

Special Event and Park Rental Permit

(For use of Public Property or in City Right-of-Way)

Application Packet and Guidelines



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Community and Economic Development Department

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT AND PARK RENTALPERMIT APPLICATION

A "Special Event" is defined as an event with greater than 75 people in attendance, exclusive use of a City facility, or the group is asking for special exemptions.

Careful completion of the form will help to avoid delays in processing. It is important to follow the instructions and provide clear and accurate information. Submit all necessary documents with the application

- 1. Review the Special Event and Park Rental Permit Application Packet and Guidelines
- 2. Complete Special Event and Park Rental Permit Application (see Application Checklist)
- 3. Schedule a meeting with the Community Economic and Development Department to review your application.
- **4.** Obtain a Certificate of Insurance from your insurer. The Certificate must:
 - a. List the name and date(s) of the event
 - State the limits of liability are as follows:
 General Liability insurance generally in the amount of one-million dollars (\$1,000,000) combined single limits per occurrence
 Two-million (\$2,000,000) aggregate
 - c. An endorsement naming the City of Sweet Home as an additional Insured.
 - Such insurance shall be primary to any insurance carried or maintained by the City. Upon recommendation of the City Manager or designee and based upon the event's risk rating, staff may require certain events to hold larger insurance policies. The insurance policy shall be written on an occurrence basis, shall name the City as an additional insured, shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy except upon thirty (30) days' written notice to the City.
 - d. The applicant must request their insurer add in the "Description of Operations" box on the Certificate of Liability

 Insurance to read: "The certificate holder is afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured." The certificate holder must be named in the designated box as:

 "City of Sweet Home, 3225 Main Street, Sweet Home, OR 97386."

A PERMIT WILL NOT BE ISSUED WITHOUT RECEIPT OF AN APPROVED CERTIFICATE OF INSURANCE AND AN ENDORESENT NAMING THE CITY AS AN ADDITIONAL INSURED IS RECEIVED VIA POSTAL MAIL, EMAIL OR FAXED TO THE CITY DIRECTLY FROM THE INSURANCE COMPANY.

- 5. Submit a <u>completed</u> Special Event and Park Rental Permit Application, all additional required materials, and the event application fee at least 45 days prior to the event to:
- 6. For event with 75 people in attendance and over you must complete all of the pages, except page 7 The Sankey Hut Rental (unless you are planning to rent the Hut.
- 7. For events under 75 people you must complete the above plus pages 4-8 (exclude page 7 if not renting the Sankey Hut).

City of Sweet Home
Community and Economic Development Department
3225 Main Street
Sweet Home, OR 97386
(541) 367-8113

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Community and Economic Development Department

SPECIAL EVENT AND PARK RENTAL POLICIES AND PROCEDURES

- 1. Special Event and Park rental Permit applications must be submitted in full at least 45 days prior to the event. 60 days is better in case the City requires additional information, staff vacations, etc.
- 2. **All streets shall be accessible** to emergency equipment at all times. Only readily removable barricades shall be used to close the streets.
- 3. You will **report any problems or damage** to the Community Development Department immediately. During regular business hours (8am-5pm), call **541-367-8113**. At other times call the police non-emergency number, **541-367-5181**.
- 4. You will set up and remove all equipment, structures, and materials for the reserved park activity within the block of time specified in the park permit.
- 5. You will not drive a motorized vehicle on a bicycle path or pedestrian path in a city park.
- 6. You will park only in designated parking areas that have paved or gravel surfaces. Parking is not permitted on grass, in landscaped areas, or under tree canopies.
- 7. **All debris and trash is the responsibility of the event organizer**. It must be removed from the event site during the event. In addition, the event site must be cleaned within twelve (12) hours after the end of the event, or no later than 11 a.m. on the next day. The City's Public Works Department must provide garbage removal service. Contact the City at 541-367-6359.
- 8. You will not deposit charcoal briquettes on the ground or in garbage cans. If a charcoal disposal bin is not available, take the charcoal briquettes with you when you leave.
- 9. You will properly dispose of garbage that exceeds the capacity of the garbage receptacles at the park facility. You can rent a dumpster through a private vendor or haul off your bagged garbage and recyclables yourself. Excess garbage left at the rental facility will be removed at your expense. A fee for service will be deducted from your security deposit.
- 10. You will remove all signs or markings associated with the reserved park activity. **Paint is not permitted for marking** pavement or structures. Chalk is acceptable but must be removed immediately after the event.
- 11. You will return all keys to City Hall (3225 Main Street) on the next business day after the reserved park activity.
 - Keys will be distributed by authorized City employees only.
 - Keys will not be copied by anyone other than authorized City employees.
- 12. You will obtain an underground utility locate and permission from the Community Development Department if sign posts, stakes, or spikes will be driven into the ground.
- 13. You will accept the park facilities, including the premises and equipment, in their present condition.
- 14. You will reimburse the City for all damages to the premises or property resulting from their use, other than ordinary wear and depreciation, as determined by the City.
- 15. You will conform to all rules and regulations of the City.
- 16. You agree to provide adequate supervision and be responsible for any improper conduct of the attendees, both individually and collectively, while on the City premises or utilizing facilities.
- 17. You agree that the use of the facilities and this permit is revocable by the City at any time at the City's option.
- 18. You agree to hold the city harmless and indemnify the city from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the permittee.
- 19. You agree that the permittee and any other person who allows or causes damage to park facilities, park areas, and any other property owned by the city shall be liable to the city for the damage caused.
 - I agree to abide by all Federal, State, and municipal equal opportunity laws and regulations prohibiting discrimination.



