



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



Today's Date: _____ Business Name: _____
 Contact Name: _____ Email Address: _____
 Address, City _____ Day Time Phone Number: _____

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.
- Food Handler's Permit:** Food vendors shall attach a copy of a valid Food Handler's Permit issued by the Marion County Health Department. Visit www.co.marion.or.us/hlt/ph/ehs for more information or call 503-588-5346.
- 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 for more information or call 503-588-5346.

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

 Printed name of vendor

 Signature of vendor

FOR OFFICE ONLY			
Permit Class:	<input type="checkbox"/> Mobile Concession	<input type="checkbox"/> Stationary Concession	
Permit Type:	<input type="checkbox"/> Food	<input type="checkbox"/> Ice cream	<input type="checkbox"/> Merchandise <input type="checkbox"/> Combination
Acceptance	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Community Services Signature _____
Fee required:	_____	Date Permit Issued:	_____
Payment method:	Check # _____	Credit Card <input type="checkbox"/> Cash <input type="checkbox"/>	Receipt # _____

PARK VENDOR APPLICATION PERMIT

City of Woodburn
270 Montgomery St. Woodburn, OR 97071
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	REGULAR MENU ITEMS	Price		HEALTHY FOOD CHOICES	Price
1.			1.		
2.			2.		
3.			3.		
4.			4.		

SELECTION PROCESS:

Community Services 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. **Community Services 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 Community Services 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 shall 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

City sponsored event vendor fees will be decided by Community Services.

PARK VENDORS SHALL:

1. Abide by all park rules;
2. Utilize space as designated by the Community Services Director.
3. Permit is not valid when the City has issued a **Special Event Use Permit**. Separate fees & application may be required for Special Event vending, specific to each event.
4. Seasonal Permit is valid only for Legion Park, Centennial Park and Settlemier Park from 7:00 a.m. to dusk.
5. Permit is valid only for one vending cart, conveyance or vehicle.
6. Permit will expire each year on November 15.