



Community and Economic Development Department

SPECIAL EVENT AND PARK RENTAL PERMIT APPLICATION

1. Name of Event: SH Harvest Festival Date(s) of Event Oct. 4, 2025
2. Setup Start Time/Date: 6:00 AM Event Start Time: 11:00 AM
3. Event End Time: 4:00 PM Clean Up End Time/Date: 7:00 PM
4. Sponsoring Organization: The City of Sweet Home
5. Event Coordinator/Primary Contact: Angela Clegg
6. Mailing Address: 3225 Main Street
7. Day Time Phone: 541-818-8029 Cell Phone: 541-405-9633
8. Email: aclegg@sweethomeor.gov Fax: N/A
9. Secondary Contact: _____ Phone: _____
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 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? 2,000+

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: _____



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: Angela Clegg
PRINT NAME

The City of Sweet Home
AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: Angela Clegg
SIGN NAME

09.03.25
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

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 wood 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 to haul 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

19th ANNUAL HARVEST FESTIVAL

October 4th, 2025 in Sankey Park at 847 14th Avenue, Sweet Home, OR

The Festival Starts at 11:00 AM and ends at 4:00 PM

Vendors can check in from 7:00 AM to 10:00 AM, and can load up after 4:00 PM.

The section of 14th Avenue between the Ames Creek Bridge and Grape Street will be closed off at 10:00 AM until 4:00 PM, except to local residents.

Activities:

- Annual Chili Cook-Off

- Annual Pie Bake-Off

- Live Music

- Kid Zone, including pumpkin painting, face painting, and games provided by the Sweet Home Library

- Approximately 75 Food and Craft vendors



[illegible]



Insert Event Overview Map

ATTACHED

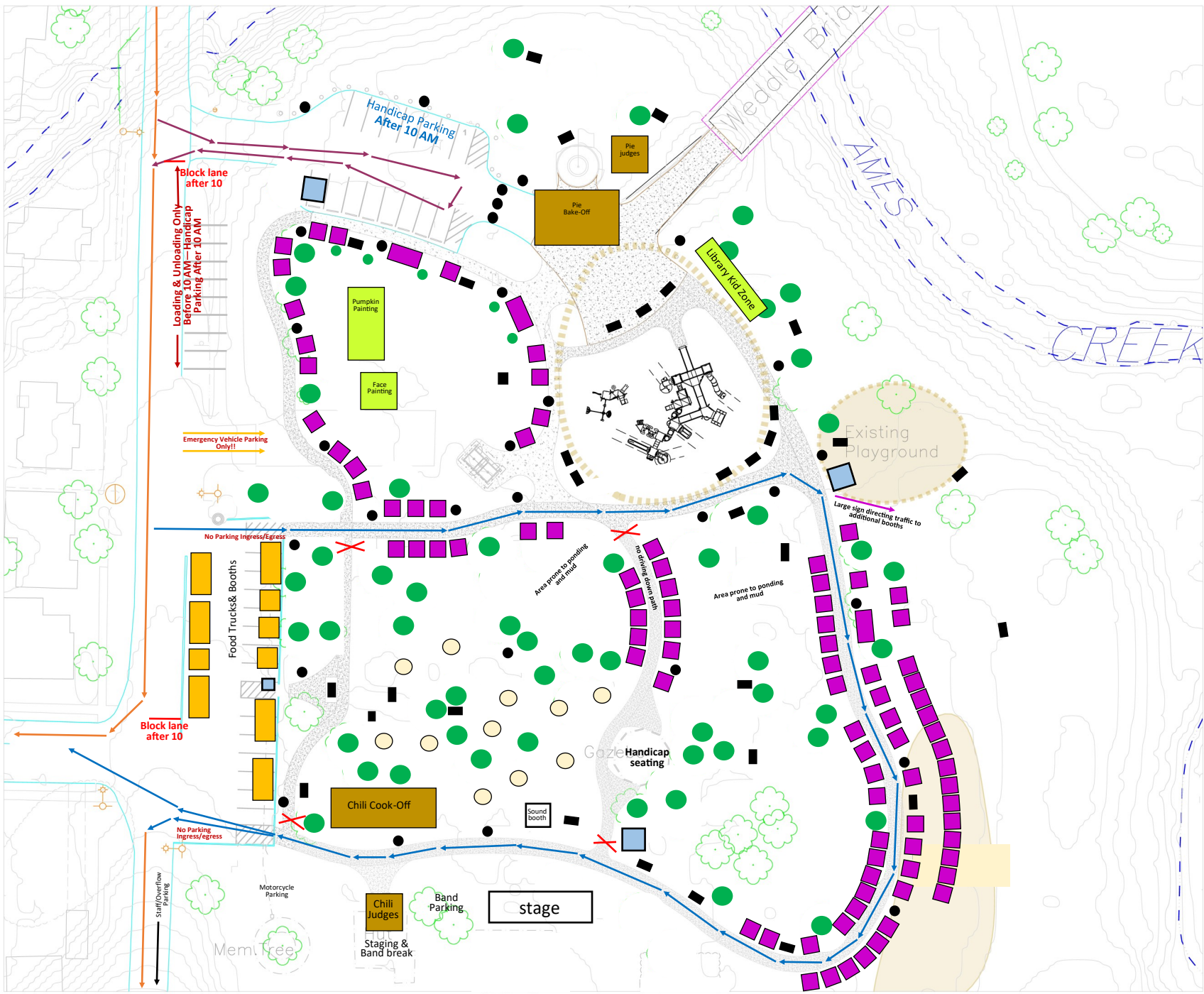


Insert Vendor Site Map

ATTACHED

Complete Site Map (not to scale) FINAL

- Restrooms & wash station
- Food
- Vendor Booths
- Kids Booths
- Competitions
- Section A
- Section B
- Section C
- Section D
- General Traffic
- General Seating
- Trees
- Light Poles
- Tables/Benches





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

Notice of Road Closure

The City of Sweet Home will host the 19th Annual Harvest Festival on Saturday, October 4, 2025. The event begins at 11:00 AM, with setup starting at approximately 6:00 AM and concluding around 4:00 PM.

For the safety of festival participants, 14th Avenue will be closed to through traffic and parking from the Ames Creek Bridge to the south side of the Grape Street intersection. This will be a partial closure, allowing continued access for pedestrians, emergency services, and affected property owners. We kindly ask that vehicle traffic be kept to a minimum between 10:00 AM and 4:00 PM.

Signs are provided for residents to place in their vehicle windows if travel during closure times is necessary.

For more information or to provide comments regarding this closure, please contact:

Angela Clegg
541-818-8029
aclegg@sweethomeor.gov

City of Sweet Home
Planning & Building Department
3225 Main Street
Sweet Home, OR 97386

For more information regarding Sweet Home Harvest Festival, please visit www.sweethomeor.gov