



Community and Economic Development Department

SPECIAL EVENT PERMIT APPLICATION

1. Name of Event: Music and Brews Date(s) of Event: April 15-16, 2022
2. Setup Start Time/Date: 5:00pm 4/14 Event Start Time: 12:00pm 4/15
3. Event End Time: 11:30pm 4/16 Clean Up End Time/Date: 5:00pm 4/17
4. Sponsoring Organization: Oregon Jamboree
5. Event Coordinator/Primary Contact: Robert Shamek
6. Mailing Address: 401 Main St, Ste D, Sweet Home, OR 97386
7. Day Time Phone: 541-367-8800 Cell Phone: 541-730-0194
8. Email: robert@oregonjamboree.cc Fax: _____
9. Secondary Contact: Peggy Curtis Phone: 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)? _____
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? 1000

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: N/A CASH CC CHECK # _____

RECEIVED BY: Angela Pleggy DATE: 03.03.22

PERMIT APPROVED: ☐ Yes ☐ No ☐ Entered on Events Calendar

Authorized City Signature: _____ Date: _____



Community and Economic Development Department

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 <u>maximum</u> 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

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

Oregon Jamboree
AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: [Signature]

SIGN NAME

3-3-22
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

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.
 - o 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

* See attached fact sheets and email



SPECIAL EVENT TASK LIST / TIME LINE

9

[illegible]



Community and Economic Development Department

Insert Event Overview Map

* see attached . . .



Community and Economic Development Department

Insert Vendor Site Map

** see attached...*

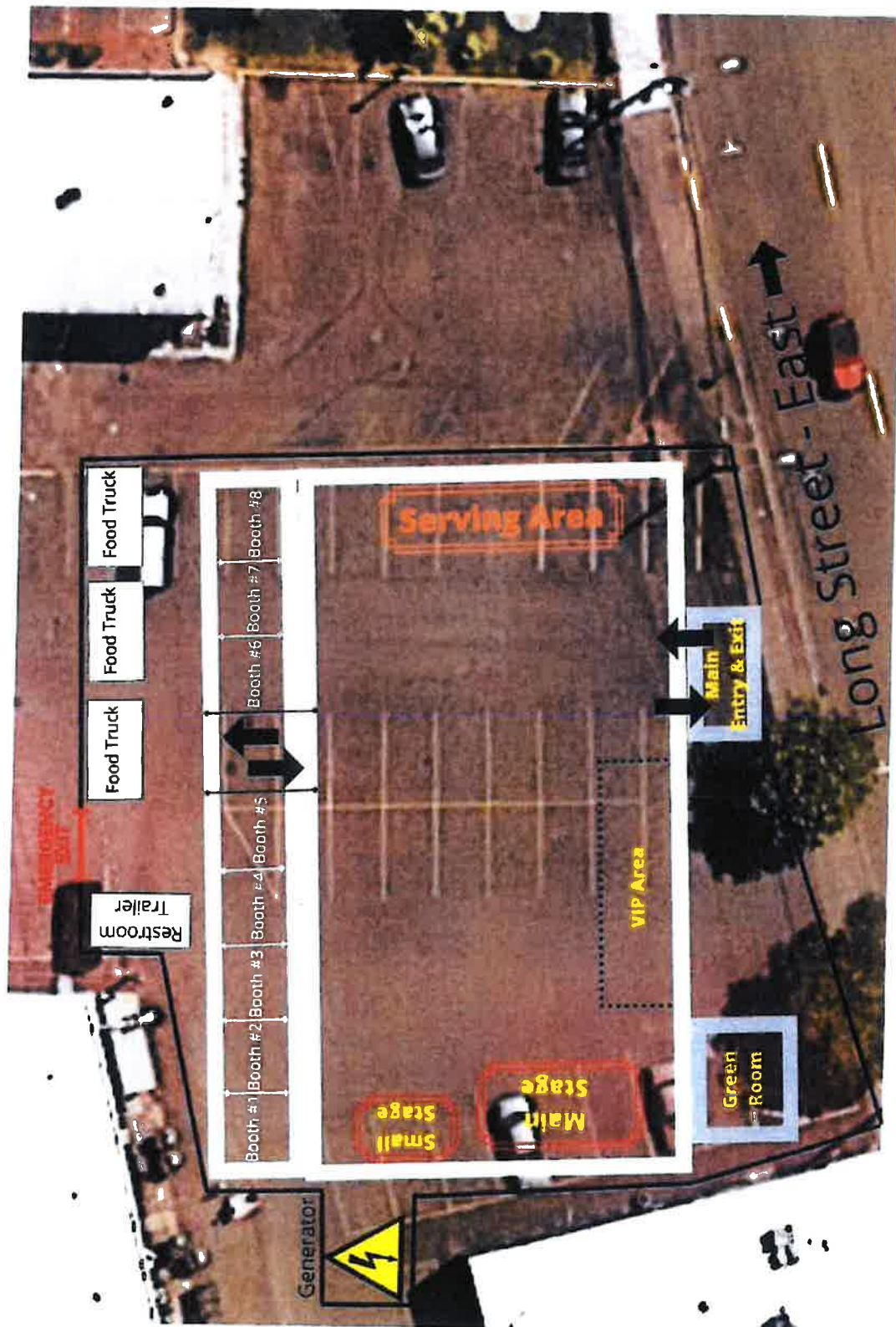


Community and Economic Development Department

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





Music and Brews FAQ's

APRIL 15 & 16, 2022
1306 Long Street, Sweet Home, OR 97386

The Oregon Jamboree is excited to present Music & Brews with the help of our friends at the City of Sweet Home this April 15th & 16th in downtown Sweet Home! An exciting community event, Music & Brews presented by the Oregon Jamboree is open to the public and will include food and merchandise vendors, face painting, a balloon artist, as well as local artisans, and, of course, there will be LIVE music! The event will be hosted under a large outdoor tent so, no matter the weather, the fun will not be impacted! Camping is available for the two-day event so buy the weekend package for the best deal!

