



Date: April 5, 2022

To: City of Sweet Home  
City Council Members  
1140 12<sup>th</sup> Ave  
Sweet Home, OR 97386

Applicant: Sweet Home Economic Development Group, Inc.  
dba The Oregon Jamboree  
401 Main Street, Suite D  
Sweet Home, OR 97386

Contact: Robert Shamek

Subject: The 2022 Oregon Jamboree in Sweet Home

The Sweet Home Economic Development Group, Inc. (SHEDG) and the Oregon Jamboree Management (OJM) are proud to present the 30<sup>th</sup> Annual Oregon Jamboree in Sweet Home on July 28-July 31, 2022. The event will be held at the community field located behind the high school and in Sankey Park. With the support of the City of Sweet Home, Sweet Home School District #55, the Sweet Home Community, and the dedication of over 800 volunteers; the Oregon Jamboree in Sweet Home has become a national entertainment attraction which offers tremendous benefit and unlimited potential for the community of Sweet Home.

List of attached documents:

1. City of Sweet Home Special Event Permit Application
2. Statement regarding OLCC License
3. Letter of Intent regarding Insurance, from Blake Keesecker
4. 2022 Oregon Jamboree Additional Information
  - a. Land Use City Property
  - b. Dates and intentions of use: Sankey Park/Weddle Bridge, Camping, Beer Garden, Street Closures, Street Closure Schedule with Map
  - c. Residential Passes
  - d. Requested Assistance from the Sweet Home Police Department
  - e. Conflict Resolution
  - f. Event Chain of Command
  - g. Admission Policy
  - h. Requested Assistance from Public Works & **Equipment Request**
  - i. Liability Insurance Intent; named additional insured
    - i. Addendum with "2022 Jamboree Additional Insured" Google spreadsheet shared with Angela Clegg
  - j. Requested Assistance from City of Sweet Home
  - k. Sample of Team plans
5. Security Proposal
6. Street Closure Barricade Map
7. Campground Location Map
8. Oregon Jamboree RV & Tent Regulations
9. Vendor Attachment with a shared Google Spreadsheet continuously up to date, shared with Angela Clegg



# Special Event Permit

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

## Application Packet and Guidelines



### Table of Contents

|  |    |
|--|----|
| Special Event Application Instructions ..... | 2  |
| Special Event Policies and Procedures .....  | 3  |
| Permit Application .....                     | 4  |
| Hold Harmless Agreement .....                | 5  |
| Event and Equipment Rental Fees .....        | 6  |
| Sankey Hut Rental.....                       | 7  |
| Fact Sheet .....                             | 8  |
| Task List / Time Line.....                   | 9  |
| List of Vendors .....                        | 10 |
| Event Overview Map.....                      | 11 |
| Vendor Site Map .....                        | 12 |
| Application Checklist.....                   | 13 |



## 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 ENDORSEMENT 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: The 30th Annual Oregon Jamboree Date(s) of Event July 28-July 31, 2022
2. Setup Start Time/Date: Monday, 7/25/2022 6:00am Event Start Time: Thursday, 7/28/2022 4:00 pm
3. Event End Time: Monday, 8/1/2022 11:00am Clean Up End Time/Date: Monday 8/1/2022 10:00 pm
4. Sponsoring Organization: Sweet Home Economic Development Gropu, 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)? Sanky Park for festival grounds; Upper Sankey Park, Northside Park and City Hall for Camping
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 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:              | <u>Robert Shamek</u>  | <u>The Oregon Jamboree</u> |
|                         | PRINT NAME  | AUTHORIZED AGENT FOR       |
| SIGNATURE OF APPLICANT: | <u></u> | <u>4-5-2022</u>            |
|                         | 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.



## Community and Economic Development Department

### Event and Equipment Rental Fees

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

See the attached information document.







## Community and Economic Development Department

---

### Insert Event Overview Map

See the attached event maps



## Community and Economic Development Department

---

### Insert Vendor Site Map

See the attached maps



## 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



## Statement of Intent to provide OLCC License

April 11, 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,

As in 2021, our 2022 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. He will provide the Oregon Jamboree and the City of Sweet Home a copy of the permit no later than 2 weeks before the event.

Sincerely,

A handwritten signature in black ink, appearing to be "Peggy Curtis". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Peggy Curtis



1195 Main Street  
PO Box 9  
Sweet Home, OR 97386  
(541) 367-2141  
(541) 367-3904 fax  
[www.keeseckerinsurance.com](http://www.keeseckerinsurance.com)

April 11, 2022

To whom it may concern:

Sweet Home Economic Development Group Inc. (SHEDG Inc.) has intent to purchase Commercial General Liability insurance for the 2022 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 \$1,000,000 per occurrence and \$2,000,000 aggregate limit of liability along with an Umbrella Policy of \$5,000,000

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](mailto:blake@kee-ins.com)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/11/2022

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).

|  |  |   |  |
|--|--|---|--|
| <b>PRODUCER</b><br>Keesecker Insurance, Inc.<br>1195 Main Street<br>PO Box 9<br>Sweet Home OR 97386            |  | <b>CONTACT NAME:</b> Blake Keesecker<br><b>PHONE (A/C, No, Ext):</b> (541) 367-2141<br><b>E-MAIL ADDRESS:</b> blake@kee-ins.com<br><b>FAX (A/C, No):</b> (541) 367-3904 |  |
|  |  | <b>INSURER(S) AFFORDING COVERAGE</b>  |  |
|  |  | <b>INSURER A:</b> TBA   |  |
|  |  | <b>INSURER B:</b> TBA   |  |
|  |  | <b>INSURER C:</b> Saif  |  |
|  |  | <b>INSURER D:</b>   |  |
|  |  | <b>INSURER E:</b>   |  |
|  |  | <b>INSURER F:</b>   |  |
| <b>INSURED</b><br>Sweet Home Economic Development Group, Inc.<br>401 Main Street Ste D<br>Sweet Home, OR 97386 |  |   |  |

