



SPECIAL EVENT PERMIT APPLICATION

- 1. Name of Event: Harvest Festival Date(s) of Event 10.01.22
- 2. Setup Start Time/Date: 7:00AM / 10.01.21 Event Start Time: 11:00 AM
- 3. Event End Time: 5:00 PM Clean Up End Time/Date: 10:00AM/10.04.21
- 4. Sponsoring Organization: The City of Sweet Home
- 5. Event Coordinator/Primary Contact: Angela Clegg, Associate Planner
- 6. Mailing Address: 3225 Main Street, Sweet Home, OR 97386
- 7. Day Time Phone: 541-367-8113 Cell Phone: N/A
- 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? 1,500

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: [Signature] Date: 8/30/22



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

SIGNATURE OF APPLICANT:	<u>Angela Clegg</u>	<u>08.30.22</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.





Event and Equipment Rental Fees

N/A

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			



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

16th ANNUAL HARVEST FESTIVAL

October 1st, 2022 in Sankey Park at 877 14th Avenue, Sweet Home, OR

The Festival Starts at 11:00 AM and ends at 5:00 PM

Vendors can check in from 7:00 AM to 10:00 AM, and can load up after 5:00 PM
14th Avenue will be closed off at 10:00 AM until 5:00 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, and face painting.