SPECIAL EVENT AND PARK RENTAL PERMIT APPLICATION

1. Name o	f Event:	Date(s) of Event
2. Setup S	art Time/Date:	Event Start Time:
3. Event E	nd Time:	Clean Up End Time/Date:
4. Sponso	ring Organization:	
5. Event C	oordinator/Primary Contact:	
6. Mailing	Address:	
7. Day Tim	e Phone:	Cell Phone:
8. Email: _		Fax:
9. Seconda	ary Contact:	Phone:
10. Is Alcoh	ol Being Served? Yes No	If YES include a copy of the State Liquor Permit.
	wish to utilize any City property, such as a park hich one(s)?	k?
vendors 13. Anticipa	is required to be submitted with this applicati	
FOR OFFICE USE (ONLY:	
Planning	P	Police Chief
CEDD Director	P	Public Works Director
Fire Chief		
STAFF – INITIAL A	ND DATE UPON APPROVAL OR ATTACH MEMO	ORANDUM WITH CONDITIONS
PAYMENT A	MOUNT:	_ CASH CC CHECK#
RECEIVED BY	':	DATE:
PERMIT	APPROVED: Yes No	Entered on Events Calendar
Authorize	d City Signature:	Date:

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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:	
PRINT NAME	AUTHORIZED AGENT FOR
SIGNATURE OF APPLICANT:	
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.



Event and Equipment Rental Fees

Description	Fees <u>: Non-</u> <u>Refundable</u>	Fees: Refundable	Total Hours	Total Owed	Total Paid	Date Paid
Bandstand	\$15.00/hour or	\$100.00				
	\$100 maximum					
Outdoor Event Center	\$15.00/hour or	\$100.00				
	\$100 maximum					
Gazebo	\$15.00/hour or	\$100.00				
	\$100 maximum					
Sankey Hut	\$15.00/hour or	\$100.00				
	\$100 maximum					
Weddle Bridge	\$15.00/hour or	\$100.00				
	\$100 maximum					

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 <u>maximum</u> rental.

Description	Fees: Non-	Fees:	Replacement	Total	Total Paid	Date Paid
Description	<u>Refundable</u>	Refundable	Costs	Owed		
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 s	staff upon payment of fees)
Please read and ini I agree to not share my pass codes wil I agree to report any particle business emergency number, 54 I agree to set up and respect to pick up and respect to pick up and recyclables yourself. If agree to properly dispersive will be deducted agree to remove all service will be deducted agree to obtain an unappeartment if sign posed agree to accept the hamordinary wear and agree to provide adected both individually and compare the service will be deducted agree to provide adected both individually and compare to provide adected both individually and compare the service will be deducted both individually and compare to provide adected both individually and compare the service will be deducted both individually and compare to provide adected both individually and compare the service will be serviced agree to provide adected both individually and compare the serviced agree that the use of the serviced agree that the permitting agree that the permitting agree that the permitting agree that the permitting agree and any other parents.	tial each line below y pass code with anyour lobe distributed by aut roblems or damage to se hours (7am-4pm), of 11-367-5181. The move all equipment, fied in the park permit properly dispose of all toose of garbage that each total dampster through a fiexcess garbage left at total from your securit igns or markings assort or structures. Chalk i derground utility locat ts, stakes, or spikes w the facilities, including the City for all damages didepreciation, as dete all rules and regulation quate supervision and collectively, while on the the facilities and indemnate a result of the activity of the activity of the and any other pers roperty owned by the	w: one else. chorized City employees only. of the Community Development Department immediately. call 541-367-8113. At other times call the police non- structures, and materials for the reserved hut activity within to. Il trash, litter, and food from the reserved hut activity. exceeds the capacity of the garbage receptacles at the hut private vendor or haul off your bagged garbage and to the rental facility will be removed at your expense. A fee ity deposit. In ciated with the reserved hut activity. Paint is not permitted as acceptable but must be removed immediately after the steep and permission from the Community Development will be driven into the ground. The premises and equipment, in their present condition. The tothe premises or property resulting from their use, other termined by the City.
Staff Use Only:		
Clean up verified by Staff	Data	oignature of staff
	Date	signature of staff
Deposit Returned	Date	signature of staff



FACT SHEET



SPECIAL EVENT PARK RENTAL TASK LIST / TIME LINE

DATE	TIME	EVENT TASK	RESPONSIBLE PARTY
	e.g.		
e.g. 06/20/18	9:00 am	e.g. All Scheduled Streets Closed	e.g. City of Sweet Home
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LIST OF VENDORS

NAME OF VENDOR	APP?	CONTACT	EMAIL	PHONE NUMBER



Insert Event Overview Map



Insert Vendor Site Map



SPECIAL EVENT AND PARK RENTAL APPLICATION CHECKLIST

\bigcirc	Review the Instructions for completing the Special Event Permit.
\bigcirc	Complete the Special Event Permit Application.
\bigcirc	Scheduled and Attended a meeting with the Community and Economic Development Department to review the application and supporting documentation.
\bigcirc	Obtained and submitted a Certificate of Insurance.
\bigcirc	Review and signed the Hold Harmless Agreement.
\bigcirc	Completed the Rental Fees form.
\bigcirc	Completed Sankey Hut Rental form (if applicable)
\bigcirc	Completed the Fact Sheet
\bigcirc	Completed the Special Event Task List / Time Line. (if applicable)
\bigcirc	Completed the List of Vendors. (if applicable)
\bigcirc	Submitted an Event Overview Map. (if applicable)
\bigcirc	Submitted a Vendor Map. (if applicable)
\bigcirc	Turned in or mailed all the above items to the City of Sweet Home

Community and Economic Development
Department Special Event and Park Rental Permit
3225 Main Street
Sweet Home, OR 97386