**COVERAGES**

CERTIFICATE NUMBER: CL2141206138

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"/> <b>COMMERCIAL GENERAL LIABILITY</b>   | Y   |          |               |                         |                         | EACH OCCURRENCE                           | \$ 1,000,000                |            |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  |   |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 300,000                  |            |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |   |          |               |                         |                         | MED EXP (Any one person)                  | \$ 5,000                    |            |
|          | OTHER:  |   |          |               |                         |                         | PERSONAL & ADV INJURY                     | \$ 1,000,000                |            |
|          | <b>AUTOMOBILE LIABILITY</b>   |   |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident)       | \$                          |            |
|          | <input type="checkbox"/> ANY AUTO   |   |          |               |                         |                         | BODILY INJURY (Per person)                | \$                          |            |
|          | <input type="checkbox"/> OWNED AUTOS ONLY   | <input type="checkbox"/> SCHEDULED AUTOS      |          |               |                         |                         | BODILY INJURY (Per accident)              | \$                          |            |
|          | <input type="checkbox"/> HIRED AUTOS ONLY   | <input type="checkbox"/> NON-OWNED AUTOS ONLY |          |               |                         |                         | PROPERTY DAMAGE (Per accident)            | \$                          |            |
|          | <input type="checkbox"/> OTHER:   |   |          |               |                         |                         |   | \$                          |            |
| B        | <input type="checkbox"/> <b>UMBRELLA LIAB</b>   | Y   |          |               |                         |                         | EACH OCCURRENCE                           | \$ 5,000,000                |            |
|          | <input checked="" type="checkbox"/> <b>EXCESS LIAB</b>  |   |          |               |                         |                         | AGGREGATE                                 | \$ 5,000,000                |            |
|          | <input type="checkbox"/> CLAIMS-MADE  |   |          |               |                         |                         |   | \$                          |            |
|          | DED <input checked="" type="checkbox"/> RETENTION \$ 10,000   |   |          |               |                         |                         |   | \$                          |            |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>  | N/A   |          |               |                         |                         | PER STATUTE                               | OTH-ER                      |            |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)   |   |          |               |                         |                         |   | E.L. EACH ACCIDENT          | \$ 500,000 |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below  |   |          |               |                         |                         |   | E.L. DISEASE - EA EMPLOYEE  | \$ 500,000 |
|          |   |   |          |               |                         |                         |   | E.L. DISEASE - POLICY LIMIT | \$ 500,000 |

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

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."

Oregon Jamboree July 28th - July 31st, 2022.

**CERTIFICATE HOLDER****CANCELLATION**

|   |   |
|---|---|
| City of Sweet Home<br>3225 Main Street<br><br>Sweet Home OR 97386 | <b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b> |
|   | <b>AUTHORIZED REPRESENTATIVE</b><br><br>   |

© 1988-2015 ACORD CORPORATION. All rights reserved.



## **2022 Oregon Jamboree Additional Information**

### **Land Use Proposal City Property**

This written application is submitted as a proposed plan for permission to use Sankey Park and additional properties owned by the City of Sweet Home as described below.

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*).

Usage will be for concert production and campsites per the date and time schedule indicated below.

### **Dates and Intentions of Use**

**Monday, July 25, 2022, 6:00 AM through Monday, August 1, 2022 10:00 PM**

#### **Sankey Park and Weddle Bridge Use**

We propose to close Sankey Park/Weddle bridge to the public from 6:00 AM of Monday July 25, 2022, through Monday, August 1, 2022 to provide maximum-security and eliminate potential safety hazards. Lower Sankey Park will be used for a children's activity area, patron attractions, beer gardens, a seating area, a second stage, and vendor and volunteer parking. On-site RVs may be provided for the convenience of the volunteers. Special passes will be issued for vehicle admission.

Beginning at 6:00 AM on July 25, 2022 through 10:00 PM on August 1, 2022, Sankey Park shall be closed to all persons except those authorized by the Oregon Jamboree or the Chief of Police.

#### **Camping**

We propose to use Upper Sankey Park and the City Hall location for RV/tent campsites and Northside Park for tent-only campsites. The sites will be sold for \$140-\$180 each for the entire weekend. Northside Park is exclusively used for volunteer camping and sites are sold for \$20 each. All camp sites will have a pass allowing them to go in and out with their vehicle only; RV's will remain parked for the duration of the festival, with the exception of emergency situations. Attached, *Oregon Jamboree RV & Tent Camping Rules and Regulations*. Additionally, camp site maps can be found at [oregonjamboree.com](http://oregonjamboree.com).

Historically, the Oregon Jamboree pays an occupancy tax to the City of Sweet Home based on camping sites sold within the city limits.

#### **Beer Garden and Serving Areas**

We propose to use city owned property to the south and the west of the concert site and a portion of the Sankey Park area for Beer Gardens (see attached map). The beer gardens will be managed by Oregon Beverage Services. Oregon Beverage Services personnel will ensure that beer garden operations are in strict compliance with all city and state laws; including proper liquor permits, security and insurance.