- Various Food and Craft vendors



Insert Event Overview Map

SEE THE ATTACHED MAP ON PAGE 12



Insert Vendor Site Map

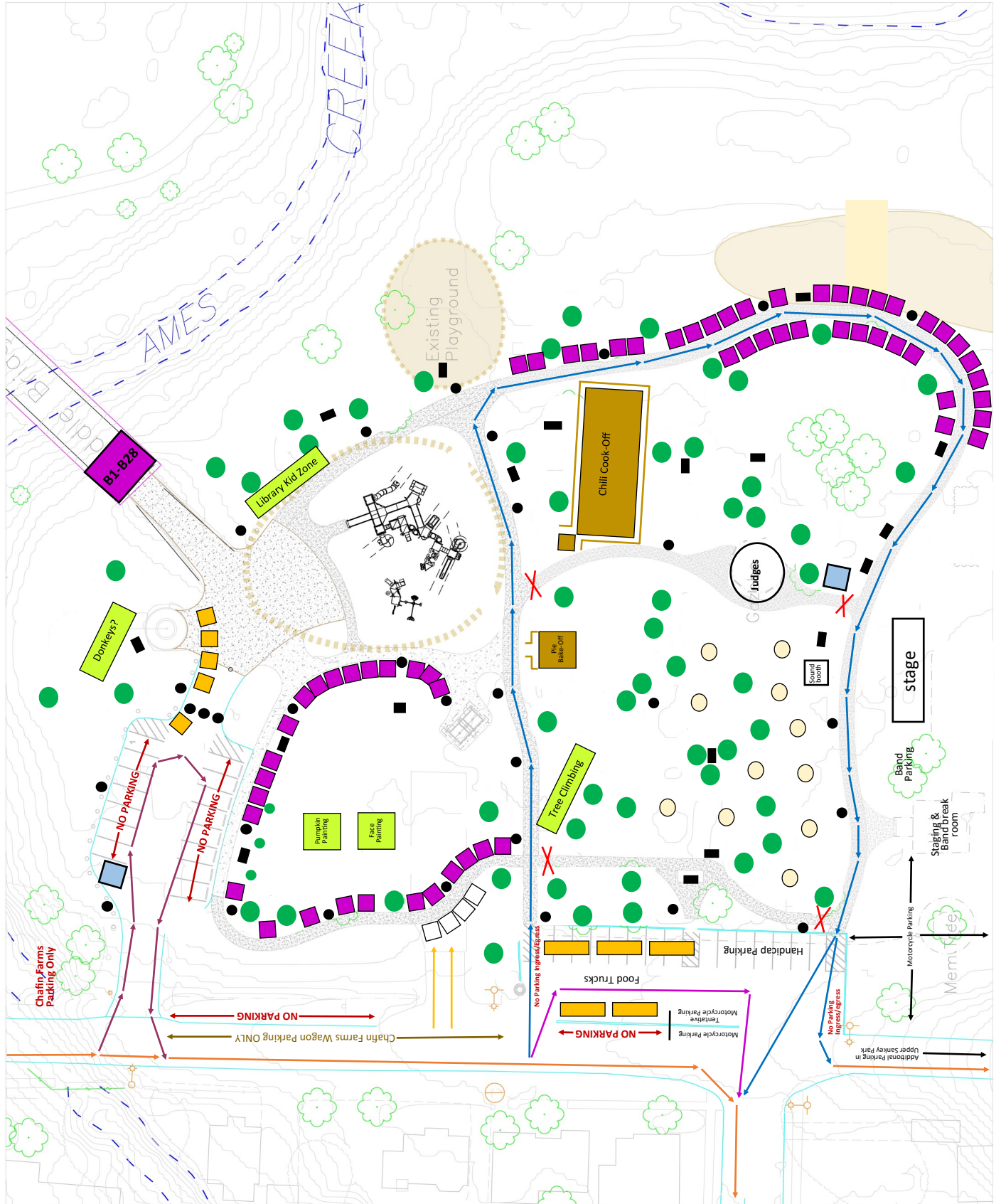
SEE THE ATTACHED MAP ON PAGE 13

Harvest Festival Master Schedule

DATE	TIME	EVENT TASK	RESPONSIBLE PARTY
09.29.22	TBD	Pick up pumpkins at Thistle Down Farms	Public Works
09.30.22	TBD	Mark vendor booth locations, put up fencing	Angela, Public Works
09.30.22	TBD	Set Up Hut for Bands (cooler, couch, table, chairs, etc.)	Angela, Public Works
	TBD	Clean park bathroom & empty garbage cans	Public Works
	TBD	Portable Restroom Delivery	Angela, Bucks
	TBD	Tent Delivery	Angela, All Star Rentals
09.30.22	TBD	Site Leaders Meeting	Angela
10.01.22	TBD	Sound & Stage Set-up	Ray & Crew
	7:00 AM	Put up wayfinding signs	Lagea, Blair
	7:00 AM	Open gate for vendor set up	Greg, Brandon
	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
	7:00 AM	Set up Chili Cook-Off area	Donny, 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	TBD
	8:00 AM	Chili Cook-off Registration starts	Donny, Maggots
	8:00 AM	Set up chili cook-off judges station	Donny, Maggots
	8:00 AM	The Koz Band Set Up	Ray, Koz
	9:00 AM	Set up pie bake-off area	Susan, Volunteers
	9:30 AM	Jobe Woosley Band Set Up	Ray, TBD
	10:00 AM	Vendor set-up ends, move out all cars	Greg, Brandon
	10:00 AM	Pie Bake-off Registration Starts	Susan, volunteers
	11:00 AM	FESTIVAL STARTS	
	11:00 AM	Chili Cook-Off Judge check in	Donny, Maggots
	11:00AM	Pie Bake-Off Judge check in	Park & Tree Committee
	11:00 AM	Jobe Woosley Band - 1st Set	Ray, TBD
	11:45 AM	Band Break	
	12:00 PM	Chili Cook-Off Judging Starts	Donny, Maggots
	12:00 PM	Pie Bake-Off judging starts	Park & Tree Committee
	12:00 PM	50/50 Raffle Starts	Donny, Maggots
	12:00 PM	Jobe Woosley Band - 2nd Set	Ray, TBD
	12:45 PM	TBD Band ends, The Koz Band sets up	Ray
	1:00 PM	Pie bake-off - public serving starts	Park & Tree Committee
	1:00 PM	Chili cook-off - public serving starts	Donny, Maggots
	1:45 PM	The Koz Band - 1st Set	Ray, Koz
	2:30 PM	Band Break	
	2:30 PM	Pie bake-off winners announced on stage	Angela, Ray
	2:45 PM	The Koz Band - 2nd Set	Ray, The Koz Band
	TBD	Pie bake-off area take-down / clean-up (when last piece is sold)	Park & Tree Committee
	3:30 PM	Band Break	
	3:30 PM	Chili cook-off winners announced on stage	Angela, Ray
	3:30 PM	50/50 Raffle Winner Announced	Ray
	3:45 PM	The Koz Band - 3rd Set	Ray, The Koz Band
	4:30 PM	The Koz Band ends	Ray, The Koz Band
	TBD	Chili cook-off area take-down / clean up (when last of chili is served)	Donny, Maggots
	5:00 PM	FESTIVAL ENDS	
	5:00 PM	Open gates & let vendors take-down	Greg, Brandon
	5:00 PM	Stage & Sound take-down	Ray
	5:00 PM	Volunteers in each areas take down, organize and clean up area	Site leads/Volunteers
	5:00 PM	Clean out hut	Angela
10.02.22	TBD	Confirm tent pick-up	Angela, All start rental
10.03.22	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

