



Date: May 11, 2021

To: City of Sweet Home
City Council Members
1140 12th 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 2021 Oregon Jamboree in Sweet Home

The Sweet Home Economic Development Group, Inc. (SHEDG) and the Oregon Jamboree Management (OJM) are proud to present the 28th Annual Oregon Jamboree in Sweet Home on July 30-August 1, 2021. The event will be held at the community field located behind the high school. 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. Letter of Intent regarding insurance
3. 2021 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; named additional insured
 - j. Requested Assistance from City of Sweet Home
 - k. Sample of Team plans
4. Security Proposal
5. City Permit Addendum #1 regarding additional concrete barriers
 - a. Street Closure with Rental Request
 - b. Barricade Map
6. RV Parking Proposal and Campground Description & Marking plan
7. Overview city map of campground locations
8. Oregon Jamboree RV & Tent Regulations
9. Vendor Attachment
10. COVID-19 Proposed Safety Plan
11. Oregon Health Authority Occupancy Resource

Angela Clegg

From: Robert Shamek <robert@oregonjamboree.com>
Sent: Friday, April 16, 2021 9:52 AM
To: Angela Clegg
Subject: Re: Jamboree Special Events Application

Your point of contact will be Peggy Curtis.

Peggy@oregonjamboree.com

The insurance for the event does not get issued until right before the event but I do have a letter from our insurance company that stated what our coverage is going to be. OBS is in the same situation and both policies could change based on how many people the state will allow at the time.

On Tue, Apr 13, 2021 at 12:12 PM Angela Clegg <aclegg@sweethomeor.gov> wrote:

Robert,

Moving forward, I will be the point of contact for the Special Events Application that you submitted for the Jamboree. A couple of things that I still need from you:

- A copy of the Liquor License for Oregon Beverage Services
- Certificate of Insurance with the Endorsement

If you can get these to my by this Friday, latest Monday then I can get the RCA on the April 27th City Council meeting, if not it will be in May.

I will be out for training tomorrow and Thursday, but will be checking emails.



p:541-367-8113

CONNECT WITH US

Angela Clegg | Associate Planner
 Community and Economic Development
 Dept.
 City of Sweet Home
[3225 Main Street](https://www.cityofsweethome.com/3225MainStreet)
[Sweet Home, OR 97386](https://www.cityofsweethome.com/3225MainStreet)





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

April 12, 2021

To whom it may concern:

Sweet Home Economic Development Group Inc. (SHEDG Inc.) has intent to purchase Commercial General Liability insurance for the 2021 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 \$2,000,000 per occurrence and \$3,000,000 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



SPECIAL EVENT PERMIT APPLICATION

1. Name of Event: The 28th Annual Oregon Jamboree Date(s) of Event: July 30-August 1, 2021
2. Setup Start Time/Date: Monday, 7/26/2021 6:00am Event Start Time: Friday, 7/30/2021 1:00 pm
3. Event End Time: Monday, 8/2/2021 11:00am Clean Up End Time/Date: Monday 8/2/2021 10:00 pm
4. Sponsoring Organization: Sweet Home Economic Development Group, 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)? Sankey 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? 5000 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: _____



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: Robert Shamek

PRINT NAME

The Oregon Jamboree

AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: [Signature]

SIGN NAME

April 1, 2021

DATE

APPROVAL, DENIAL OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OF USE PERMIT IS AT THE SOLE DISCRETION OF THE CITY PURSUANT 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

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

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.
 - o 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

[See Pages 10-33...](#)



2021 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 26, 2021 6:00 AM through Monday, August 2, 2021 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 26, 2021 through Monday, August 2, 2021 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, Jamboree volunteer check-in, and volunteer parking. On-site RVs may be provided for the convenience of the volunteers. Only authorized Jamboree Volunteers, paid security services, personnel and working staff will be admitted through the park during this time. During the festival, the general public will only have access to the Sankey park amenities by crossing the Weddle Bridge. Special passes will be issued for vehicle admission.

Beginning at 6:00 AM on July 26, 2021 through 10:00 PM on August 2, 2021 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 \$120-\$140 each for the entire weekend. Each camp site 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, please find a Camp Site Map, individual *Campground Maps and the Oregon Jamboree RV& Tent Camping Rules and Regulations*.

Historically, the Oregon Jamboree pays an occupancy tax to the City of Sweet Home based on camping sites sold within the city limits. This year we would like to propose, that in the spirit of economic development and increased tourism within Sweet Home, a portion of that tax would be utilized for marketing of other events within the community.

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 18th Avenue from Long Street to Mountain View and 14th 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 29, 2021 through Sunday August 1, 2021.

