



Community and Economic Development Department

SPECIAL EVENT AND PARK RENTAL PERMIT APPLICATION

1. Name of Event: Harvest Festival Date(s) of Event 10.07.23
2. Setup Start Time/Date: 7:00 AM Event Start Time: 10:00 AM
3. Event End Time: 4:00 PM Clean Up End Time/Date: 7:00 PM
4. Sponsoring Organization: The City of Sweet Home
5. Event Coordinator/Primary Contact: Angela Clegg, Tourism & Econ Development Coord.
6. Mailing Address: 3225 Main Street, Sweet Home, OR 97386
7. Day Time Phone: 541-367-8113 Cell Phone: 541-405-9633
8. Email: aclegg@sweethomeor.gov Fax: N/A
9. Secondary Contact: Blair Larsen Phone: 541-818-8036
10. Is Alcohol Being Served? Yes No If YES include a copy of the State Liquor Permit.
11. Do you wish to utilize any City property, such as a park? Yes No
If YES, which one(s)? Sankey Park
12. Will this event include Food Vendors of any type? Yes No
If YES, all vendors must apply for a Temporary Restaurant License with the Linn County Health Department 541.967.3821, (ORS 624.025). The Vendors must apply three weeks before the start of the event. A list of vendors is required to be submitted with this application.
13. Anticipated Number of Attendees? 2,000

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

FOR OFFICE USE ONLY:			
Planning		Police Chief	
CEDD Director		Public Works Director	
Fire Chief			
STAFF – INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS			

PAYMENT AMOUNT: _____ CASH CC CHECK # _____

RECEIVED BY: _____ DATE: _____

PERMIT APPROVED: Yes No

Entered on Events Calendar

Authorized City Signature: _____ Date: _____



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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:	<u>Angela Clegg</u>	<u>The City of Sweet Home</u>
	PRINT NAME	AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT:	<u>Angela Clegg</u>	<u>09.20.23</u>
	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.



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Event and Equipment Rental Fees

N/A

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			



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SANKEY HUT RENTAL

N/A

Pass Code: _____ (given by staff upon payment of fees)

Please read and initial each line below:

- I agree to not share my pass code with anyone else.
 - Pass codes will be distributed by authorized City employees only.
- I agree to report any problems or damage to the Community Development Department immediately. During regular business hours (7am-4pm), call **541-367-8113**. At other times call the police non-emergency number, **541-367-5181**.
- I agree to set up and remove all equipment, structures, and materials for the reserved hut activity within the block of time specified in the park permit.
- I agree to pick up and properly dispose of all trash, litter, and food from the reserved hut activity.
- I agree to properly dispose of garbage that exceeds the capacity of the garbage receptacles at the hut facility. You can rent a dumpster through a private vendor or haul off your bagged garbage and recyclables yourself. Excess garbage left at the rental facility will be removed at your expense. A fee for service will be deducted from your security deposit.
- I agree to remove all signs or markings associated with the reserved hut activity. Paint is not permitted for marking pavement or structures. Chalk is acceptable but must be removed immediately after the event.
- I agree to obtain an underground utility locate and permission from the Community Development Department if sign posts, stakes, or spikes will be driven into the ground.
- I agree to accept the hut facilities, including the premises and equipment, in their present condition.
- I agree to reimburse the City for all damages to the premises or property resulting from their use, other than ordinary wear and depreciation, as determined by the City.
- I agree to conform to all rules and regulations of the City.
- I agree to provide adequate supervision and be responsible for any improper conduct of the attendees, both individually and collectively, while on the City premises or utilizing facilities.
- I agree that the use of the facilities and this permit is revocable by the City at any time at the City's option.
- I agree to hold the city harmless and indemnify the city from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the permittee.
- I agree that the permittee and any other person who allows or causes damage to hut facilities, park areas, and any other property owned by the city shall be liable to the city for the damage caused.
- I agree to abide by all Federal, State, and municipal equal opportunity laws and regulations prohibiting discrimination.

