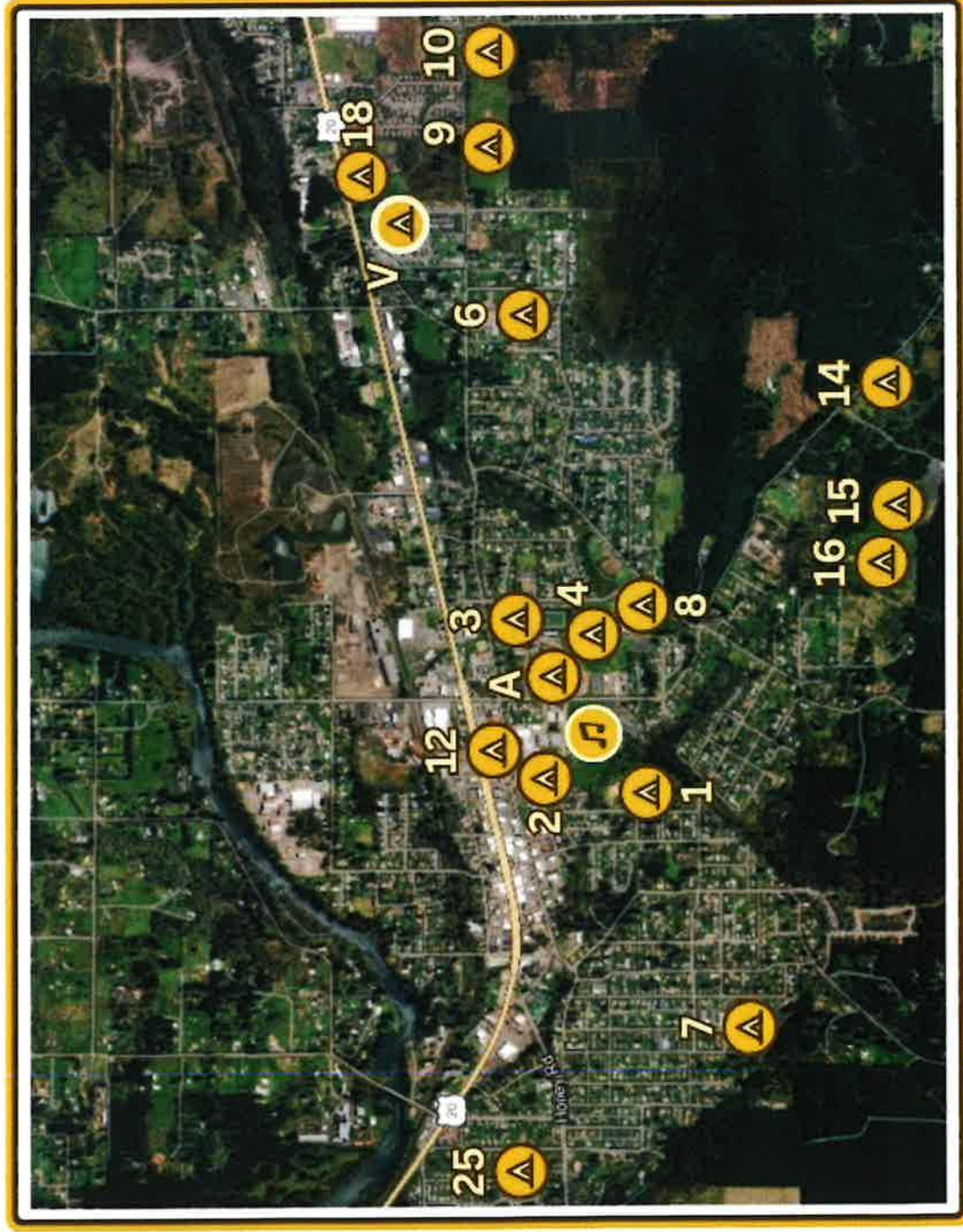
SPECIAL EVENT AND PARK RENTAL APPLICATION CHECKLIST

- ☐ 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 and Park Rental Permit
3225 Main Street
Sweet Home, OR 97386

OREGON JAMBOREE music festival CAMPGROUNDS

- J** - Festival Venue
- A** - Baseball Field
- 1** - Upper Sankey Park
- 2** - Pool
- 3** - Parking Lot
- 4** - Football Field
- 6** - Hawthorne
- 7** - Oak Heights
- 8** - Junior High
- 9** - Rodeo Grounds W
- 10** - Rodeo Grounds E
- 12** - Long Street
- 14** - Ames Creek
- 15** - Chapel Camp
- 16** - Group Camp
- 18** - City Hall
- 25** - Strawberry Park
- V** - Vendor/Volunteer Camp





Statement of Intent to provide OLCC License & Proof Of Insurance

March 10, 2025

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,

As in 2024, our 2025 OLCC License will be submitted by our vendor, Oregon Beverage Services, managed by Carroll Unruh. He will submit the request for the permit to the State of Oregon approximately 6 weeks prior to the event, to allow for processing. The permit is sent to the Chief of Police who will then forward the approval to the City of Sweet Home.

Additionally, a letter to provide insurance, provided by Blake Keesecker, is attached to the City Application.

Sincerely,



Peggy Curtis



**1195 Main Street
PO Box 9
Sweet Home, OR 97386
(541) 367-2141
(541) 367-3904 fax
www.keeseckerinsurance.com**

March 10, 2025

To whom it may concern:

Sweet Home Economic Development Group Inc. (SHEDG Inc.) has intent to purchase Commercial General Liability insurance for the 2025 Oregon Jamboree. I, Blake Keesecker, licensed insurance agent, have submitted applications on behalf of SHEDG Inc. for Commercial General Liability Insurance and are in the process of reviewing pricing and coverages.

SHEDG Inc. will be obtaining insurance with a \$3,000,000 per occurrence and \$5,000,000 aggregate limit of liability.

Those who require additional insured status from SHEDG Inc.'s insurance policy will be furnished a certificate of insurance showing additional insured status.

Attached is a sample certificate of insurance of what coverages SHEDG Inc. will obtain.

Regards,

Blake Keesecker
Keesecker Insurance Inc.
PO BOX 9
Sweet Home, OR 97386
541-367-2141
blake@kee-ins.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/10/2025

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 FAX (A/C, No): (541) 367-3904	
	E-MAIL ADDRESS: sabrina@kee-ins.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: TBA	
	INSURER B: PROGRESSIVE	
	INSURER C: SAIF	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED Sweet Home Economic Development Group, Inc. DBA: Oregon Jamboree 401 Main St Ste D Sweet Home OR 97386

COVERAGES**CERTIFICATE NUMBER:****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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 3,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000	
							MED EXP (Any one person) \$ 10,000	
							PERSONAL & ADV INJURY \$ 3,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 5,000,000	
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 5,000,000	
	OTHER:						\$	
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$	
	<input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$	
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$	
							\$	
	UMBRELLA LIAB						EACH OCCURRENCE \$	
	EXCESS LIAB						AGGREGATE \$	
	<input type="checkbox"/> OCCUR						\$	
	<input type="checkbox"/> CLAIMS-MADE						\$	
	DED <input type="checkbox"/> RETENTION \$						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E.L. EACH ACCIDENT \$ 1,000,000	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A	749772			E.L. DISEASE - EA EMPLOYEE \$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

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

CERTIFICATE HOLDER**CANCELLATION**

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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