18th Avenue from Long Street to Mountain View shall be closed and blocked off to "through traffic" from 7:00 AM on Thursday 7/29/2021 through 9:00 PM on Sunday 8/1/2021 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 18th 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 7/29/2021 to 10:00 PM on Sunday 8/1/2021. In addition, during the above time frame, all areas of 18th 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 18th 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 18th Avenue; resident vehicles must be parked on their property and not on the street. In addition, 18th Avenue between Long Street and the concert entry (including the 1800 block of Kalmia Street) will be designated "Disabled Parking" only; 18th Avenue between Grape Street and the bus barn will be designated "No Parking." Residents will be notified by mail on Monday, July 5, 2021 with a letter and a map instructing them how to pick up their passes. All passes not picked up by Friday, July 16, 2021 will be mailed out via USPS with a return receipt on Monday, July 26, 2021.

It should be noted that, due to the roadblock on 18th Avenue at the concert entry, residents of Grape Street and 18th 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 4500-5000 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.



Conflict Resolution

As in the past, our plan for conflict resolution will be as follows:

- Anyone causing problems will be asked to leave the premises.
- A complaint will be made to the Police Department and the person(s) will be subject to arrest for trespassing or disorderly conduct.
- The Chief of Police has the final say in every matter. We ask to be informed of all emergencies and outcomes so that we can act in the appropriate way for conflict resolution.

Event Chain of Command

Every attempt will be made to begin at the top of the chain of command and only work down the chain based on availability:

1. Police Chief
2. Fire Chief
3. Festival Director
4. Staff/Management Team
5. Production Manager
6. Paid Security
7. Volunteer Supervisors

Admission Policy

We will again have an open gate policy, because it has proven to be the most effective over the years. If current State of Oregon protocols require it, gates will be limited to one time through the gate per day.

There will be 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.

Wristband passes will be issued for festival re-entry. The Front Gate Team will be doing

Requested Assistance from Public Works & Equipment Request

We will supply street passes and wristbands for easy access in an emergency. We also request the use of the following equipment:

- “Local Traffic Only” Signs 3
- “Street Closed Ahead” Signs 4
- “No Through Traffic” Signs 6
- “No Parking” Signs 18
- Water Jersey Barricades 8
- Lighted Barricades 11
- Street Barricades 22
- Install sign pole receptacles on east and west side of 19th Avenue for temporary “No Parking” signs.



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):

- City of Sweet Home
- Comcast
- Freeman Enterprises, Inc.
- MVI Multi-vision Inc
- Oregon Department of Transportation (ODOT)
- Pacific Power
- Safeway
- Stage Pro
- Sweet Home Fire and Ambulance District
- Sweet Home School District #55
- Sweet Home Church of Christ
- Sweet Home Community Chapel
- Gary Burns
- Brent Ellis
- Lee
- Other campground owners

Requested Assistance from the City of Sweet Home

Deliver barricades and requested signs to Sankey Park on set up day (Thursday, July 29, 2021) and pick them up on Monday, August 2, 2021. The Security Director and Public Works Maintenance Superintendent will coordinate the deliver and set up of the barricades and signs on 14th Avenue and 18th 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 14th Avenue, 18th 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 25 food booths, three drink booths and six 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 29, 2021—Set up 10:00 AM—6:00 PM
- Friday, July 30, 2021—Health inspections begin 11:30 AM
- Friday, July 30, 2021—Vendor Booths open 1:00 PM- 11:30 PM
- Saturday, July 31, 2021—Vendor booths open 11:00 AM-11:45 PM
- Sunday, August 1, 2021—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)

2021 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 2021 Oregon Jamboree will be held on July 30th – 31st & August 1st, 2021.

The festival site will be located between 18th Avenue and 14th 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 2021 event will be limited to approximately 5,500 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 three 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 60 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. 60-80 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. 48 National Guard Soldiers or Paid Security manning the traffic barricades.
A minimum of 16 soldiers per day.
 - a) 18th & Long
 - b) 18th & Kalmia
 - c) 18th & Grape
 - d) 14th & Kalmia
 - e) 14th & Hawthorne

Please refer to the 2021 Oregon Jamboree Safety Addendum and Covid guidelines.

Prepared By: Penny Leland, Security Director

Approved By:



City Permit Addendum #1

At the request of the Sweet Home Chief of Police, in the interest of heightened public safety, additional concrete barriers will be placed on the traffic side of the water jersey barricades located in front of the baseball field and tennis courts on 18th avenue.