Staff Use Only:

Clean up verified by Staff _____, _____
Date signature of staff

Deposit Returned _____, _____
Date signature of staff



FACT SHEET

17th ANNUAL HARVEST FESTIVAL

October 7th, 2023 in Sankey Park at 847 14th Avenue, Sweet Home, OR

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

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

The east side lane of 14th Avenue, next to the southern parking lot, will be closed off on Friday, October 6th for the Chili Cook-Off tent set up. The section of 14th Avenue between the Ames Creek Bridge and Grape Street will be closed off at 10:00 AM until 4:00 PM, except to local residents.

Activities:

- Annual Chili Cook-Off

- Annual Pie Bake-Off

- Live Music

- Kid Zone, including pumpkin painting, wagon rides, tree climbing, face painting, and a bouncy house

- Approximately 75 Food and Craft vendors



Insert Event Overview Map

****SEE ATTACHED SITE MAP**



Insert Vendor Site Map

****SEE ATTACHED SITE MAP**

Harvest Festival Master Schedule

DRAFT

DATE	TIME	EVENT TASK	RESPONSIBLE PARTY
10.05.23	TBD	Pick up pumpkins at Thistle Down Farms	Public Works
10.06.23	TBD	Mark vendor booth locations, put up fencing	Angela, Public Works
10.06.23	TBD	Set Up Hut for Bands (cooler, couch, table, chairs, etc.)	Angela, Public Works
	TBD	Clean park bathroom & empty garbage cans	Public Works
10.06.23	TBD	Portable Restroom Delivery	Angela, Bucks
10.06.23	TBD	Tent Delivery	Angela
10.07.23	TBD	Sound & Stage Set-up	Ray & Crew
	6:00 AM	Put up wayfinding signs	Angela, Adam
	7:00 AM	Open vendor check-in	Adam, Greg
	7:00 AM	Set out street closure barricades, no parking & handicap signs	Public works, Blair, Lagea
	7:00 AM	Close 14th Avenue & adjoining streets	Public works
	8:00 AM	Set up Chili Cook-Off area	Angela, Maggots
	8:00 AM	Set up small tents, tables & chairs in all areas	Angela, Public Works, Volunteers
	8:00 AM	Set up hay bales & décor	Public Works, Volunteers
	8:00 AM	Spread straw in muddy areas	Public Works
	8:00 AM	Set up kids game area	Megan
	8:00 AM	Chili Cook-off Registration starts	Maggots
	8:00 AM	Set up chili cook-off judges station	Maggots
	9:00 AM	Set up pie bake-off area	Park & Tree Committee
	9:30 AM	Band #1 Set Up	Ray, TBD
	10:00 AM	Vendor set-up ends, move out all cars	Adam, Greg
	10:00 AM	Pie Bake-off Registration Starts	Park & Tree Committee
	11:00 AM	FESTIVAL STARTS	
	11:00 AM	Chili Cook-Off Judge check in	Maggots
	11:00AM	Pie Bake-Off Judge check in	Park & Tree Committee
	11:00 AM	Band #1 - 1st Set	Ray, TBD
	11:45 AM	Band Break	
	11:45 AM	Key to the City presented to FitzPatrick Painting	Kelcey, Mayor
	12:00 PM	Chili Cook-Off Judging Starts	Maggots
	12:00 PM	Pie Bake-Off judging starts	Park & Tree Committee
	12:00 PM	Band #1 - 2nd Set	Ray, TBD
	12:45 PM	Band #1 ends, Band #2 sets up	Ray
	1:00 PM	Pie bake-off - public serving starts	Park & Tree Committee
	1:00 PM	Chili cook-off - public serving starts	Maggots
	1:45 PM	Band #2 - 1st Set	Ray, TBD
	2:30 PM	Band Break	
	2:30 PM	Pie bake-off winners announced on stage	Angela, Ray
	2:45 PM	Band #2 - 2nd Set	Ray, TBD
	TBD	Pie bake-off area take-down / clean-up (when last piece is sold)	Park & Tree Committee
	3:30 PM	Chili cook-off winners announced on stage	Angela, Ray
	3:30/4:00 PM	Band #2 ends	Ray, TBD
	TBD	Chili cook-off area take-down / clean up (when last of chili is served)	Maggots
	4:00 PM	FESTIVAL ENDS	
	4:00 PM	Open gates & let vendors take-down	PW
	4:00 PM	Stage & Sound take-down	Ray
	4:00 PM	Volunteers in each areas take down, organize and clean up area	Site leads/Volunteers
	4:00 PM	Clean out hut	Angela
10.08.22	TBD	Confirm tent pick-up	Angela, All start rental
10.09.22	TBD	Confirm restroom pick-up	Angela, Bucks
	TBD	return all remaining tents, tables, chairs, etc.	Public Works
	TBD	Clean park restrooms, dump all garbages	Public Works