Schedule:

April 15, 2022 – Friday

Between noon and 5:00 pm, the event is free and open to the public with fun activities, contests, a DJ, and beverages being served from Oregon Beverage Services. Starting at 5:00 pm*, the event will be ticketed, and the live music will be starting with three different country music artists taking the stage!

**age 21+ restricted*

April 16, 2022 – Saturday

Gates will open at 11:00 am and the event will remain free until 4:00 pm*, where four different country music artists will take the stage for top-notch live country music.

**age 21+ restricted*

Camping:

We are excited to offer camping on the grounds of the Sweet Home High School and it will be dry camping only so plan accordingly. You can purchase direct camping passes or you can bundle and save with weekend passes included.

Generators are allowed outside of quiet hours (10:00 pm to 7:00 am).

Oregon Jamboree Music & Brews
Sweet Home, OR
April 15th 16th

Friday, April 15, 2022 -Free Gates 12:00 Ticketed 5:00

Second Stage					Set Length
12:00 PM	Professional Line Dance Lessons	Confirmed	\$1,200.00		45
1:00 PM	Karaoke By Can't Stop Entertainment	Confirmed	\$2,500.00		45
2:00 PM	Local Artist's		\$0.00		30 & 30
3:00 PM	Professional Line Dance Lessons	Confirmed	\$0.00		45
4:00 PM	Karaoke By Can't Stop Entertainment	Confirmed	\$0.00		45

MainStage					
5:00 PM	Boondock Boys	Confirmed	\$1,000.00		60
6:30 PM	Summer Dean	Confirmed	\$0.00		60
8:00 AM	Lace & Thorn	Confirmed	\$1,600.00		60
9:30 PM	Jesse Daniel	Confirmed	\$5,000.00		90

Saturday, April 16, 2022 - Gates 11:00

Second Stage					
11:00 AM	Professional Line Dance Lessons	Confirmed	\$0.00		45
12:00 PM	Karaoke By Can't Stop Entertainment	Confirmed	\$0.00		45
1:00 PM	Local Artist's		\$0.00		30 & 30
2:00 PM	Professional Line Dance Lessons	Confirmed	\$0.00		45
3:00 PM	Karaoke By Can't Stop Entertainment	Confirmed	\$0.00		45

Main Stage					
4:00 PM	Twain Tribute	Confirmed	\$1,200.00		60
5:30 PM	Fogline	Confirmed	\$1,500.00		60
7:00 PM	Jessie G	Confirmed	\$2,500.00		90
9:00 PM	Kurt Van Meter	Confirmed	\$2,000.00		90

\$18,500.00



Music and Brews FAQ's

APRIL 15 & 16, 2022
1306 Long Street, Sweet Home, OR 97386

The Oregon Jamboree is excited to present Music & Brews with the help of our friends at the City of Sweet Home this April 15th & 16th in downtown Sweet Home! An exciting community event, Music & Brews presented by the Oregon Jamboree is open to the public and will include food and merchandise vendors, face painting, a balloon artist, as well as local artisans, and, of course, there will be LIVE music! The event will be hosted under a large outdoor tent so, no matter the weather, the fun will not be impacted! Camping is available for the two-day event so buy the weekend package for the best deal!

Schedule:

April 15, 2022 – Friday

Between noon and 5:00 pm, the event is free and open to the public with fun activities, contests, a DJ, and beverages being served from Oregon Beverage Services. Starting at 5:00 pm*, the event will be ticketed, and the live music will be starting with three different country music artists taking the stage!

**age 21+ restricted*

April 16, 2022 – Saturday

Gates will open at 11:00 am and the event will remain free until 4:00 pm*, where four different country music artists will take the stage for top-notch live country music.

**age 21+ restricted*

Camping:

We are excited to offer camping on the grounds of the Sweet Home High School and it will be dry camping only so plan accordingly. You can purchase direct camping passes or you can bundle and save with weekend passes included.

Generators are allowed outside of quiet hours (10:00 pm to 7:00 am).

Angela Clegg

From: Peggy Curtis <peggy@oregonjamboree.com>
Sent: Thursday, March 3, 2022 1:56 PM
To: Angela Clegg
Cc: Robert Shamek
Subject: 2022 Music and Brews Application
Attachments: Music and Brews App for City of SH.pdf

Angela,

Attached is our mostly completed application. Here are more notes on the following incomplete areas: insurance, liquor license, and vendors.

Insurance: Blake @ Keesecker Insurance is working on the policy and even if we paid for it today or tomorrow, we will not see the paperwork until next week. We will forward it just as soon as we get it.

Liquor License: Similar to the Oregon Jamboree Festival, Carroll Unruh at Oregon Beverage Services has to take care of this for us, since he is the designated vendor. He will give it to the SH Police Chief who will approve it and then send it off to you. I will continue to follow up regarding this as well.

Vendors: As we discussed on the phone, this is still very much in flux. We had one cancel on us and we are still recruiting 1-3 more. I included what we have so far and am working with Linn County Health Department as well so they know who will need to have inspections. They also have a list of our food vendors.

In the application/package, the last three pages have our schedule, a brief FAQ's sheet with the information you can also find our website, and a full map with vendor & tent placement.

Please let me know if you have any questions!

Peggy Curtis
Oregon Jamboree Staff
401 Main Street, Suite D
Sweet Home, OR 97386

541.367.8800