Street Closure and Rental Form Attachment #1

Location of Equipment

“No Through Traffic” signs will be posted at the following locations:

- 18th Avenue and Long Street
- 18th Avenue and Mountain View Street
- 14th Avenue and Kalmia Street
- 18th Avenue and Baseball Field
- 18th Avenue and Tennis Courts

“Local Traffic Only” signs will be posted at the following locations:

- 14th Avenue and Elm Street
- 14th Avenue and Grape Street
- 15th Avenue and Kalmia Street

“Street Closed” signs will be posted at the following locations:

- 18th Avenue and Kalmia Street
- 18th Avenue and Long Street
- 18th Avenue and Mountain View Street
- 18th Avenue and Hawthorne Street

“Handicapped” signs will be posted at the following locations:

- 18th Avenue between Long Street and Kalmia Street

Barricades will be posted at the following locations:

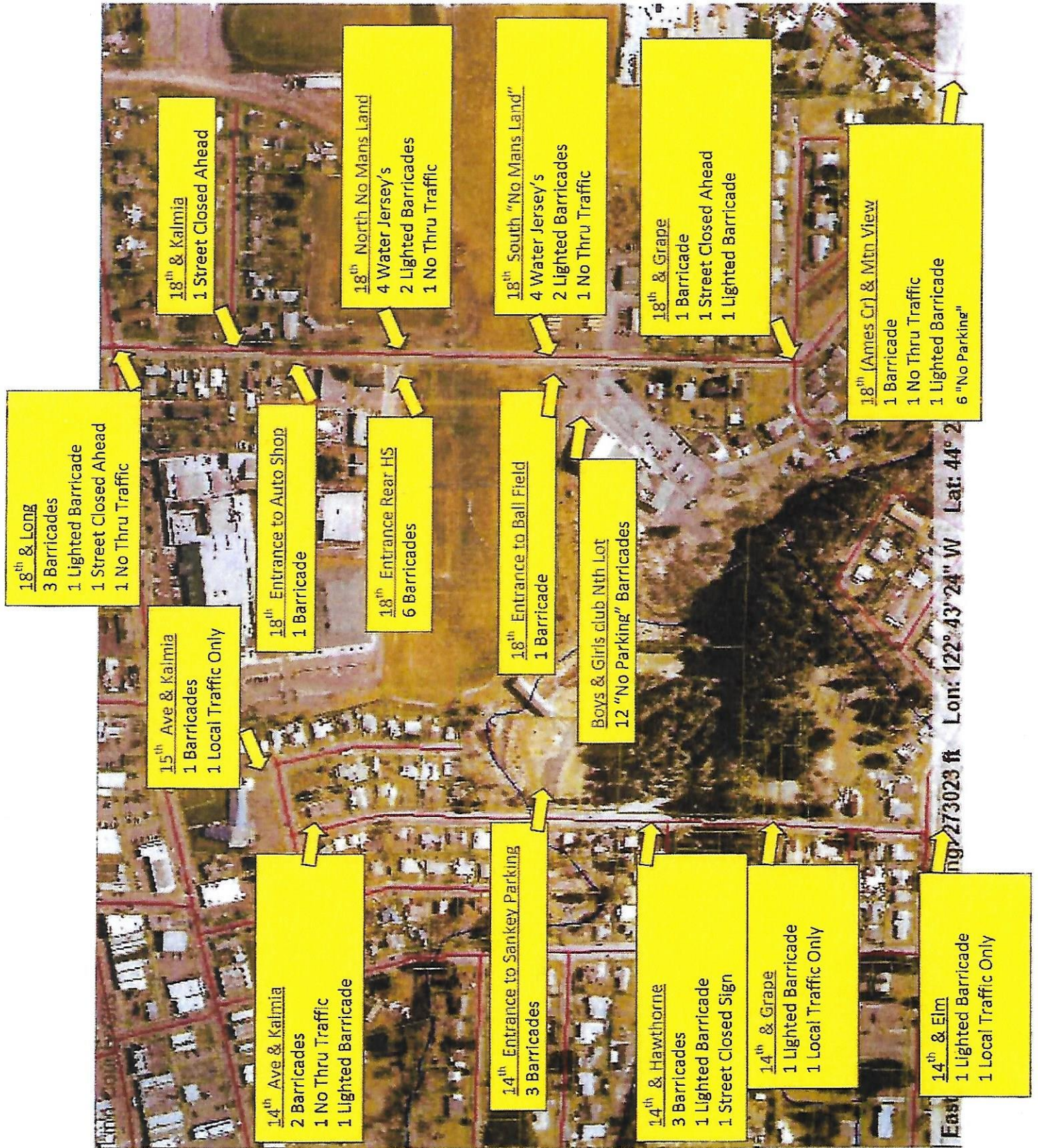
- 14th Avenue and Kalmia Street
- 14th Avenue and Sankey Park
- 14th Avenue and Hawthorne Street
- 15th Avenue and Kalmia Street
- Ames Creek Road and Mountain View
- 18th Avenue and Long Street
- 18th Avenue and Entrance to Auto Shop
- 18th Avenue and Entrance to Rear of High School
- 18th Avenue and Grape Street

Lighted Barricades will be placed at the following locations:

- 14th Avenue and Kalmia Street
- 14th Avenue and Elm Street
- 14th Avenue and Hawthorne Street
- Ames Creek Road and Mountain View
- 18th Avenue and Long Street
- 18th Avenue and Baseball Field
- 18th Avenue and Tennis Courts
- 18th Avenue and Grape Street

Water Jersey Barricades will be placed at the following locations:

- 18th Avenue and Baseball Field
- 18th Avenue and Tennis Courts





RV Parking Proposal

Objective:

To ensure there is an adequate controlled RV parking system set up in a safe and friendly manner. We are working with 16 RV parking areas and two tent camping areas for approximately 2,160 spaces.

