



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 or Solicitor's License:** All vendors shall attach a copy of a valid City Business License or a valid City of Woodburn Solicitor's 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/ebs 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 # _____

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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.