### Street Closures

The Oregon Jamboree requests permission to close 18<sup>th</sup> Avenue from Long Street to Mountain View and 14<sup>th</sup> Avenue from Kalmia Street to Grape Street in order to establish a safety corridor. Oregon Jamboree security and parking teams will monitor all road closures closely to ensure the utmost safety for patrons and residents.

### Street Closure Schedule (Map Attached)

Thursday July 28, 2022 through Sunday July 31, 2022.

18<sup>th</sup> Avenue from Long Street to Mountain View shall be closed and blocked of to “through traffic” from 7:00 AM on Thursday 7/28/2022 through 9:00 PM on Sunday 7/31/2022 at the direction of the Chief of Police. Residential traffic will be allowed to ingress and egress by use of special permits.

The portion of 18<sup>th</sup> Avenue immediately adjacent to the concert grounds and serving no residential properties shall be completely blocked off to all vehicles from 11:00 AM on Thursday 7/28/2022 to 10:00 PM on Sunday 7/31/2022. In addition, during the above time frame, all areas of 18<sup>th</sup> Avenue between Long Street and the concert grounds (including the 1800 block of Kalmia Street) shall be designed and signed as “Disabled Parking” only and the Chief of Police is directed to enforce the provisions of ORS 811.615.

### Residential Passes

All residents of 18<sup>th</sup> Avenue and Kalmia Street will receive passes allowing them to proceed to and from their homes. In order to establish a safety corridor, this will also include “No Parking” along 18<sup>th</sup> Avenue; resident vehicles must be parked on their property and not on the street. In addition, 18<sup>th</sup> Avenue between Long Street and the concert entry (including the 1800 block of Kalmia Street) will be designated “Disabled Parking” only; 18<sup>th</sup> Avenue between Grape Street and the bus barn will be designated “No Parking.” Residents will be sent (4) resident parking passes by first class mail with tracking information.

It should be noted that, due to the roadblock on 18<sup>th</sup> Avenue at the concert entry, residents of Grape Street and 18<sup>th</sup> Avenue, south of the bus barn, will need to access their homes via Ames Creek Road.

We are requesting these closures to maximize pedestrian safety, reduce traffic congestion and to encourage the use of student sponsored parking lots.

### 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. In addition, we request the assistance of a police officer at the bus loading area each night. This manpower will be based on a financial proposal/contracted bid provided by the Chief of Police.





### **Liability Insurance**

The Oregon Jamboree will provide proof of liability insurance policy purchased by the Oregon Jamboree with a list of parties that will be named as additional insured entities (this is not an all-inclusive list), no later than July 15, 2022. The final all-inclusive list will be shared with Angela Clegg.

- City of Sweet Home
- Comcast
- Oregon Department of Transportation (ODOT)
- Pacific Power
- Sweet Home Fire and Ambulance District
- Sweet Home School District #55
- Campground Owners
- Vendors

### **Requested Assistance from the City of Sweet Home**

Deliver barricades and requested signs to Sankey Park on set up day (Thursday, July 28, 2022) and pick them up on Monday, August 1, 2022. The Security Director and Public Works Maintenance Superintendent will coordinate the deliver and set up of the barricades and signs on 14<sup>th</sup> Avenue and 18<sup>th</sup> Avenue.

*We thank you, in advance, for your help in making the Oregon Jamboree a reality in Sweet Home. Local merchants, school, civic clubs and other groups are benefitting greatly from the tourism dollars generated by the concert patrons. -Oregon Jamboree Staff*

---



## **Sample Team Plans**

The following attached proposals are a sampling of individual team plans that will impact the overall flow and safety of the Oregon Jamboree:

1. Clean UP/Sanitation Proposal
2. Concessions Proposal
3. Safety Proposal

### **1. Clean Up/Sanitation Team Plan**

Sunshine Industries will contract with the Oregon Jamboree for clean-up and sanitation services before and after the festival.

The Clean-Up and Sanitation volunteer team plans to keep the concert site and surrounding areas in as near spotless condition as possible. We will accomplish this goal by having continuous trash patrol before and during each concert. Because of the possibility of injury or contamination, we will only allow trash to be picked up when the state lights are on, if it is after dark.

Rubber gloves and “grapplers” will be provided for handling trash. Proper sized garbage bags will be readily available to replace full bags as needed. Full bags will be put into dumpsters strategically placed through the concert area; dumpsters will be emptied daily by Sweet home Sanitation. Concessionaires will be asked to separate cardboard and glass for recycling.

Porta-potties will be provided at a minimum of 35 (plus two handicap accessible) per 5,000 people in attendance. This will be determined by ticket sales. Hand washing sinks will also be provided near the port-potties.

Areas to be cleaned (including port-potty distribution) include concert grounds, RV and tent campgrounds and 14<sup>th</sup> Avenue, 18<sup>th</sup> Avenue and Sankey Park.

Additional COVID-19 considerations are addressed in the attached COVID-19 Safety Plan.

### **2. Concessions Team Plan**

We have planned for a maximum of 20 food booths, three drink booths and 15 merchandise booths.

Our plans are laid out and understood by the concessionaires, regarding location of the electrical and water outlets. Water lines will be laid to within a few feet of each booth from the main water spigots already in place. Power will be supplied from the existing power stations set up. Defined menus and workable plans to serve large groups of people will be established.

Vendor team schedule is as follows: \*

- Thursday, July 28, 2022—Set up 10:00 AM—6:00 PM
- Friday, July 29, 2022—Health inspections begin 11:30 AM
- Friday, July 29, 2022—Vendor Booths open 1:00 PM- 11:30 PM
- Saturday, July 30, 2022—Vendor booths open 11:00 AM-11:45 PM
- Sunday, July 31, 2022—Vendor Booths open 11:00 AM- 9:00 PM

\*all days and times are subject to change without notice.