Campgrounds

#1 Upper Sankey—Located in the 600 block of 14th Avenue on city property, southwest of the concert site in upper Sankey Park; with the entrance and exit on 14th Avenue. 59 spaces.

#2 High School Pool—Located at 1641 Long Street on school district property northwest of the concert site and west of the High School; with the entrance and exit on Long Street. 38 spaces.

#3 Parking Lot—Located in the 1100 block of 22nd Avenue on school district property east of the concert site and north of the High School track; with the entrance and exit on 22nd Avenue. 53 spaces.

#4 Football Field—Located in the 1000 block of 22nd Avenue on school district property east of the concert site and south of the High School Track; with the entrance and exit on 22nd Avenue. 265 spaces.

#6 Hawthorne—Located at 3205 Long Street on school district property approximately one mile east of the concert site and south of the High School track; with the entrance and exit on 22nd Ave. 265 spaces.

#7 Oak Heights—Located at 605 Elm Street on school district property approximately 15 blocks SW of the concert site; with the entrance and exit on Elm Street. 123 spaces. Serviced by shuttle bus.

#8 Junior high School—Located at 880 22nd Avenue on school district property approximately southeast of the concert site; with the entrance and exit on 22nd Avenue through the school parking lot. 46 RV/tent sites and 19 tent-only spaces.

#9 Rodeo Grounds West—Located at 4001 Long Street on leased city property approximately 1.2 miles east of the concert site; with the entrance and exit on Long Street. 199 RV/tent spaces. Serviced by shuttle bus.

#10 Rodeo Grounds East—Located at 4001 Long Street on leased city property approximately 1.3 miles east of the concert site; with the entrance and exit on Long Street. 185 RV/tent spaces. Serviced by shuttle bus.



#12 Long Street—Located on school district property north of the concert site and across the street from the front of the High School, with the entrance and exit on Long Street. 21 RV spaces.

#14 Tent—Located at 42250 Ames Creek Road on the property of Gary Burns just one mile southeast of the festival entrance. 129 tent spaces. Serviced by shuttle bus.

#15 RV—Located at 42250 Ames Creek Road on the property of the Sweet Home Community Chapel just one mile southeast of the festival entrance. 173 RV spaces. Serviced by shuttle bus.

#16 RV2—Located at 42250 Ames Creek Road on the property of Hyung Lee just one mile southeast of the festival entrance. This camping site has about 194 RV spaces. Serviced by shuttle bus.

#18 Sweet Home City Hall (formally known as Ranger Station)—Located at 3225 Main Street. 111 Tent and RV spaces. Serviced by shuttle bus.

#20 Clark Mill—Located approximately .9 miles east of the concert site, owned by Marilyn Richards and Michael Garber, entrance and exit on Clark Mill Road. 106 RV/tent spaces. Serviced by shuttle bus.

#21 Foothills—Located on city property north of the concert site with entrance and exit on Foothills Drive. 119 RV/tent spaces.

#22 Northside Park—Located on city property north of the concert site in Northside Park with the entrance and exit on 11th Avenue. Volunteer camping only. 10 RV spaces and 30 tent spaces.

#23 RV—Located at the 3700 Block of Long Street. Entrance and Exit is from Main street, near the City Hall. 110 RV/tent spaces. Serviced by shuttle bus.

Tent A, Baseball Diamond—Located in the 1100 block of 18th Avenue on school district property east of the concert site; with the entrance and exit on 18th Avenue. 79 tent spaces.

Strawberry Park—Located at the end of Westwood Lane in the Strawberry Loop area, on City property. This will be used for RV and Tent camping. 100 RV/Tent Spaces, approx. Serviced by shuttle bus.



Camp Marking

Camp sites and spaces will be clearly marked before the event with sanitation, garbage and signs in place. The properties have been measured and mapped to ensure that city and county requirements are being met while also allowing for the maximum number of spaces per site. We endeavor to design parking that is friendly and safe for our guests, as well as accessible for potential emergency needs. On event weekend, we will have camp hosts in place by Thursday.

Because most RV's have an additional (towed) vehicle for short trips, we require that RV's remain stationary during the event. Noise levels will be elevated for the weekend and neighbors should be advised through local media outlets.

Monday following the festival is the designated day to tear down and restore campgrounds to their original conditions (including garbage collection and removal of signs).

