



# Community and Economic Development Department

## SPECIAL EVENT AND PARK RENTAL PERMIT APPLICATION

1. Name of Event: 2024 Oregon Jambor Date(s) of Event August 1-4, 2024
2. Setup Start Time/Date: 11:00am, 7/29 Event Start Time: 4:00 pm 8/1
3. Event End Time: 10:00 pm, 8/4 Clean Up End Time/Date: 10 pm 8/5
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: 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)? Sankey, Upper Sankey, City Hall, Quarry Park, 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	<u>03.07.24 AC</u>	Police Chief	<u>03.04.24 via email</u>
CEDD Director	<u>03.04.24 via email</u>	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: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT APPROVED:  Yes  No  Entered on Events Calendar

Authorized City Signature: [Signature] Date: 3-7-24



### 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.
  - Keys will be distributed by authorized City employees only.
  - 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

## 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:  2-6-24  
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: Non-Refundable	Fees: Refundable	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: 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

## 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

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### 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 comp 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, 2024 street closure plan with mpa, traffic control plan, campground map







Insert Event Overview Map

\* Attached





Insert Vendor Site Map

\* TBD



Date: February 5, 2024

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 2024 Oregon Jamboree in Sweet Home

The Sweet Home Economic Development Group, Inc. (SHEDG) and the Oregon Jamboree Management (OJM) are proud to present the 32<sup>nd</sup> Annual Oregon Jamboree in Sweet Home on August 2-4, 2024, with our Kick Off Party, free to all, on August 1st. The event will be held at the community field located behind the Sweet Home 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 1000 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. 2024 Oregon Jamboree Additional Information
  - a. Conflict Resolution
  - b. Event Chain of Command
  - c. Admission Policy
  - d. Liability Insurance; Additional Insured
  - e. 2024 Street Closure Plan Detail
  - f. Sample Team Plans



## Statement of Intent to provide OLCC License & Proof Of Insurance

February 6, 2024

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 2023, our 2024 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, Blake Keesecker will be sending you a letter of intent to provide insurance.

Sincerely,

A handwritten signature in black ink, appearing to be "Peggy Curtis". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Peggy Curtis



## 2024 Oregon Jamboree Additional Information

*In an effort to make the permit process more concise, we have included information that has previously been included only here in the Additional Information addendum, on the Special Event Application.*

- *Land Use Proposal (implied in application, responsibility statement in FACT SHEET)*
- *Police Department request for Services (FACT SHEET)*
- *Residential Pass Policy (FACT SHEET)*
- *Occupancy Tax statement (FACT SHEET)*
- *Alcohol Sales partnership with Oregon Beverage Services. (FACT SHEET)*
- *Dates of Use are outlined in our Task Line/Time Line to give very specific information including road closures, and park closure information. This allows City of Sweet Home Responsible Party clear guidance in accordance with requested documentation. (TASK LIST/TIME LINE)*

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

**Monday, July 29, 2024, 6:00 AM through Monday, August 5, 2024 10:00 PM**

**Sankey Park and Weddle Bridge Use: (no change from 2022 and 2024)**

We propose to close Sankey Park/Weddle bridge to the public from 6:00 AM of Monday, July 29, 2024, through Monday, August 5, 2024 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 and vendors. Special passes will be issued for vehicle admission.

Beginning at 6:00 AM on July 29, 2024 through 10:00 PM on August 5, 2024, Sankey Park shall be closed to all persons except those authorized by the Oregon Jamboree or the Chief of Police.

### **Sankey Park Open Container Area 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 our open container area where alcohol will be served. Alcohol sales and security will be managed by Oregon Beverage Services. 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.

### **Camping, 19 campgrounds**

***2100 total campsites for 2024***

Price range \$150-\$250 depending on location and time purchased.

City Parks: Upper Sankey Park (1), City Hall (18), Strawberry Park (25), Quarry Park (30)

Additional Private Campgrounds: Camp 9, 10, 14, 15, 16, 21

School District Campgrounds: 2, 3, 4, 6, 7, 8

For a full list of camping facts and maps, please visit [Oregonjamboree.com/camping](http://Oregonjamboree.com/camping)

**Campground Security:** *All campgrounds have volunteer camp hosts 24/7 and most campgrounds will have paid security.*



**Requested Waivers:**

- We request to waive SHMC 5.12.010 Transient Merchant License requirements for all Oregon Jamboree vendors.
- We request to waive water service, equipment and some employee service fees.
- A request to waive Event Fee as established under SHMC 5.04.010 which is \$50 per day

**Requested Assistance from Public Works & Equipment Request:**

Equipment:

- 18 “No parking Signs” (also on FACT SHEET)

Requested Assistance:

- Deliver “No Parking Signs” (details on FACT SHEET)
- Turn-On Water access at the Rodeo Grounds (details on FACT SHEET)
- Turn Off Water access at the Rodeo Grounds (details on FACT SHEET)
- Unlock the Rodeo Grounds Gate (details on FACT SHEET)
- Unlock cable at Upper Sankey Park Gate (details on FACT SHEET)

**Jamboree Policies of Note:**

**A. Conflict Resolution:**

- 1) Anyone causing problems will be asked to leave the premises.
- 2) A complaint will be made to the Police Department and the person(s) will be subject to arrest for trespassing or disorderly conduct.
- 3) The Chief of Police has the final say in every matter.