### **3. Safety Team Plan**

The team goal is to maintain a safe environment for participants, volunteers and the public while maintaining compliance with all state, county and city regulations.

The Safety Team gives the following items utmost priority:



- Provide coordination for safe ingress/egress from concert sites, RV campsites, City Public Works Department and Security and Sign Committee Chairpersons.
- Provide oversight of concert participants to ensure compliance with all County Health Department regulations.
- Assist the fire marshal with the electrical needs for concessions, RV parks and all other necessary inspections.
- Provide concert patrons adequate water supply
- Provide assessable First Aid Station

#### **4. Staff Team Plan**

Provide a supervisor and approximately six volunteers with the following qualifications:

- Ability to make logical decisions
- Calm action under stressful or emergency situations
- Tact and diplomacy
- Basic hospitality

Provide the following equipment for staff use:

- Emergency generators with lights (two)
- Radios
- Flashlights
- Barrier Gloves (latex and/or rubber)

## **2022 Oregon Jamboree Safety & Security Proposal**

### **Safety & Security Purpose:**

To provide a secure, safe and enjoyable environment for all concert patrons, performers, volunteers and the community.

### **Safety & Security Plan:**

The 2022 Oregon Jamboree will be held on July 28<sup>th</sup> – 31<sup>st</sup>, 2022.

The festival site will be located between 18<sup>th</sup> Avenue and 14<sup>th</sup> Avenue and encompass both Sweet Home School District property and City of Sweet Home property.

The event site will be secured through a fenced perimeter. Event entry requires a ticket, wristband or credential and all patrons must pass through a security screening that includes bag searches along with metal detector screening.

Capacity at the 2022 event will be approximately 16,000 individuals.

Capacity number includes all spectators, volunteers, vendors and staff.

In addition to the primary concert site, there will be approximately 15 camp sites throughout the City of Sweet Home.

We will be utilizing crowd management volunteers, guest services volunteers, private security personnel, Sweet Home Police Department personnel, Sweet Home Ambulance and Fire District personnel and if available, soldiers from the Oregon National Guard.

The primary responsibility for the Oregon Jamboree Festival security will consist of volunteer Crowd Management personnel as well as paid Security personnel.

A determination of the number of law enforcement and medical personnel required will be at the discretion of the Chief of Police and Fire Chief as they will be responsible for all emergency responses and criminal matters.

A safety tent manned by crowd management volunteers will be on site and visible to concert patrons. A police/fire command trailer and 2 first aid tents will also be on the concert grounds and visible to the patrons.