Camp Host:

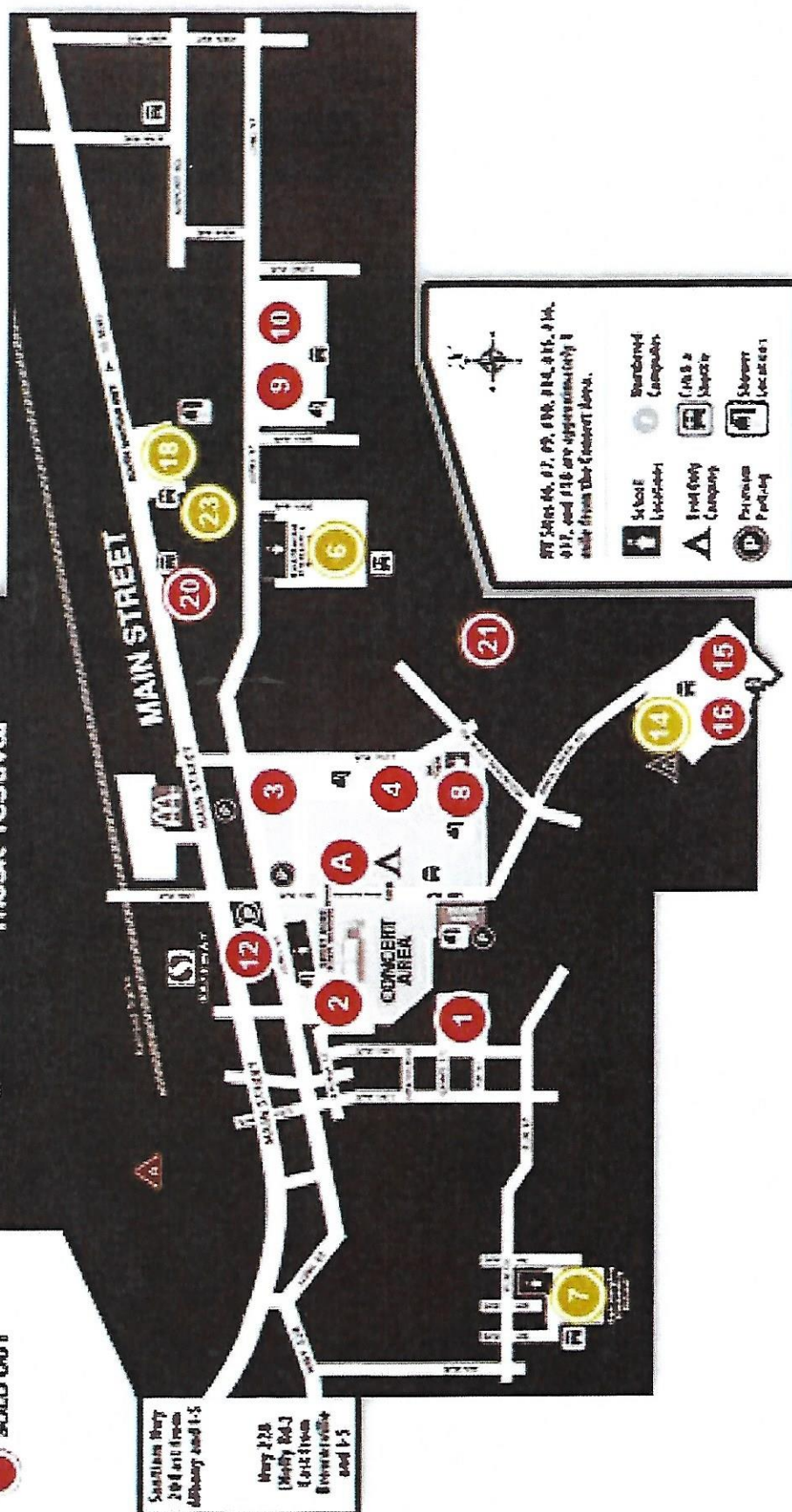
Most campsites will have at least two camp hosts (four people) assigned so that at least one "host" team will be on site at all times. Some campsites will have more hosts due to their greater size (RV #9, #10, and #4) and one (#12) will only have one host team due to the smaller size. Hosts will assist in the parking on Thursday and Friday and in the exit process on Sunday night and Monday morning.

**OREGON
JANBOREE** music festival

CLICK ON THE
SECTION YOU WISH
TO BUY CAMPSITES FOR

STREET LIGHTS AVAILABLE

ALPH OTHES



- ★ **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 & barbeques 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, 18, and 20. 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 18th 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.



