



# Community and Economic Development Department

## SPECIAL EVENT AND PARK RENTAL PERMIT APPLICATION

1. Name of Event: Sportsman's Holiday Parade Date(s) of Event 07/11/2026
2. Setup Start Time/Date: 7:00am? Event Start Time: 11:00am
3. Event End Time: 12:00pm Clean Up End Time/Date: 12:30pm
4. Sponsoring Organization: Sweet Home Chamber of Commerce & Visitors Center
5. Event Coordinator/Primary Contact: Lagea Mull
6. Mailing Address: 1575 Main St, Sweet Home OR 97386
7. Day Time Phone: 541-367-6186 Cell Phone: \_\_\_\_\_
8. Email: \_\_\_\_\_ Fax: \_\_\_\_\_
9. Secondary Contact: Karla Hogan Phone: \_\_\_\_\_
10. Is Alcohol Being Served?  Yes  No If YES include a copy of the State Liquor Permit.
11. Do you wish to utilize any City property, such as a park?  Yes  No  
If YES, which one(s)? \_\_\_\_\_
12. Will this event include Food Vendors of any type?  Yes  No  
If YES, all vendors must apply for a Temporary Restaurant License with the Linn County Health Department 541.967.3821, (ORS 624.025). The Vendors must apply three weeks before the start of the event. A list of vendors is required to be submitted with this application.
13. Anticipated Number of Attendees? 70+ participants and unknown number of spectators

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

<b>FOR OFFICE USE ONLY:</b>			
Planning Manager		Police Chief	
City Manager/Deputy		Public Works Director	
Fire Chief			
<b>STAFF – INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS</b>			

PAYMENT AMOUNT: \_\_\_\_\_ CASH CC CHECK # \_\_\_\_\_  
 RECEIVED BY: Angela Clegg DATE: 05.06.26

PERMIT APPROVED:  Yes  No  Entered on Events Calendar

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 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: Lagea Mull Sweet Home Chamber of Commerce  
 PRINT NAME AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: *Lagea Mull* 4/15/26  
 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: <u>Non-Refundable</u>	Fees: <u>Refundable</u>	Replacement Costs	Total Owed	Total Paid	Date Paid
Bandstand	\$15.00/hour \$100 maximum	\$100.00				
Outdoor Event Center	\$15.00/hour \$100 maximum	\$100.00				
Gazebo	\$15.00/hour \$100 maximum	\$100.00				
Sankey Hut	\$15.00/hour \$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: <u>Refundable</u>	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		\$15.00			
Small Barricade – "No Park"	\$3.00/Barricade		\$20.00			
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 item below:

- I agree to not share my pass code with anyone else.
  - o Pass codes will be distributed to the City and City employees only.
- I agree to report any problems or concerns to the Community Development Department immediately. During regular business hours (7am-4pm) call 541-367-3111. At other times call the police non-emergency number, 541-367-4181.
- 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

Parade route is a loop as follows: 22nd Ave north to Main Street, Main Street west to 10th Ave, 10th Ave south to Long Street, Long Street east to 22nd Ave.

Public Works Dept. will place "No Parking" signs at 7:00AM and close Long Street between 18th Avenue and 22nd Avenue at 10:00am. The following street closures at 10:30AM:

- 12th Ave & Main St / 12th Ave & Long St
- 13th Ave & Main St / 13th Ave & Long St
- 15th Ave & Main St / 15th Ave & Long St
- 18th Ave & Main St / 18th Ave & Long St
- 22nd Ave & Main St / 22nd Ave & Long St

Sweet Home Police Department will direct traffic at lighted intersections.

Chamber volunteers will arrive at the Chamber building at 9:00AM.

Parade line up will begin at 10:00AM on Long Street between 18th Ave & 22nd Ave. Line up will encompass Long Street.

Parade will end at 18th Ave & Long St.

Floats will disband on Long Street between 18th Ave & 22nd Ave.