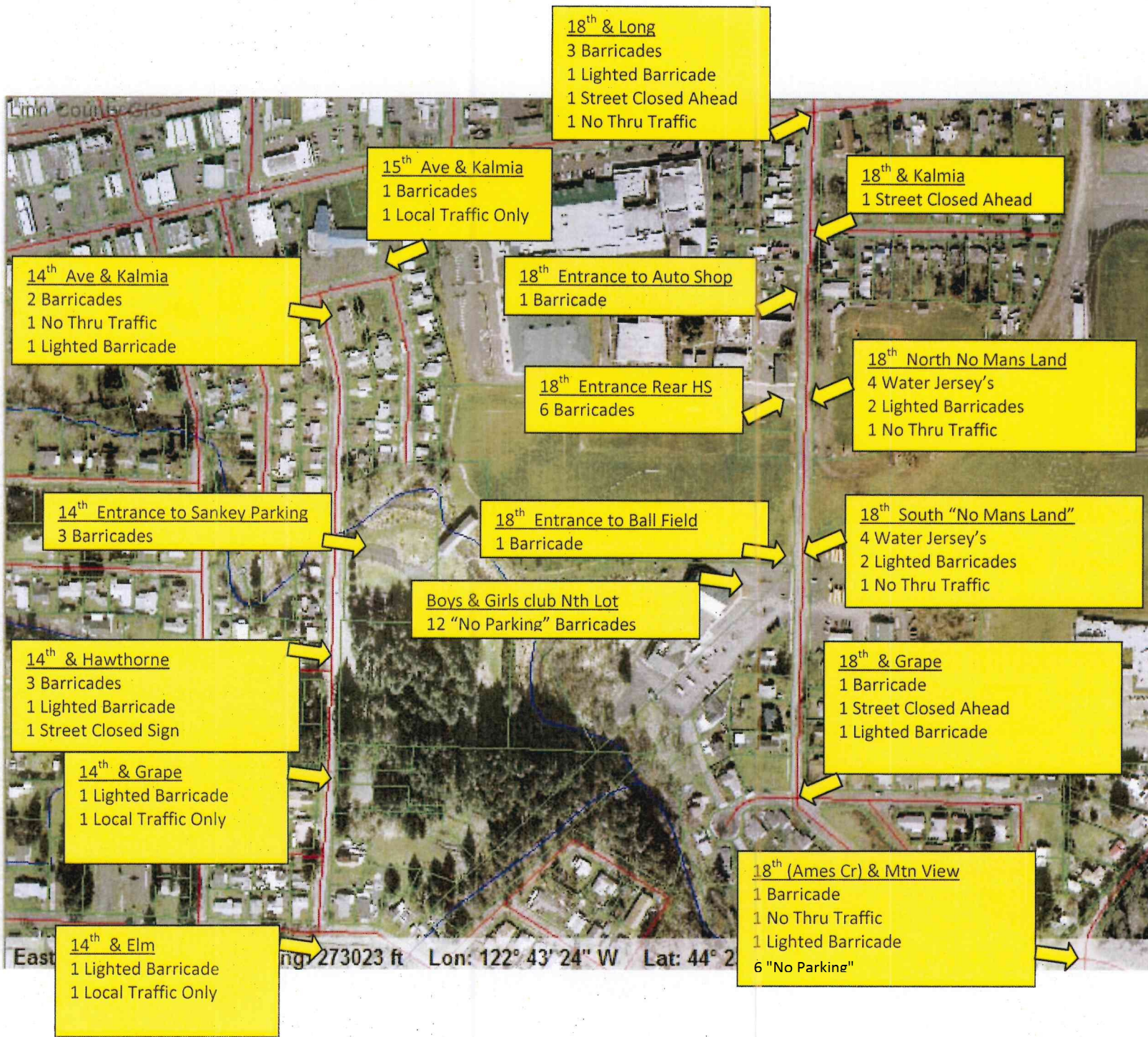
### **Staff:**

1. Approximately 60 crowd management volunteers will patrol the concert grounds at various key locations working a minimum of two 8-hour shifts.
  - a) Reserved and General seating access and aisle ways.
  - b) Autograph lines.
  - c) All aisle ways within the grounds, maintaining open hazard free walkways and fire lanes.
  - d) Gates including front gate, volunteer access gate, vendor gate and backstage gates.
  - e) Sankey Park and Weddle Bridge
  - f) Other areas within the concert grounds as needed.
2. Paid Security to patrol the concert grounds and camping areas at various key locations. We will be utilizing a minimum of 40 paid security guards during peak hours and 15 during non peak hours.
  - a) Front gate wanders.
  - b) Front gate bag searchers.
  - c) Vendor gate
  - d) Weddle Bridge
  - e) Accounting areas
  - f) Will Call
  - g) Campground Security
  - h) Shuttle staging area



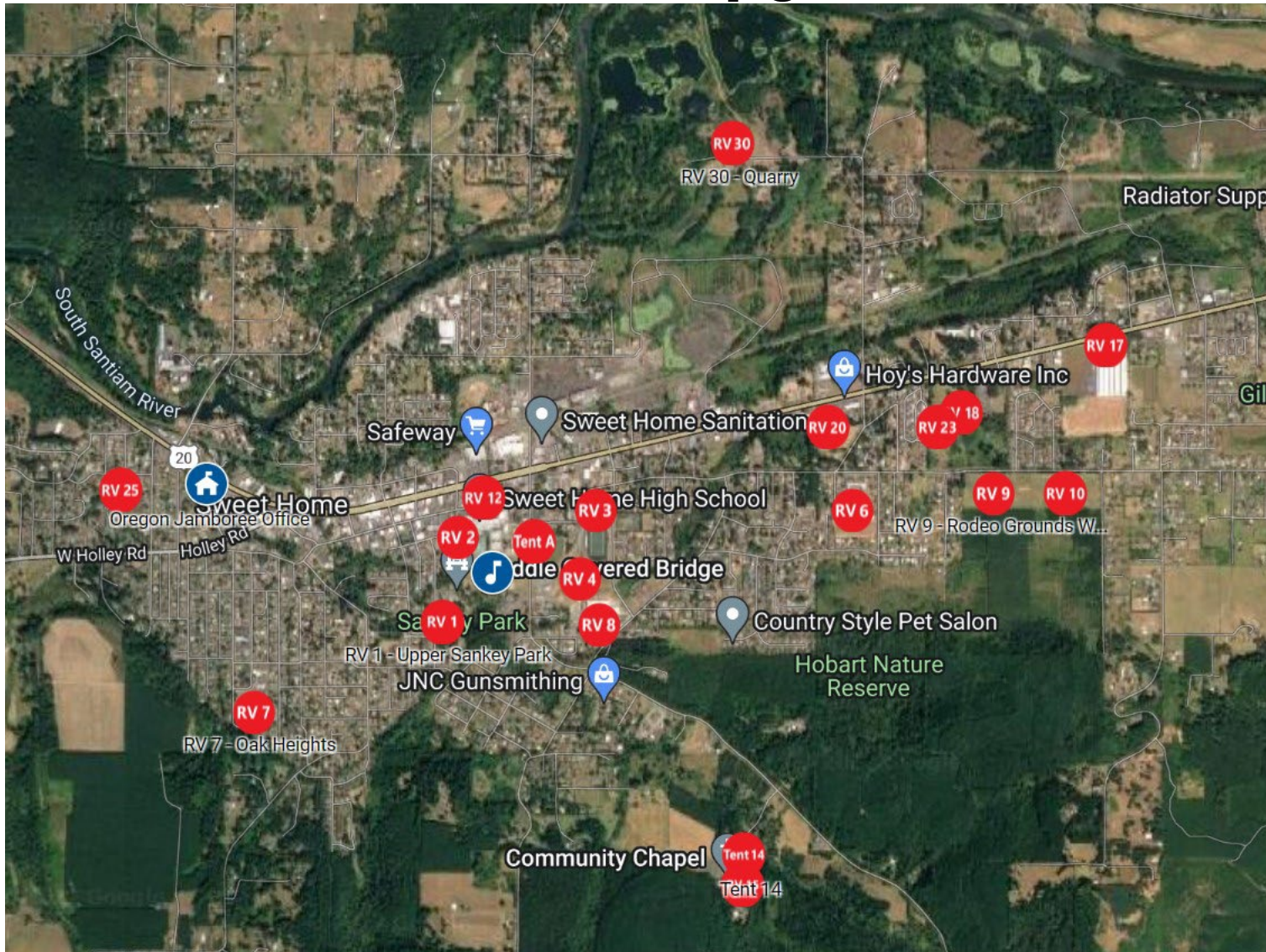
3. 40-60 Guest Services Volunteers at various key locations working a minimum of two 8-hour shifts.
  - a) Front gate directing patrons.
  - b) General seating chair placement.
  - c) Reserved seating ushering.
  