2021 Oregon Jamboree COVID-19 Safety Plan

Operations

Oregon Jamboree will, per Oregon Health Authority (OHA) requirements:

- Operate within OHA's guidelines for cleaning and disinfecting for outdoor entertainment establishments.
- Limit the capacity of the entire event area to 75% capacity or guidelines set by the state of Oregon.
- Comply with closure times for outdoor entertainment establishments for the designated risk level of Linn County during the dates of the 2021 Festival.
- Require all individuals who work, volunteer or visit the Oregon Jamboree to comply with the Statewide Mask, Face Covering, Face Shield Guidance. Face masks will be for sale from No Dinx, the exclusive Oregon Jamboree merchandise vendor. The medical tent will have paper masks available to anyone who is in need..
- Will ensure all facilities have equipment in good condition, according to any applicable maintenance, operations manuals, and standard operating procedures.
- Post clear signage referencing face covering requirements on festival grounds.
- Post clear signage regarding COVID-19 symptoms, asking all to stay home and who to contact if they need assistance if they are experiencing symptoms.
- Will use wands to search patrons as they enter the gate.

Additionally the Oregon Jamboree will, per suggested OHA guidelines:

- Provide a COVID Compliance Manager with a volunteer staff to monitor and advise volunteers, vendors and staff on COVID compliance measures and enforcement.
- Use cashless payment options and scan tickets without contact with attendees. The 2021 Festival will not have scrip options. *Vendors who make pre-festival arrangements might accept limited cash.
- Position seating at least 15' from stage front
- Sell tickets in advance and send them electronically to patrons. Tickets can be scanned electronically at gate. Paper tickets will be available at Will Call for patrons without the ability to receive electronic tickets and for patrons that have purchased this option.
- Provide Guest Services personnel to manage attendee flow and monitor physical distancing while patrons are waiting in line, and during entering and exiting.
- Ensure all fire exits are clear at all times.



2021 Oregon Jamboree COVID-19 Safety Plan

- Provide security to monitor physical distancing requirements.
- Guest Services will monitor attendee access to common areas such as restrooms so that visitors do not congregate.
- Oregon Jamboree will limit the number of volunteers who serve or interact with each party, where possible.



2021 Oregon Jamboree COVID-19 Safety Plan

Distance and Occupancy

The Oregon Jamboree will, per OHA's requirements:

- Assign greeters to manage patron flow and monitor physical distancing while in parking lots, waiting in line, ordering, using restrooms, using the playground, and during entering and exiting. Fire exits will never be blocked.
- Ensure that physical distancing will be six (6) feet or the recommended state distance, whichever is less, and will be referred to in the remaining document as the 'appropriate physical distancing.'
- Give due consideration to ticket holder groups in reserved seating areas
- Standing space 5 sf net area per person; Concentrated (chairs only) 7 sf net area per person. (Please see pg. 2 OHA2351S03252021, attached.)
- Patrons in different parties will be restricted from congregating in any area of the facility, both indoor and outdoor, including in Jamboree managed parking lots
- Post signage requiring appropriate physical distancing.
- Mark Que areas with flow direction.
- Will follow protocol outlined by the Sweet Home School District with regard to bus transportation to and from the campgrounds. Busses will be provided, as in the past, to ensure safe rides for campers.

Additionally, the Oregon Jamboree will, per OHA's suggested guidelines:

- Publish suggested staggered entry times for patrons, with 250 maximum patrons allowed in staging area, subject to change per Oregon COVID-19 safety guidelines
- Will install state mandated barriers per State of Oregon mandates.
- Provide multiple entrances including an ADA entrance for entry into the festival grounds with separate lines for volunteers.



2021 Oregon Jamboree COVID-19 Safety Plan

Cleaning and Disinfection:

The Oregon Jamboree, will, per OHA's required guidelines:

- Provide training to all volunteers and staff on cleaning operations and best hygiene practices including washing their hands often with soap and water for at least 20 seconds.
- Ensure sanitation attendants frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer and employee areas in outdoor entertainment establishments.
- Ensure radios and communication devices are routinely cleaned, and staff/volunteers will not be permitted to share radio and communications devices, if at all possible.
- Disinfect all sound gear, including microphones, between uses and prohibit sharing of microphones, instruments or other equipment between performers, as needed.

Additionally, the Oregon Jamboree will, per OHA's suggested guidelines:

- Provide hand-washing facilities for attendee use in and around the festival grounds.
- Disinfect bathrooms at regular intervals
- Disinfect the playground at regular intervals



2021 Oregon Jamboree COVID-19 Safety Plan

Staff, Volunteer & Vendor Protocol:

- All staff, volunteers, and vendors must be agree to contract tracing
- If staff, volunteers, and/or vendors arrive and show symptoms or have a temperature, they will not be able to work their shift.
- Face masks will be required for staff, volunteers, and vendors at all times.
- Staff, volunteers, and vendors will be asked to social distance from patrons and other staff/volunteers at all times. Work group "bubbles" will be used when possible.
- Oregon Jamboree will collect COVID-19 safety plans from vendors and contractors prior to contracting, that can be provided as needed to OSHA or other governing authorities
 - Sweet Home School District
 - Sweet Home Fire Department
 - Freeman Enterprises Production Company
 - Oregon Beverage Company
 - Individual food and merchandise vendors
- 2021 Festival will not be offering indoor receptions at The Boys and Girls Club, nor Bingo.