**B. Event Chain of Command**

- |                             |                                 |
|-----------------------------|---------------------------------|
| 1) <i>Police Chief</i>      | 4) <i>Staff/Management Team</i> |
| 2) <i>Fire Chief</i>        | 5) <i>Production Manager</i>    |
| 3) <i>Festival Director</i> | 6) <i>Paid Security</i>         |
|                             | 7) <i>Volunteer Supervisors</i> |

**C. Admission Policy**

RFID enabled wristbands will be scanned at the gate for admission. We have an open gate policy with a search at the gate conducted by paid security and volunteer personnel. No alcohol, food, beverages, or weapons will be allowed to enter the festival gates. Re-entry is allowed.

**D. Liability Insurance; Additional Insured**

The Oregon Jamboree will provide a letter of intent to provide liability insurance policy when the City Permit is applied for, followed by the actual COI to the City of Sweet Home with an all-inclusive list of additional insured entities, no later than Friday, July 26<sup>th</sup>.





## 2024 Street Closure Plan Detail

Oregon Jamboree security and parking teams will monitor all road closures closely to ensure the utmost safety for patrons and residents.

### **Closures #1 - #5 are in effect from 7:00 am Thursday (8/1) through 9:00 pm Sunday (8/5)**

Closure #1: Unmanned Closure; open to local traffic only.  
Barricade located on Kalmia Street just past 14<sup>th</sup> Ave.

Closure #2: Pass Required; Resident, Sankey Vendor/Sponsor & Volunteer Parking  
Barricades located on 14<sup>th</sup> Avenue @ Kalmia Street & Hawthorne Street and just past entrance to Camp 1.

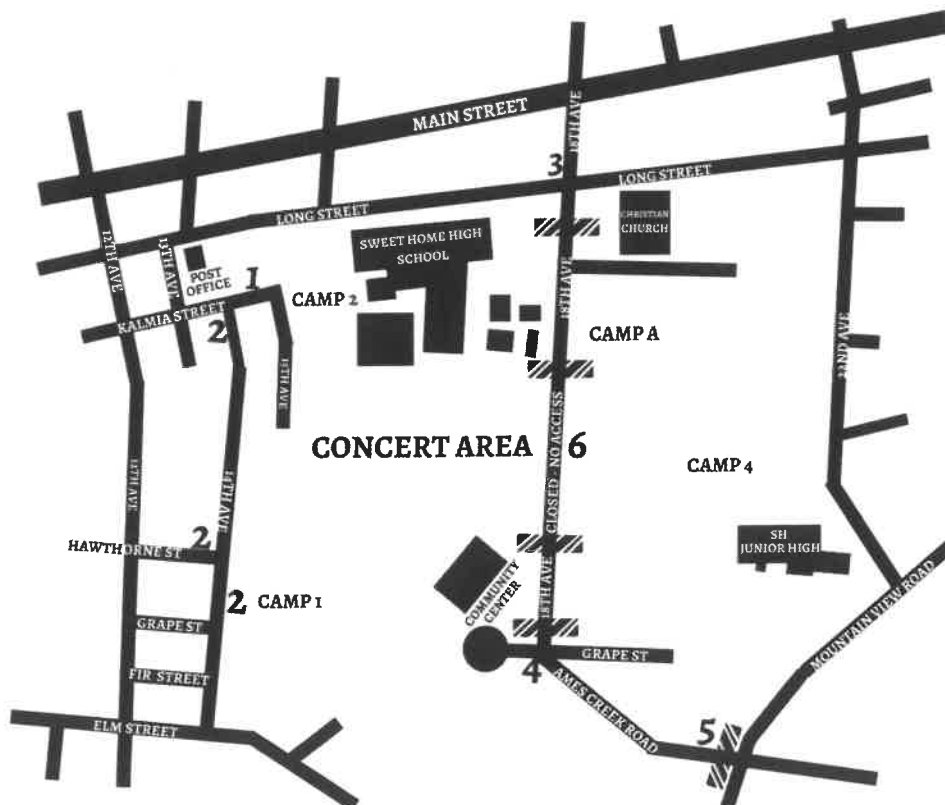
Closure #3: Pass Required; Resident, Vendor/Sponsor, Handicapped, Tent A, Christian Church ADA and Sunday Parking  
Barricade located on 18<sup>th</sup> Avenue and Long Street.