4. 32 National Guard Soldiers or Paid Security manning the traffic barricades.  
A minimum of 16 soldiers per day.
  - a) 18<sup>th</sup> & Long
  - b) 18<sup>th</sup> & Kalmia
  - c) 18<sup>th</sup> & Grape
  - d) 14<sup>th</sup> & Kalmia
  - e) 14<sup>th</sup> & Hawthorne

Prepared By: Penny Leland, Security Director  
Approved By:



# OREGON JAMBOREE music festival

## 2022 Campground Locations





## OREGON JAMBOREE RV & Tent Camping Regulations

- ★ **AMENITIES:** Water (when possible), portable toilets, recycling, and sanitation services are provided at each campground. There are **NO HOOK-UPS** available at any of the campgrounds.
- ★ **CAMP HOSTS:** Each campground has volunteer Camp Hosts. They are available to check you in, help locate your site if needed, and to answer questions. Please be courteous and cooperate fully with your Jamboree Camp Hosts. They are there to help make your stay pleasant & safe and have the authority to evict persons violating Jamboree rules.
- ★ **CHECK-IN TIME:** begins Thursday before concert after 2:00 pm. Please do not arrive before 2:00 pm. Once you are parked in the camp site, you will not be allowed to move RVs or tents.
- ★ **CHECK-OUT TIME:** no later than Monday after concert at 10 am. Please leave your site as clean or cleaner than when you arrived. We appreciate it!
- ★ **FIRES:** Absolutely **NO FIRE WORKS, CAMP FIRES, OPEN FLAME FIRES, OR OPEN FLAME CANDLES** will be allowed. This includes charcoal or pellet grills, and other open flame devices. Propane stoves, fire pits, grills & barbecues with shut-off valves are allowed. Traegers are not allowed. When in grass areas, please be cautious when smoking. **ANY UNATTENDED BURNING DEVICE WILL BE TURNED OFF. IF FOUND A SECOND TIME, IT WILL BE DIS-ALLOWED.** Festival Management reserves the right to prohibit use of open flame devices when left unattended.
- ★ **PASSES:** Your camp host will exchange your ticket for a camping pass. Camping passes **must be visible at all times** while in the campground & for re-entry to the campground. The campsite fee includes your RV or tent & your transportation vehicle. You are allowed one (1) extra vehicle pass per site. Additional vehicle passes are \$25 for the weekend and are sold by the camp host on a space available basis. No extra vehicles are permitted in Camp A. If you have more than one site, the per-site count of RV's and vehicles cannot exceed the total number for your sites, but can be located anywhere in your sites. All RVs, tents, vehicles, and property must be kept within your site boundaries. Multiple sites can be laid out to your choosing as long as all equipment is within your sites' boundaries. A camping ticket must be presented for each site in use. All roads in campgrounds are classified as fire-access roads and cannot be blocked. **Vehicles or any other property blocking the fire roads will be removed at the owner's expense.**
- ★ **PATRONS** who behave in a way that could be considered obscene, indecent, lewd, racially offensive, suggestive, harassing, threatening, objectionable, or unlawful shall be subject to loss of band(s), removal from all festival properties, & punishable to the full extent of the law.
- ★ **PETS:** We discourage you from bringing pets along, as most of your time will be spent inside the concert grounds, not in camp. **NO PETS** will be allowed into the festival site.
- ★ **PROTECT YOUR BELONGINGS** and lock-up all valuables including coolers, bikes and generators when leaving them unattended and overnight. The Oregon Jamboree, City of Sweet Home and Sweet Home School District are not responsible for lost, stolen, or damaged personal property of any kind.
- ★ **QUIET TIME:** Please be considerate of your neighbors and observe the established quiet time: Thursday & Sunday: 10:00 pm to 7:00 am.; Friday & Saturday: midnight to 7:00 am. Generator use is allowed outside of quiet time hours only if it does not disturb or asphyxiate the other campers. Festival management reserves the right to prohibit use of any generator at any time.
- ★ **RV versus TENT:** "RV camping" is considered anything with wheels (fifth-wheels, motor homes, camper-vans, travel-trailers, truck campers, tent-trailers). "TENT-only camping" is restricted to tents (no tent-trailers).
- ★ **SHOWERS** will be available at the High School Gym, Football Field, the Jr. High, the Boys & Girls Club, the Community Chapel (RV16), RV-9 Rodeo Grounds, & RV18 Ranger Station for a minimal fee. Exact times & locations will be posted at each campground & at the entrance to the Will Call building.
- ★ **SHUTTLE** Service is provided for Camps 6, 7, 9, 10, 14, 15, 16, 17, 18, 20, 25, and 30. ALL RV sites are on a 20- to 30-minute schedule on concert days. A schedule will be posted at each campground and at the entrance to the Will Call building.
- ★ **TENT CAMP A CAMPERS** will not be allowed to park on the grass by your tents. No extra vehicles are permitted. Designated parking for Camp A is along 18<sup>th</sup> Avenue next to the camp. Reserved parking is not available or permitted. The campsites are an easy walk from the parking area. No swimming pools are allowed on the grass.