2021 Oregon Jamboree COVID-19 Safety Plan

Food, Beverage, Merchandise Sales:

- Beer, soda and water will be sold in cans or bottles, not into cups.
- Patrons will not be allowed to try on merchandise before purchase
- Vendors, unless pre-approved by staff before the festival, will not be allowed to accept cash. Credit and debit cards are key to a cashless, safer environment

Contact Tracing:

To the extent possible, the Oregon Jamboree will:

Maintain contact information of attendees. If there is a positive COVID-19 case associated with the 2021 festival, information regarding it will be provided to the Department of Public Health if requested. This information will be stored for a minimum of 60 days.

Patrons, to receive tickets, will be required to electronically sign an Oregon Jamboree 2021 COVID-19 waiver of liability. An email will be sent just prior to the festival reminding attendees of COVID-19 symptoms.

Communication:

- The Oregon Jamboree website will be updated with all current COVID-19 Safety plans and protocols
- As protocols are ever in flux, the Oregon Jamboree will be following the most current guidelines per the State of Oregon guidelines
- The 2021 Oregon Jamboree can be cancelled at any time by State mandates due to the ongoing pandemic
- The Oregon Jamboree will be making social media posts emphasizing COVID-19 protocols, and highlighting new changes in Oregon Jamboree offerings due to the pandemic.



Maximum Occupancy Resource for COVID-19

This resource is to provide businesses with information about how to determine the COVID-19 “Maximum Capacity Limit” while operating within the Sector Risk Level Guidance Chart.

You must first determine your business’s general occupant load, which is found in the Oregon Fire Code (OFC), Allowable Floor Area per Occupant in square feet, Table 1004.5. Occupancy load refers to the number of people permitted in a building at one time based on the building’s floor space and function, as the number of people permitted in a building is based on the means of egress (exit pathways).

Your general occupant load shall include both staff members and business customers. For additional assistance on how to determine what your business’s general occupant load is, prior to incorporating and determining what the COVID-19 “Maximum Capacity Limit” is, please reach out to the local fire agency with jurisdiction in your area.

It will be each business’s responsibility to determine and support their calculations of the COVID-19 “Maximum Capacity Limit” as guided by the Sector Risk Level Guidance Chart. The local fire agency can assist on determining the general occupancy load, but will not be able to support requests for percentage calculations to determine the reductions required by the COVID-19 “Maximum Capacity Limit”.

A list of local Oregon’s Fire Service Agencies and their contact information can be found here: <https://www.oregon.gov/osp/programs/sfm/Pages/Fire-Agency-Contact-List.aspx>

Acronyms:

- “GLA” means Gross Leasable Area
- “OLF” means Occupant Load Factor
- “sf” means Square footage

Definitions:

- “**Determining Oregon Fire Code (OFC) general occupant loads**” means the occupant load determined by dividing either the net or gross floor area (sf) of the space by the occupant load factor (see table 1004.5).
- “**Floor area, gross**” means the floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, ramps, closets, the thickness of interior walls, columns or other features. The floor area of a building, or portion thereof, not provided

- with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.
- **“Floor area, net”** means the actual occupied area not including unoccupied accessory areas such as corridors, stairways, ramps, toilet rooms, mechanical rooms and closets.

Determining what your business’s general occupant load is in accordance with the Oregon Fire Code

What is your business’s use?

Eating and drinking establishments: These are considered an **Assembly** occupancy per the OFC.

- Without fixed seats 15 sf net per person. For fixed seats, count the actual number of fixed seating. For booths, utilize one person for each 24 inches of booth length.

Faith institutions, funeral homes, mortuaries, cemeteries: These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person; Concentrated (chairs only) 7 sf net area per person. For benches or pews, utilize one person for each 18 inches of bench or pew length.

Indoor entertainment establishments: These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person; Concentrated (chairs only) 7 sf net area per person. For fixed seats, count the actual number of fixed seating.

Indoor and outdoor shopping centers/malls: These are considered a **Mercantile** occupancy per the OFC.

- Mercantile: Occupant load factor ($OLF = 0.00007)(GLA) + 25$.

Indoor recreation and fitness establishments: These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person. Exercise rooms 50 sf gross area per person.

Offices: These are considered a **Business** occupancy per the OFC.

- 150 sf gross area per person.

Outdoor recreation and fitness establishments: These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person.



