



# 2017 PARK VENDOR APPLICATION

City of Woodburn  
270 Montgomery St. Woodburn, OR 97071  
Beth Faulhaber - 503-982-5388



Today's Date: \_\_\_\_\_ Business Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Address, City \_\_\_\_\_

Employee Names: \_\_\_\_\_

**THIS IS ONLY AN APPLICATION. COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE ACCEPTANCE. ONCE ACCEPTED, COPIES OF THE REQUIRED DOCUMENTS MUST BE PROVIDED, ALONG WITH ANY REQUIRED FEES.**

Requirements for vendors are listed below.

- Insurance:** All vendors **SHALL BE REQUIRED** to provide a Certificate of Insurance Liability showing that the vendor has obtained at least \$1,000,000 of public liability insurance. The certificate must establish that the City of Woodburn is named as an additional insured on such policy, and that the insurer thereof shall notify the City of Woodburn if the policy is modified, canceled, or terminated.
- Business License:** All vendors shall attach a copy of a valid City Business License. Licenses are obtained at 270 Montgomery St., Woodburn.
- Temporary Restaurant License:** Food vendors shall provide copy of Marion County Temporary Restaurant License issued by the Marion County Health Department. Visit [www.co.marion.or.us/hlt/ph/ehs](http://www.co.marion.or.us/hlt/ph/ehs) for more information or call 503-588-5346.

*Authorized Representative acknowledges that if approved, the park vendor permit allows Authorized Representative or their employees use of designated vending area during year indicated on approved application. The fees charged to Authorized Representative allow the reserved use of the designated vending area only and do not apply to Authorized Representative's use of the remainder of the park area, which is available to Authorized Representative, their employees and the general public for recreational purposes at no additional charge.*

\_\_\_\_\_  
Printed name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

### FOR OFFICE ONLY

Permit Class: \_\_\_ Mobile Concession \_\_\_ Stationary Concession  
Permit Type: \_\_\_ Food \_\_\_ Ice cream \_\_\_ Merchandise \_\_\_ Combination

Acceptance  YES  NO City Representative Signature \_\_\_\_\_

Fee required: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_

Payment method: Check # \_\_\_\_\_ Credit Card \_\_\_ Cash \_\_\_ Receipt # \_\_\_\_\_

# 2017 PARK VENDOR APPLICATION PERMIT

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	REGULAR MENU ITEMS	Price		HEALTHY FOOD MENU ITEMS	Price
1.			1.		
2.			2.		
3.			3.		
4.			4.		

**SELECTION PROCESS:**

The City will select vendors based on the types of foods offered and by the date the application is received. We desire to provide a balance and variety of high quality, healthy foods to the public. **The City does not offer exclusive rights to any one vendor to sell any one product.** Park patrons generally benefit from having choices for a specific product or similar products. However, if the City believes the number of vendors offering the same or similar products is excessive, duplicate products or vendors will be denied.

*Completion and submission of this application does not guarantee acceptance. Once accepted, vendor must provide copies of checked requirements and pay necessary fees prior to the issuance of the permit.*

**QUALITY OF PRESENTATION AND WHAT WE PROVIDE:**

We require that all participating food vendors provide a professional presentation. Vendor signage and banners must be clean and professional looking. If available and practicable, the city may supply access to electricity and water.

**ANNUAL FEES**

- Mobile vendor carts - \$50.00
- Stationary food vendor - \$500.00.  
*Fee will be reduced to \$400 if vendor executes and abides by the "Healthy Food Choices Agreement."*
- Stationary non-food vendor - \$300.00
- Stationary combination of food and non-food vendor - \$650.00

Unless otherwise provided, vendors authorized through program this **are not permitted to operate during City sponsored or privately organized special events.** Separate vendor permits and fees may be required for vending at special events.

**PARK VENDORS SHALL:**

1. Abide by all park rules;
2. Utilize space as designated by the City representative.
3. Seasonal Permit is valid only for Legion Park, Centennial Park, Burlingham Park and Settlemier Park from 7:00 a.m. to dusk.
4. Permit is valid only for one vending cart, conveyance or vehicle.
5. Permit will expire each year on November 15.

*Please carry your Park Vendor Permit with you when vending in the park, as City employees will perform spot checks to ensure vendors are authorized.*

## **Healthy Food Choices Policy**

### **Marion County Healthy Health Department/ City of Woodburn**

#### **Subject:**

Research has shown that small things can impact health. It is believed that small steps such as eating healthier foods may help reduce obesity. In the interest of the health and well-being of customers, employees, and residents of Marion County as a whole, the City of Woodburn is committed to offering healthy food choices, and will adopt a policy that asks vendors to offer healthy food options, based on the nutritional guidelines listed below.

#### **Sale of Foods Policy:**

In an attempt to increase the health of our community, **at least four** of the items sold at \_\_\_\_\_, a community vendor, will be healthy food options (e.g., foods/beverages that meet the nutritional guidelines listed below). Of these four healthy food options, at least one should be from category two below. Healthy food options will be identified as such so that consumers know which items meet the nutritional guidelines.

The healthy food options at our vendor booth will meet the following nutritional guidelines:

#### **Category 1: Beverage(s):** Within the following guidelines:

- a. Plain Water (Does not include additives, carbonation, or any sweeteners, either caloric or non-caloric.)
- b. Fruit or vegetable juice:
  - i. No more than 12oz and 180 calories
  - ii. 100% juice with no added sweeteners
- c. Milk, or a nutritionally equivalent milk alternative:
  - i. No more than 12oz
  - ii. Fat free or low-fat
  - iii. If flavored, no more than an 8oz serving
- d. Sugar Free/Low Calorie Beverages:
  - i. A no-calorie or low-calorie beverage that is not more than 15 calories per 12oz
  - ii. A beverage that is not more than 12oz and contains no more than 100 calories

#### **Category 2: Snack(s)/Entrée(s):** Within the following guidelines:

- a. Any whole fruit(s)
- b. Any whole vegetable(s)
- c. Pre-packaged snacks:
  - i. May be sold only in a single-serving size
  - ii. Less than or equal to 200 total calories
  - iii. Less than or equal to 35% of total calories from fat, not including snack items that are legumes, nuts, nut butters, seeds, eggs, non-fried vegetables, and cheese
  - iv. Less than or equal to 10% of total calories from saturated fat, not including items that are nuts, eggs, and cheese
  - v. Less than 1 gram trans fats
  - vi. Less than or equal to 35% sugar by weight, not including fruit and vegetables
  - vii. Less than or equal to 200mg of sodium per portion
- d. Entrees
  - i. Less than or equal to 450 total calories
  - ii. Less than or equal to 4 grams of fat per 100 calories

- iii. Less than or equal to 10% of total calories from saturated fat, not including items that are nuts, eggs, and cheese
- iv. Less than 1 gram trans fats
  - v. Less than or equal to 35% of total calories from sugar per portion
  - vi. Less than or equal to 480mg of sodium per portion

Note: Guidelines were developed based on recommendations set forth by Oregon HB 2650, Alliance for a Healthier Generation, and the National Institutes of Medicine.