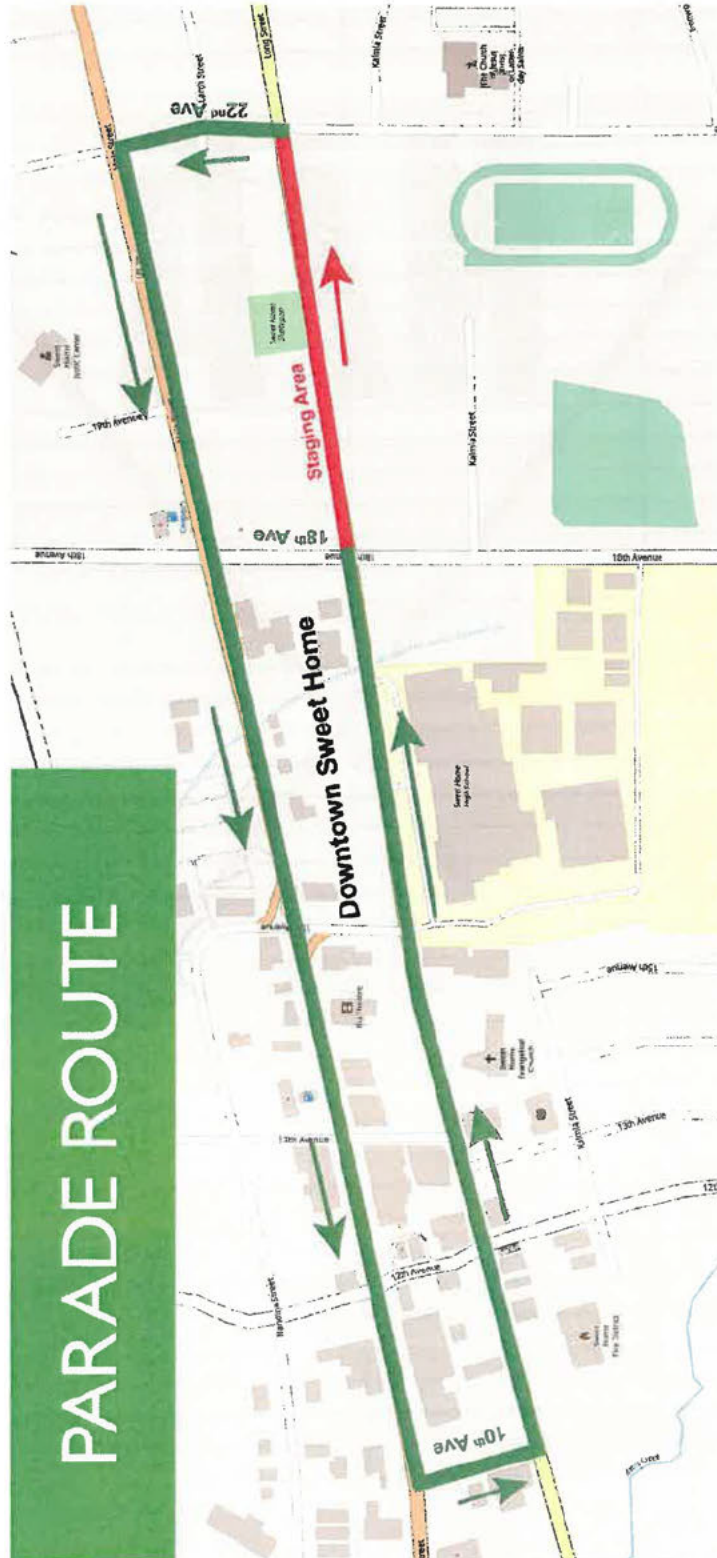
Public Works Dept. will follow the end of the procession and begin signage clean up.







Insert Event Overview Map





Insert Vendor Site Map

**N/A**



**APPLICATION AND PERMIT TO OCCUPY OR  
PERFORM OPERATIONS UPON A STATE HIGHWAY**

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

CLASS :	KEY#
---------	------

GENERAL LOCATION				PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)		
HIGHWAY NAME AND ROUTE NUMBER US 20/16/ Santiam				<input type="checkbox"/> POLE LINE	TYPE	MIN. VERT. CLEARANCE
HIGHWAY NUMBER 016	COUNTY Linn			<input type="checkbox"/> BURIED CABLE	TYPE	
BETWEEN OR NEAR LANDMARKS US 20 from 10th Avenue intersection to 22nd Avenue intersection				<input type="checkbox"/> PIPE LINE	TYPE	
HWY. REFERENCE MAP GIS	DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> NON-COMMERCIAL SIGN	FEE AMOUNT	
APPLICANT NAME AND ADDRESS Sweet Home Chamber of Commerce 1575 Main Street Sweet Home, OR 97386				<input type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW		
				FOR ODOT USE ONLY		
				BOND REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	REFERENCE: OAR 734-55-035(2)	AMOUNT OF BOND
				INSURANCE REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	REFERENCE: OAR 734-55-035(1)	SPECIFIED COMP. DATE

**DETAIL LOCATION OF FACILITY(For more space attach additional sheets)**

MILE POINT	TO	MILE POINT	ENGINEERS STATION	ENGINEERS TO STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
						CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
27.25		27.93	47.770		90d	varies	varies	xxx	xxx	xxx

DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES  
Permit and Permission to conduct parade within ODOT ROW.

**SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)**

- TRAFFIC CONTROL REQUIRED  YES [OAR 734-55-025(6)]  NO
- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED?  YES [OAR 734-55-100(2)]  NO [OAR 734-55-100(1)]
- ◆ **AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER: na**  
OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: na please call SPECIFY TIME AND DATE IN THE SPACE BELOW.
- ◆ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
- ◆ **ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987. CALL BEFORE YOU DIG 1-800-332-2344**

COMMENTS - ODOT USE ONLY

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE <b>X</b>	TITLE	DATE
APPLICANT SIGNATURE <b>X</b> <i>Laura Mall</i>	APPLICATION DATE <b>04/15/2026</b>	TITLE <b>Executive Director</b>
When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached; and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.	DISTRICT MANAGER OR REPRESENTATIVE <b>X</b>	TELEPHONE NO. <b>541-367-6186</b>
		APPROVAL DATE

- √7. THE APPLICANT IS RESPONSIBLE AND LIABLE FOR ALL ACCIDENTS, DAMAGES, AND INJURIES TO PERSONS OR PROPERTY THAT ARE A DIRECT RESULT OF THE PARADE.
- √8. APPROVAL FOR THE PARADE IS AT THE DISCRETION OF THE ODOT DISTRICT 4 MANAGERS.
- √9. **ADDITIONAL SIGNATURES ARE REQUIRED**

**(9a.) LOCAL JURISTITION (CITY) SIGNATURES REQUIRED.** SIGNATURE REPRESENTS CITY APPROVAL FOR THE PLANNED EVENT, APPROVAL OF ALL ASSOCIATED PLANNED ACTIVITIES AND APPROVE OF DETOUR ROUTES FOR THIS PERMITS.  
 CITY REPRESENTATIVE IS TO **SIGN PAGE 1 AND 8** OF THIS PERMIT, UNDER LOCAL GOVERNMENT OFFICIAL SIGNATURE.

JURISTITION: City of Sweet Home

**SIGNATURE:** \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

MAILING ADDRESS: 3225 Main Street

CITY: Sweet Home STATE: Oregon ZIP CODE: 97386

**APPLICANT IS TO PROVIDE THE CITY WITH A COPY OF THE FINALIZED ODOT ISSUED PERMIT 30 DAYS PRIOR TO THE EVENT.**

**(9b.) LOCAL POLICE DEPARTMENT OR LAW ENFORCEMENT SIGNATURE REQUIRED.** SIGNATURE ACKNOWLEDGES THAT THE LOCAL LAW ENFORCEMENT HAS BEEN NOTIFIED OF THE PLANNED ACTIVITIES ASSOCIATED TO THIS PERMIT. SEE SPECIAL PROVISIONS.

PRINT NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ DATE \_\_\_\_\_

- √10. **ODOT STATION 2 CONTACT REQUIREMENT:**  
 WHEN TRAFFIC CONTROL IS REQUIRED THAT DISRUPTS, DIVERTS, OR MAY CAUSE TRAFFIC IMPACTS OR DELAYS CONTACT ODOT STATION 2 AT 503-362-0457 48 HOURS PRIOR TO WORKING. YOU WILL NEED TO PROVIDE A CONTACT NAME, PHONE NUMBER, THE HIGHWAY, MILE POINT, TYPE OF WORK AND HOW LONG TRAFFIC WILL BE AFFECTED.
- √11. **APPLICANT IS TO PROVIDE THE POLICE DEPARTMENT/LAW ENFORCEMENT WITH A COPY OF THE FINALIZED ODOT ISSUED PERMIT 30 DAYS PRIOR TO THE EVENT.**

**APPLICANT'S SIGNATURE ACKKNOWLEDGES APPLICANT HAS READ, UNDERSTANDS AND ACCEPTS ALL PROVISIONS**

**APPLICANT SIGNATURE**



DATE 04/15/2026