2021 Oregon Jamboree Vendor List

1. Bates Steakhouse and Catering
2. Chop Chop Chicken Sundaes
3. Cowgirl Cookn at the Campfire
4. Figaros Pizza
5. High Roller Wraps
6. Island Noodles
7. Keoke Cactus Jacks and Pasta Garden
8. Monsterfoods
9. Oregon BBQ
10. Paradise Shaved Ice
11. Surfs Up Espresso
12. The Shaka Brah (Aloha Concessions)
13. Tippaliepa Funnel Cake & Lemondaes
14. We're the Wurst

**List is tentative pending full applications received in office by 4/30/2021. If vendors do not comply with application process, alternate vendors will be considered*



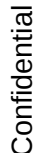
Insert Event Overview Map

[See Page 38...](#)



Insert Vendor Site Map

[See Page 38...](#)





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



May 12, 2021

Oregon Jamboree
401 Main St, Ste D
Sweet Home, OR 97386
541-367-8800

Angela Clegg
Community and Economic Development Dept.
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386

Angela,

This letter is in regard to your request for a copy of our 2021 OLCC license. Our Premier vendor, Oregon Beverage Services (OBS) managed by Carroll Unruh, will providing Oregon Jamboree a copy of the permit no later than 2 weeks before the 2021 Oregon Jamboree, which is expected to be held July 30, 31, and August 1st. He will be submitting the request for the permit to the State of Oregon approximately 6 weeks prior to the event, to allow for processing.

In the past, when we managed the Beer Gardens and staffed it primarily with volunteers, we followed the above timeline for submission. The 2019 OLCC Packet submitted to the City of Sweet Home, as part of our Permit Package was a copy of our OLCC Liquor License Application, rather than our actual license. I believe we submitted the secured OLLCC license to you as soon as it was processed and finalized.

For 2021, we will forward the copy of the OLCC license issued to OBS, as soon as we receive it.

Sincerely,



Peggy Curtis

Oregon Jamboree Office Manager

Angela Clegg

From: Peggy Curtis <peggy@oregonjamboree.com>
Sent: Tuesday, April 27, 2021 4:37 PM
To: Angela Clegg
Subject: Sankey Park... YES!

I keep forgetting to tell you that yes, we will certainly need to use the park... just not for the actual concerts. We will not be having vendors in there as well. Maybe a volunteer rest area, and of course a gate is going to be there this year, for patrons as well as volunteers.

If you have any questions, please let me know!

Peggy Curtis
Oregon Jamboree Staff
401 Main Street, Suite D
Sweet Home, OR 97386

541.367.8800



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
shpd@ci.sweet-home.or.us

April 28th, 2021

TO: Angela Clegg
FROM: Chief Jeff Lynn
SUBJECT: 2021 Oregon Jamboree

I have reviewed the 2021 Oregon Jamboree Special Event Application and have no significant concerns over it. I believe that, Pandemic Restrictions permitting, we can assist in putting on a safe, secure, and fun event for the Community.

I have spoken with the Sweet Home Fire and Ambulance Chief and have worked on an operation plan that addresses safety needs and emergency responses. I will be clarifying the "Event Chain of Command" as listed page 12 of the Special Event Application. Below is a brief depiction of how Emergency Services will operate.

Command and Control

The incident command structure of the 2021 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. After conversations with Oregon Jamboree staff, the use of Sankey Park will differ from previous years. During this year's event, there will not be second stage set up in

the park. The park will still be used by the Jamboree and its patron, but not to the extent of the past. With this in mind, I have talked to Jamboree staff about the actual need to close 14th Avenue to through traffic. Based on the described use of Sankey Park and the reduced size of the crowd, I believe that the safety concerns are minimized and the need to close 14th Avenue is not necessary.

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.

	2021			
Police	Anticipated	2019	2018	2017
Total Personnel Cost	\$8,955	\$12,460	\$11,401	\$8,584
Jamboree Reimbursement	\$6,935	\$9,010	\$7,661	\$6,285
Personnel Expense	\$2,020	\$3,450	\$3,740	\$2,298

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.

Angela Clegg

From: Greg Springman
Sent: Thursday, May 6, 2021 7:49 AM
To: Angela Clegg
Cc: Jeff Lynn; Blair Larsen; Dominic Valloni
Subject: FW: Jamboree Application Comments

Public Works does not have any comments related to the Oregon Jamboree Event packet.

-Greg



CONNECT WITH US

Greg Springman | Public Works Director
 Public Works Department
 City of Sweet Home
 1400 24th Avenue
 Sweet Home, OR 97386
 p:541-367-6359
 f:541-367-7592



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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 email is subject to the State Retention Schedule.

From: Dominic Valloni <DValloni@sweethomeor.gov>
Sent: Thursday, May 6, 2021 7:07 AM
To: Greg Springman <gspringman@sweethomeor.gov>
Subject: RE: Jamboree Application Comments

I really don't have any. We will do what we can to assist or help and the rest is up to council and police.

Thanks,



CONNECT WITH US

Dominic Valloni | Public Works Operations Manager
 Public Works Department
 City of Sweet Home
 1400 24th Avenue
 Sweet Home, OR 97386
 p:541-818-8006
 c:541-393-7405