## Vendors invited to the 2022 Oregon Jamboree

|       |                    |            |             |  |                   |                |
|-------|--------------------|------------|-------------|--|-------------------|----------------|
| Food  | Sports Booth       | Kyle       | Sullens     | pop and water  | kyledsullens@gn   | 5415705711     |
| Food  | Bates Steak House  | Sandra     | Bates       | Tri-Tip Sandwiches, Pulled Pork Sandwiches, Burgers, Fries, Smoked Mac and Cheese    | sandra@batesste   | 541-510-9934   |
| Food  | Bend Pizza Cart    | Bethany    | Brady       | Pizza  | bendpizzacart@g   | 5416104655     |
| Food  | Cowgirl Cookn      | Marissa    | Lopez       | TexMex, Nachos, Burritos, Shakes, Keto Bowls,  | cowgirlcookn@g    | 503-260-2313   |
| Food  | G4 Kettle Corn     | Don        | Gorbett     | Kettle, Caramel, Cheddar corn, fruit smoothies, frozen lemonade                      | kettlekrn@yaho    | 5033487506     |
| Food  | Lick-A-Scoop       | Darren     | Perry       | ICE Cream  | darrenperry74@    | 541.367.4426   |
| Food  | Island Noodles     | Kai        | Lake        | Hawaiian Style Yakisoba Noodles with Teriyaki Chicken                                | kainoa.lake@isla  | 4062708210     |
| Food  | King Concessions   | Dion       | Ray         | Rice Bowls, Wraps, Drinks  | kingconcessions   | 541 855 1123   |
| Food  | Monster I & II     | Joyce      | Wright      | Corndogs, Curly Fries, Elephant Ears   | crackerjack9730   | 9716006720     |
| Food  | Monster I & II     | Joyce      | Wright      | Burgers, Sourdough Melt, Philly Steak, Onion Rings, Chicken Strips, grilled cheese   | crackerjack9730   | 9716006721     |
| Food  | Paradise Shaved    | David/Jean | Cogan       | 24 Flavors of Shaved Ice   | kettlekrn@yaho    | 5415214862     |
| Food  | Cactus Jacks/Pas   | Mary       | George      | chicken fajita, curly fries, nachos, super nacho, fajita nacho, elephant ears, lemon | keokeinc@gmail.   | 5417604804     |
| Food  | Surfs Up Express   | Becky      | Pool        | Gyros, cookies, coffee, iced tea, Italian sodas, chai teas, milk shakes, lemonade    | surfsupexpresso   | 541-990-8652   |
| Food  | Tippaleipa         | Cathy      | Fountain    | Funnel Cakes, Sliced Caramel, Biscuits and Gravy, deep fried hot dogs                | cathysofc@gmai    | 5412282273     |
| Food  | Thai Express       | Zachary    | Draper      | Paid Thai, Thai fried rice, Orange Chicken, Curry, Stir Fry                          | zacharydraper1    | 912-432-1769   |
| Food  | The Wurst Food     | Alexander  | Rice        |  | thewurstfoodcar   | 5417313164     |
| Food  | We're the Wurst    | Matthew    | Fidler      | Delicious sausages and pomme fries.  | fid@werethewur    | 5416339800     |
| Food  | Kona Ice           | Nelson     | Adams       | Local Self Serve Shaved Ice Company  | nadams@kona-ic    | 503-881-5002   |
| Food  | Northwest Mobil    | Norene     | Collins     | Sandwiches: New York Style Cheese Steak, Chicken Cheese Steak, Roasted Pork          | mbp LLC@icloud.c  | 541-232-0022   |
| Merch | Ina's Creations    | Ina        | Lee         |  | revilee@gmail.co  | 5414010545     |
| Merch | Ina's Creations    | Ina        | Lee         |  | revilee@gmail.co  | 5414010546     |
| Merch | Wandas Woodwo      | Wanda      | Wilson      |  | wlwglw@gmail.c    | 1(541)401-0673 |
| Merch | JP Jewelry         | Jesse      | Pettigrew   |  | jjjewelry87@yaf   | 15415146592    |
| Merch | Bullets into Jewe  | Heidi      | Lusk        |  | heidi.lusk@aol.c  | 541-9138314    |
| Merch | Lani's Lotions     | Kyle       | Christensen |  | lanislotion@gma   | 5418011649     |
| Merch | Nomad Leather      | Damon      | Vracin      |  | Nomadleather@     | 8582320480     |
| Merch | The Butterfly Effe | Vanessa    | Gibson      |  | betiedyed@gma     | 541-408-3616   |
| Merch | One Stop Sticker   | Layla      | Bushey      |  | theonestopsticke  | (520) 288-5368 |
| Merch | Poppy Layne        | Natalie    | Brown       |  | nataliebrown18    | 541-671-1245   |
| Merch | Kreations by Kurt  | Kurt       | Kuczynski   |  | kreationsbykurtk  | 971-388-6685   |
| Merch | Beth Harvey Fall   | Elizabeth  | Harvey      |  | bharvey0118@g     | 541-517-1690   |
| Merch | Manner Ohana: I    | Natalie    | Manner      |  | mannerohana8      | 6502701442     |
| Merch | That Oregon Life   | Tyler      | Willford    |  | tyler@thatorego   | 541-513-1436   |
| Merch | Balloons Vincent   | Vincent    | Sansone     |  | vincemagic1313    | 541.525-2048   |
| Merch | Fan Daddies        | Greg       | Brown       |  | greg@fandaddie    | 626-780-8943   |
| Merch | Twisted Willow B   | Gretchen   | Speicher    |  | twistedwillownw   | 5412229055     |
| Merch | Distinguished Fir  | Wendy      | Jones       |  | distinguishedfire | 5412819727     |
| Merch | Airbrush Ink       | David      | Langue      |  | c54dlangue@gm     | 2086612557     |
| Merch | Buddy Bar          | Jeffrey    | Anderson    |  | thebuddybarcha    | 5033026592     |
| Merch | Cowboy Corral      | Kathy      | Sturm       |  | cowboycorral@h    | 541-659-7310   |