Closure #4: Pass Required; Resident, Backstage, and Boys & Girls Club and Community Center Parking  
Barricade located on Ames Creek Road and Grape Street.

Closure #5: Unmanned Closure; open to local traffic only.  
Barricade located at Ames Creek Road and Mountain View Road.

### **Closure #6 is in effect from 7:00 am Thursday (8/1) through 9:00 pm Sunday (8/4)**

Closure #6: Road Closed  
Barricades located on 18<sup>th</sup> Avenue North of the Main Gates and South of the entrance to Shuttle Staging.





## **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**

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 stage lights are on, if it is after dark.

Rubber gloves and “grapplers” will be provided for handing 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.

### **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, August 1, 2024—Set up 10:00 AM—6:00 PM
- Friday, August 2, 2024—Health inspections begin 11:30 AM
- Friday, August 2, 2024—Vendor Booths open 1:00 PM- 11:30 PM
- Saturday, August 3, 2024—Vendor booths open 11:00 AM-11:45 PM
- Sunday, August 4, 2024—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)

# OREGON JAMBOREE

music festival

## OVERVIEW MAP

YOUR GUIDE TO  
PARKING &  
SHUTTLE  
LOCATIONS

Prime  
Parking

1/3 mile to main gate  
Shuttles available

18TH AVE

MAIN STREET

Central Office  
Premier Parking

LONG STREET

ADA Parking

Shuttle to  
campgrounds

MAIN STREET

High School  
Premier Parking

Box  
Office

Main  
Gate

Festival  
Grounds  
Main Stage

Sankey Park  
Second Stage









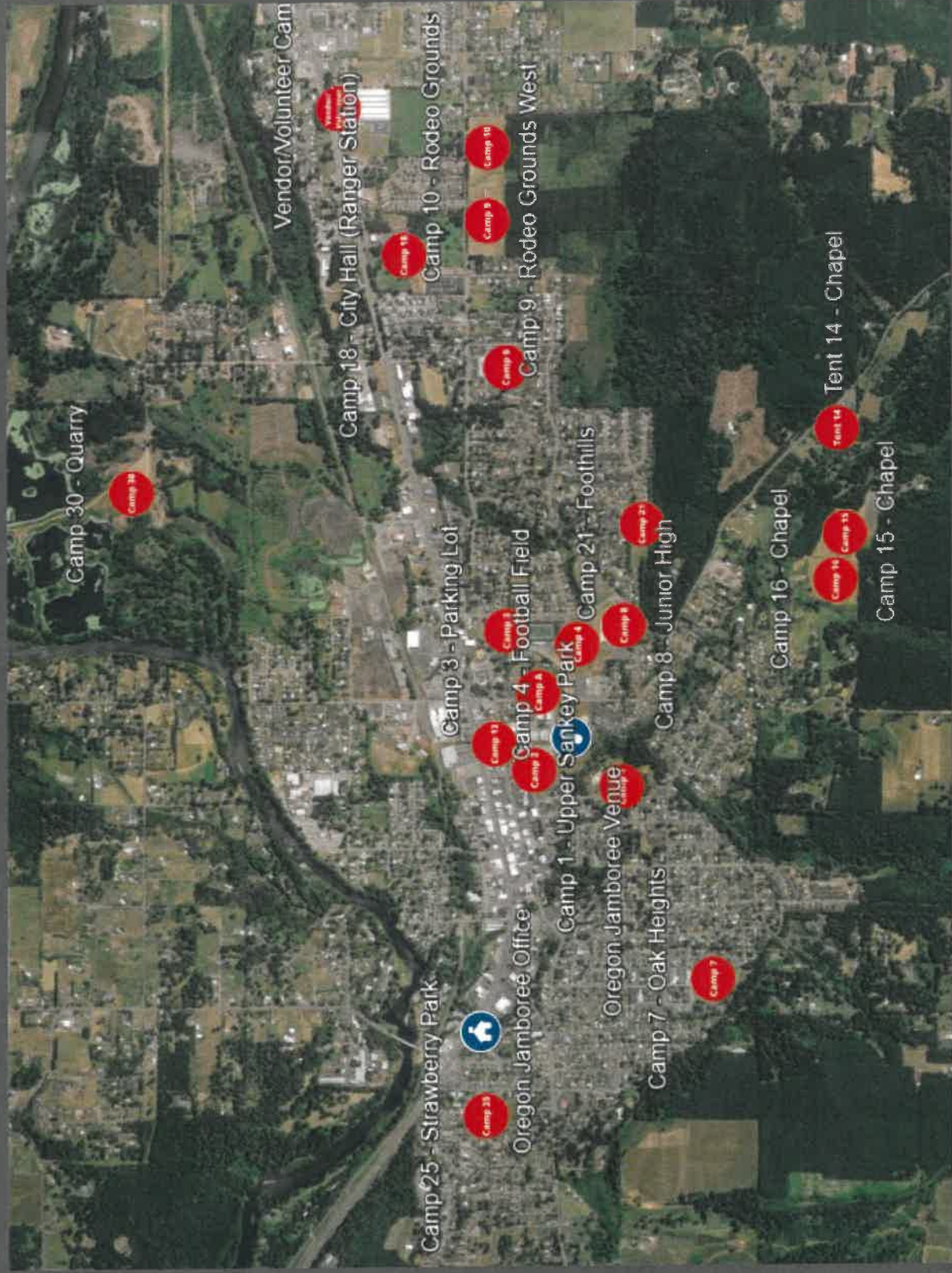
# 2024 Sankey Park Confidential

-  Sink
  -  Toilet
  -  Jamboree tent
  -  Jamboree red tents
  -  AS All Star Tents
  -  Permanent tables
  -  6' fencing
  -  4' fencing
- [Spreadsheet Link](#)





# 2024 Campgrounds





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

February 6th, 2024

To whom it may concern:

Sweet Home Economic Development Group Inc. (SHEDG Inc.) has intent to purchase Commercial General Liability insurance for the 2024 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](mailto:blake@kee-ins.com)



## Angela Clegg

---

**From:** Jason Ogden  
**Sent:** Monday, March 4, 2024 6:43 AM  
**To:** Angela Clegg  
**Subject:** RE: Jamboree Special Event Application

No concerns here.



CONNECT WITH US

Jason Ogden | Chief of Police  
Police Department  
City of Sweet Home  
1950 Main Street  
Sweet Home, OR 97386  
p: 541-367-5181



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**Public Records Law Disclosure:** This e-mail is a public record of the City of Sweet Home and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This e-mail is subject to the State Retention Schedule.

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**From:** Angela Clegg <aclegg@sweethomeor.gov>  
