



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 RENTAL PERMIT 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
 - b. 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 ENDORSEMENT 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 **completed** 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



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.



Community and Economic Development Department

SPECIAL EVENT AND PARK RENTAL PERMIT APPLICATION

1. Name of Event: _____ Date(s) of Event _____
2. Setup Start Time/Date: _____ Event Start Time: _____
3. Event End Time: _____ Clean Up End Time/Date: _____
4. Sponsoring Organization: _____
5. Event Coordinator/Primary Contact: _____
6. Mailing Address: _____
7. Day Time Phone: _____ Cell Phone: _____
8. Email: _____ Fax: _____
9. Secondary Contact: _____ 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? _____

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

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

PAYMENT AMOUNT: _____ CASH CC CHECK # _____

RECEIVED BY: _____ DATE: _____

PERMIT APPROVED: Yes No Entered on Events Calendar

Authorized City Signature: _____ Date: _____



Community and Economic Development Department

Event and Equipment Rental Fees

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

Total Equipment Items not to exceed a \$400.00 replacement costs. Items described below are subject to availability. A 24-hour notice is required before pick-up. Two-day maximum rental.

Description	Fees: Non-Refundable	Fees: Refundable	Replacement Costs	Total Owed	Total Paid	Date Paid
Tables	\$5.00/table	\$100.00	\$60.00			
Chairs	\$1.00/chair					
2' Fold Up Barricade	\$3.00/ Barricade		\$25.00			
2' Fold Up Plastic Barricades	\$3.00/Barricade		\$40.00			
8' Barricade	\$3.00/Barricade		\$45.00			
Small Barricade – "No Park"	\$3.00/Barricade		\$24.00			
Photo Cell Battery Light	\$3.00/Light		\$20.00			
18" Traffic Cones	\$3.00/Cone		\$10.00			
28" Traffic Cones with Reflective Strip	\$3.00/Cone		\$19.00			
Construction Signs with Sign Holders	\$10.00/Sign		\$50.00			
Slow/Stop Paddle	\$3.00/Each		\$18.00			
Slow/Stop Paddle with 30" Handle	\$5.00/Each		\$20.00			
Slow/Stop Paddle with 60" Handle	\$5.00/Each		\$21.00			
Hydrant Wrench	\$5.00/Each		\$35.00			
Safety Vests			\$12.00/Each			



Community and Economic Development Department

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.
 - 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



Insert Event Overview Map



Insert Vendor Site Map



SPECIAL EVENT AND PARK RENTAL 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 and Park Rental Permit
3225 Main Street
Sweet Home, OR 97386