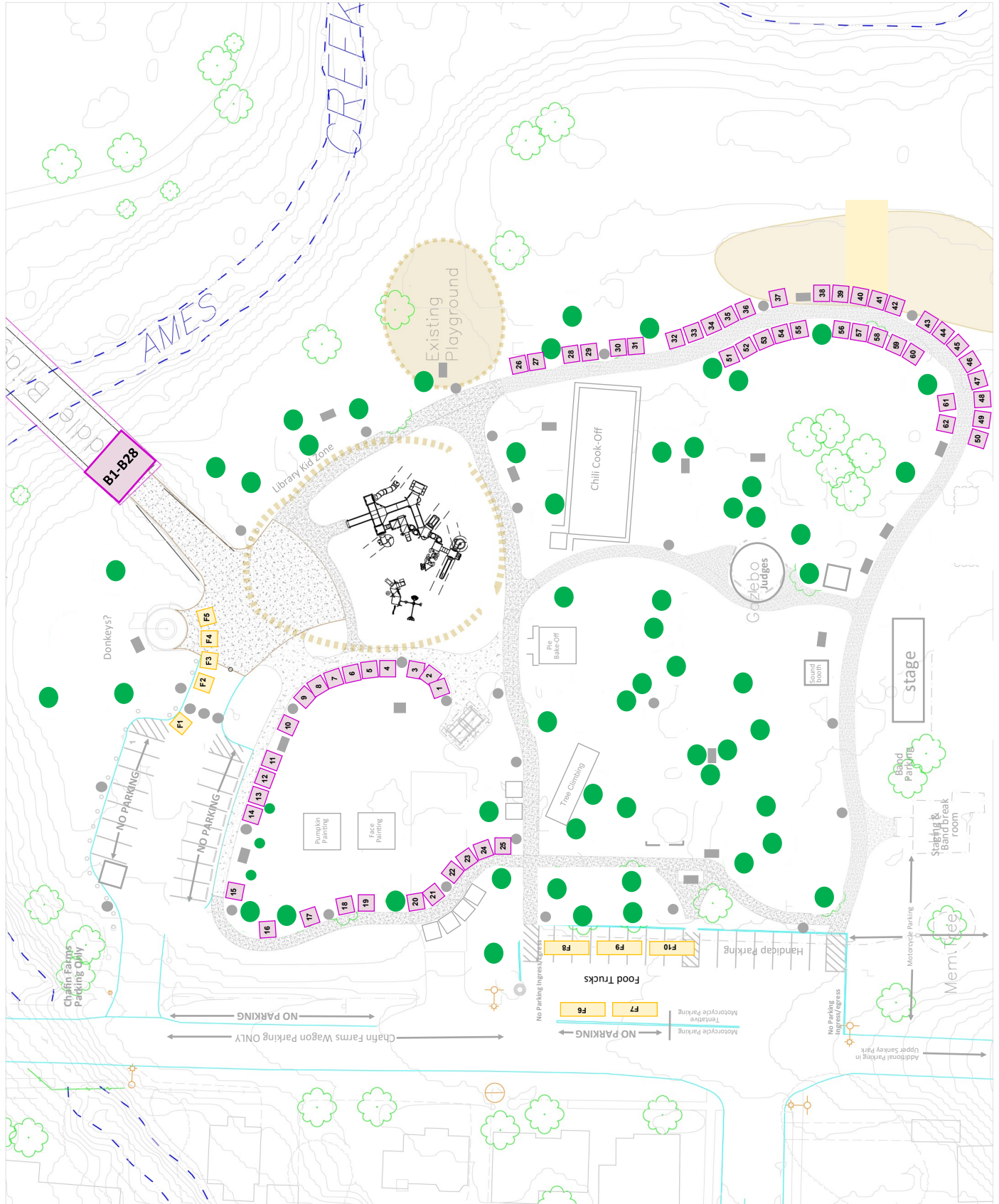
Name	Business Name	Type of Vendor	Type of Products
Travis Luttmer	Country Financial	Other	insurance / Pie bake off sponsor
Kim gibbs	Scentsy with Kim gibbs	Other	Wax, warmers, scentsy buddies, oils, plug in wall wax warmers.
Tracy Olin	Mesh Wreath Decor Store	Crafts	Home made mesh and grapevine wreaths and holiday decor
Nicole Downs	Rooted Treasures	Other	I have a variety of succulents and cacti planted in rustic, vintage and homemade containers
Nancy Patton	Trash to Treasure	Other	Kids Free Christmas Store
Cari Brewer (Mailey)	Knotted Up Jewelry by Mailey	Crafts	handmade beaded necklaces, bracelets & leather earrings
Felicia Sprague		Crafts	jewelry, home décor, candles, sewn items
Dawnnita	Color Street	Other	dry nail polish strips, nail care
Alissa Tackitt	Lissa Lou Creations	Crafts	cups, tmlers, door hanging signs, car decals
Cassie Richey	Sweet Things Boutique	Other	Boutique items, home décor, candles, etc.
Hannah McCluskey		Food	pies, baked goods
Stephanie Mitchell	Sweet Home Choppers	other	motorcycle apparel, accessories, reapiir
Patricia Jones	Mary Kay	other	Mary Kay Cosmetics
Deena Bechtel	Shoppe of Wonders	Crafts	sun catchers, jewelry, incense, precious stones
Meaghan Estep	Divine Magic LLC	Crafts	candles, jewelry, home décor, reiki services
Nicol Dionesotes	Rock Trivets-N-Treasures	Crafts	finish stone art, jewelry
Shasta Krake	Krake Home Sales	other	photo booth / Sponsor
Donna Donovan	Donna Donovan	crafts	acrylic paint art on canvases, acrylic paint jewelry
Rose Peda	SHOCASE	Other	nonprofit, informational
Sam Milstein	Ridgeway Health	non-profit	healthcare & community outreach