**Sent:** Wednesday, February 28, 2024 10:03 AM  
**To:** Angela Clegg <aclegg@sweethomeor.gov>  
**Subject:** Jamboree Special Event Application

Hello All,

Please review the attached Jamboree application. Respond with any comments or concerns by 5:00 PM on Thursday March 7<sup>th</sup>.

Thank you,

**OFFICE HOURS**  
**7:00 AM TO 5:30 PM**  
**MONDAY – THURSDAY**  
**CLOSED FRIDAYS**



**Angela Clegg** |  
Tourism & Economic Development Coordinator  
Community and Economic Development Dept.  
City of Sweet Home  
3225 Main Street  
Sweet Home, OR 97386  
p:541-818-8029



c:541-405-9633

CONNECT WITH US



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**Public Records Law Disclosure:** This e-mail is a public record of the City of Sweet Home and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This e-mail is subject to the State Retention Schedule.

## Angela Clegg

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**From:** Blair Larsen  
**Sent:** Monday, March 4, 2024 10:32 AM  
**To:** Angela Clegg  
**Subject:** Re: Jamboree Special Event Application

My only concerns are coordinating with them on camping sites (especially those slated for development and City-owned sites) and the condition of Weddle Bridge. But I don't think those are reasons not to move this forward—they just need to be worked on.



**Blair Larsen, JD/MPA** | Director  
Community & Economic Development Department  
City of Sweet Home  
3225 Main Street  
Sweet Home, OR 97386  
p:541-818-8036  
c:541-393-7409

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**From:** Angela Clegg <aclegg@sweethomeor.gov>  
**Date:** Wednesday, February 28, 2024 at 10:03 AM  
**To:** Angela Clegg <aclegg@sweethomeor.gov>  
**Subject:** Jamboree Special Event Application

Hello All,

Please review the attached Jamboree application. Respond with any comments or concerns by 5:00 PM on Thursday March 7<sup>th</sup>.

Thank you,

**OFFICE HOURS**  
**7:00 AM TO 5:30 PM**  
**MONDAY – THURSDAY**  
**CLOSED FRIDAYS**

**Angela Clegg** |  
Tourism & Economic Development Coordinator



Community and Economic Development Dept.  
City of Sweet Home  
3225 Main Street  
Sweet Home, OR 97386  
p:541-818-8029  
c:541-405-9633

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**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: 2/5/2024

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: 2024 Oregon Jamboree Music Festival

Date(s) and Time(s) of Event: 8/1/2024 4:00p-11p and 8/2/2024 2:00p-11p  
(date) (time from) (time to)  
8/3/2024 12:00 pm 11:30 pm  
(date) (time from) (time to)  
8/6/2024 12:00 pm 11:30 pm  
(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. Small stage is on 18th Ave on 8/1

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		3/7/24	
City Manager		3-7-24	
Police Chief		02/22/24	
City Council (if applicable)			