First Name	Last Name	Business Name	Type of Vendor	Type of Products
Travis	Luttmer	Country Financial	Sponsor	insurance booth
Jamie & Shari	Melcher	HomeSmart Realty Group	Sponsor	photo booth
Sean	Morgan	Sweet Home Police Dept	non-profit	We'll distribute free gun locks and possibly bicycle locks. We'll have some public safety information available, and we'll have a spinning wheel with prizes and handouts.
Rose	Peda	SHOCASE	non-profit	
Kimberly	Gibbs	Scents Gotta Love It with Scentsy	other	wax warmers and kids stuffed smell good animals
Julia	Brown	Julia's Vintage Farmhouse	other	antique / home décor
Jessica	Tenbusch		crafts	purses, bags, shirts, cups, flags, etc.
Felicia	Sprague		crafts	hats, jewelry, candles, home goods, décor, flaxseed hot/cold pads
Madison	Godell	To Dye For	other	Quality handmade ice dyed clothing, tapestry
Dawnnita	Groce	Color Street	other	nail polish & make up
Charlene	Larsen	PaperPie	other	childrens books for newborns up to teens
Cassandra	Ramsdell	Ramsdell Reptile Rescue	non-profit/In	We will have info on our non profit rescue and products for sale. Plants, merchandise, a donation tank, and a raffle. We will have adoptable reptiles on display and up for adoption!
Amy	Berg	Cloud Divine Cotton Candy	Food	cotton candy
Aaron	Hegge	Sweet Home Rotary Club	food	kettle corn & water
Maegan	Reynolds	Earthly Little Scents	crafts	Soy wood wick candles, wax melts, room sprays, & car diffusers.
Debbie	Cope		crafts	hand made sewn items, upcycled furniture, cookies
Maria	Beltran	Mary's Regalitos	other	kids toys, stuffed animals, key chains, slime
Doug	Hite	Idletime Woodworking	crafts	hand made woodcutting boards, bird houses, feeders, and other small items
Reanna	Coonc	Coonc Crochet	crafts	crochet stuffed animals and plushies
Ina	Lee	Ina's Fashions	crafts	hanging towels, necklace, earrings, rings
Maxine	Martin	Worthy Arts LLC	crafts	handpainted jewelry, bath & body care
Lisa	Legg	The 6 Chicken Ranch	other	freeze dried candy and ice cream
Liz	Merritt	PB Jewelry Cooperative (Old Crow Designs	crafts	handmade jewelry
Wendy	Kuczynski	Kreations by Kurtk	crafts	handmade wood toys, home décor, artwork
Cynthia	Webster	Floppin Quail	crafts	handmade soaps, candles, jewelry, farm cr
Cynthia	Webster	Floppin Quail	food	carnival food
Jo	Solis		crafts	handcrafted, repurposed, recycle fall, harve
Murya	Scherer	Sweet Home Senior Center	other	raffle quilt & Linn Shuttle info
Aly	Stobie	Girl Scouts of Oregon and Southwest Wash	non-profit/In	short activities, fliers, stickers, pencils, brack
Ben	Mattheisen	Sweet Home Community Singing Christmas	non-profit/In	advertising for 2023 program
Trixy	Savage	Blue Eyes Ceramics	crafts	Painted ceramics, unpainted ceramics, & paint kits