Ina Lee	Ina's Fashions	crafts	jewelry, hanging towels, scrubbies, etc.
Nickcole Jordan	Provoking Hope	Non-profit	info on community services
Wendi Melcher	Cadwell Realty/Melcher Logging	kids	pumpkin painting / Sponsor
Sean Morgan	Sweet Home Police Dept	other	law enforcement
Kyla Jutte		other	purses, clothing, plants, etc.
Kurt & Wendy Kucz	Kreations by Kurtk	crafts	Hand made wood toys, home décor, artwork, etc.
Christy Duncan	Sweet Home Chamber	other	Cut the Gut Merch, visitors info, membership info
Julia Brown	Julia's Vintage Farmhouse	other	vintage décor, handmade salves & soaps
Edith Lawrence	Real Estate	Other	real estate services - kids activities
Mark Opperman	Hope Church Sweet Home	non-profit	flyers, candy, mints
Gigi Bliss (wheel of)	Crazy Goat Girl	Crafts	soaps lotions, etc. metal signs, mens care
Suzy Jerabek	Sittas Handicrafts	crafts	Grocery bags, etc.
Cindy Thompson	Youngevity	Other	vitamins
MilissaLee	Milissa's Custon Creations	Crafts	tumblers, coasters, cookies, pop sockets magnets
Benjamin Mattheise	Sweet Home Singing Christmas Tree	non-profit	advertising, raffle baskets, popcorn
Becky Franklin	Youngevity	Other	helth/wellness, pet products, wooden craft items
Carol Carlin	Rusty Barn Boutique	Other	myra bags, jewelry, hairbows
Chris Chapman	Gregory Home Team - Keller Williams	Crafts	crafts
Cathy Wilson	Wyld Green Apothecary	Crafts	incense, salves, oils, non-tobacco/non-THC smoking blends, candles
Diane Gerson	Youth Advisory Council	Other	
Faith Fidler	Rosco & Co.	crafts	knit headwraps, knit beanies, knit pumpkins
Tysyria Williams	Earthie Candles & Essentials	crafts	jar candles, handmade soaps, wax melts & boby products