# Sweet Home Police Department

1950 Main Street, Sweet Home OR 97386

541-367-5181 [shpd@sweethomeor.gov](mailto:shpd@sweethomeor.gov)

## APPLICATION- PUBLIC ADDRESS SYSTEM

**Date of Application:** 4/28/2022

**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:** 1641 Long St, Sweet Home, OR 97386/Sankey Park/18th Ave

**Nature of Business/ Event:** Oregon Jamboree Music Festival

**Date(s) and Time(s) of Message:** 7/28/2022, Thursday, 4:00pm to 11:00 pm , 7/29/2022, Friday 2:00pm to 11:00pm

|                  |                |                |
|------------------|----------------|----------------|
| <i>(Date)</i>    | <i>(From)</i>  | <i>(To)</i>    |
| <u>7/30/2022</u> | <u>12:00pm</u> | <u>11:00pm</u> |
| <i>(Date)</i>    | <i>(From)</i>  | <i>(To)</i>    |
| <u>7/31/2022</u> | <u>12:00pm</u> | <u>1:00 PM</u> |
| <i>(Date)</i>    | <i>(From)</i>  | <i>(To)</i>    |

**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:** Music Concerts on 3 different stages. A small stage is on 18th Ave on 7/28.

The Primary Stage is on the fields behind the High School, Fri-Sun.

The 2nd large stage is locacated in Sankey park, Fri-Sun.

**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 #:       |            |       |  |



---

## Sweet Home Police Department

**City of Sweet Home**  
1950 Main Street  
Sweet Home, OR 97386  
541-367-5181  
Fax 541-367-5235  
[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)  
[shpd@ci.sweet-home.or.us](mailto:shpd@ci.sweet-home.or.us)

**April 26<sup>th</sup>, 2022**

**TO:** Angela Clegg  
**FROM:** Chief Jeff Lynn  
**SUBJECT:** 2022 Oregon Jamboree

I have reviewed the 2022 Oregon Jamboree Special Event Application and have no significant concerns over it. I believe that we can assist in putting on a safe, secure, and fun event for the Community.

Just as with last year, clarification regarding the "Event Chain of Command" as listed page 12 of the Special Event Application is needed. Below is a brief depiction of how Emergency Services will operate.

### **Command and Control**

The incident command structure of the 2022 Oregon Jamboree will be managed in one of two modes: 1) event management or 2) incident management. Each mode comes with its own roles and responsibilities.

In Event Management Mode the Oregon Jamboree Director will be located at the event site to coordinate the planning of the operational aspects of the event. The Sweet Home Police Department's on-site Officer-In-Charge (OIC) will assist with the planning of safety related issues. A full Incident Management Team may be staffed up in Incident Mode.

In Incident Mode, unified command between the Sweet Home Police Department, the Sweet Home Fire and Ambulance District, the Oregon Jamboree, and the City of Sweet Home will be implemented to jointly determine incident public safety objectives, strategies, tactics, plans, and priorities and work together to execute integrated operation and incident action plans and maximize the use of resources.

When an incident or emergency has occurred that strains assigned public safety resources at the Event and more resources are needed to stabilize the incident, then Police Command, Fire Command and Oregon Jamboree Director must contact one another to quickly assess the situation. This meeting should determine the level of response to the incident.

The Dates and Intentions of Use for City owned property and road closures are consistent with past proposals and have functioned appropriately. All of the listed road closures are easy to implement, they do however, impact local property owners in the vicinity of the Oregon Jamboree Grounds. The park will be utilized to the same extent as years prior to the pandemic.

Below is an estimate of the overall personnel costs of the Police Department associated with the Oregon Jamboree. The anticipated reduced amounts correlate with the smaller nature of the festival.

| <b>POLICE</b>          | <b>2022 Anticipated</b> | <b>2021</b>  | <b>2019</b>  | <b>2018</b>  | <b>2017</b> |
|------------------------|-------------------------|--------------|--------------|--------------|-------------|
| Total Personnel Cost   | \$ 12,134.00            | \$ 12,134.00 | \$ 12,460.00 | \$ 11,401.00 | \$ 8,584.00 |
| Jamboree Reimbursement | \$ 8,114.00             | \$ 8,114.00  | \$ 9,010.00  | \$ 7,661.00  | \$ 6,285.00 |
| Personnel Expense      | \$ 4,020.00             | \$ 4,020.00  | \$ 3,450.00  | \$ 3,740.00  | \$ 2,298.00 |

I have yet to receive an OLCC Liquor License Application from the Oregon Beverage Service. They will be the entity that is obtaining the licensing and operating the beer gardens and hospitality areas. I am familiar with the level of service that they have provided in the past and would have not concerns about their ability to serve alcohol in a responsible manner.

Also, I have attached a Public Address System Application. One will need to be submitted by the Oregon Jamboree for each of the four days that they are planning on having amplified music.

As always, when and if you have questions, please let me know.