Nicole	Downs	Rooted Treasures	other	succulents and cacti planted in vintage, rust
Hannah	McCluskey		Food	hand made pies
Keith	Manning	Woodmann's Whimzies	crafts	wood artwork (Intarsia), bandsaw boxes, cu
Sarah	Fernandez	Da'Kine Naturals	Crafts	Bug repellent, sunscreen, bath bombs, lotio
Nicole	Borruel	Colie is a Monsta	crafts	Handmade bags, purses and accessories
Kim	Blanchard	Wiley Creek	other	Information on Memory care opening in Octob
Meaghan	Estep	Divine Magic LLC	other	metaphysical and holistic supplies and servi
Gina	Riley	Gina's Pampered Chef	Other	Quality Kitchen Tools
Kelcey	Wilder	Prehistoric to Present	other	fossils, crystals, jasper, petrified wood, jewe
Brenda	Passmore	Passmore Jams & More	Food	Homemade jams and jellys
Sue	Scott	Scandicraftsus	crafts	crocheted , sewn , leather, jewelry, scandinavi
Katie	Bryan	Central Willamette Credit Union	other	Credit Union
Cetiva	Daboling	Vendors United	Crafts	Paintings, wands, wire dolls, metal work, epox
Donald	Herbison	Storybook Farms	food	Honey, bee wax candle, dried apple
Hannah	Meisenheimer	H.M. - Hand Made	Crafts	Jewelry, wire wrapping, ornaments, & various i
Kelly	Lehto	ONE Sweet Home	Non-Profit/Informational	
Michelle	Carpenter	Damsel in Defense	other	Stun guns, pepper spray, roadside safety item
Shelley	Niemann	Alyrica Networks	other	internet services
Denita	Kenyon	Love It Unique Boutique	crafts	Homemade Jewlery, Art
Tracy	Olin	Mesh Wreath Décor Store	crafts	Mesh wreaths and seasonal decor
Renee	Gerlach	Bunny's Quilting	crafts	quilts, fabric items
Sarah	Couch		crafts	pencil drawings, jewelry, wood burnings, etc.
Nancy	Patton	9th Annual Kids Free Christmas Store	Non-Profit/In	opportunity drawings for baskets and tickets t
Raelyn	McCarthy	Gypsy Lee Gifts	other	Glass Balls, wood products, rocks, jewelry, hor
Jodie	Begley	Blue Happiness Crochet	crafts	crochet stuffed animals, hats, scarves, blanke
Linda	Ivie	Sugar City Gleaners	Non-Profit/Informational	
Sharon	Noll		food	apple butter, scones, cinnamon rolls, muffins
Patty	Hankins	Oak Heights PTC	Food	Krispy Kreme donuts and hot/cold apple cider
Virginia	Evans	Ginnys Pastry Shack	food	Pretzels and pastries, hotdogs, popcorn, chips
Michelle	Daniels	Tipsy Gypsy Tap Trailer	Food	Beer, Cider
Heidi	Wixson	Heidi's Hats / Exekiel Wixson	Crafts	Crochet hats, my son sells handmade cards, b
Deena	Bechtel	Shoppe of Wonders	crafts	Prism suncatchers, jewelry, mystery boxes,
Wendi	Melcher	Pumpkin Painting	Sponsor	
Party Perfection		Face Painting		
Joshua	Bichler	Twisty the Great		

Complete Site Map (not to scale) DRAFT

Restrooms & wash station



Food



Vendor Booths



Kids Booths



Competitions



Section A



Section B



Section C



Section D



General Traffic



General Seating



Trees



Light Poles

Tables/Benches