Complete Site Map (not to scale)



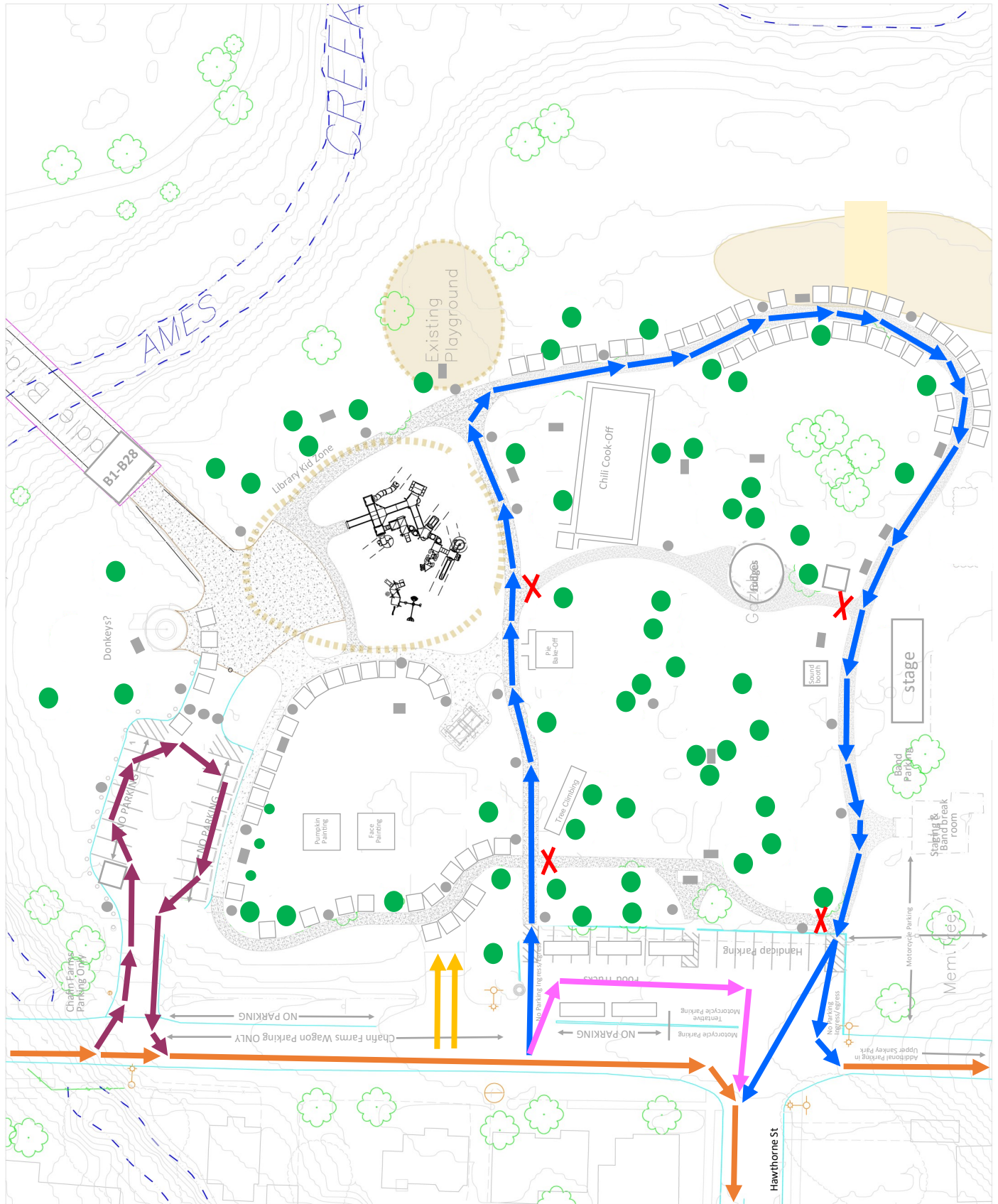
- Restrooms & wash station
- Food
- Vendor Booths
- Kids Booths
- Competitions
- Section A
- Section B
- Section C
- Section D
- General Traffic
- General Seating
- Trees
- Light Poles
- Tables/Benches

Complete Vendor Site Map (not to scale)



Food
Vendor Booths

Traffic Site Map (not to scale)



- Section A
- Section B
- Section C
- Section D