



CITY OF PENDLETON

Finance Department
500 S.W. Dorion Avenue
Pendleton, Oregon 97801-2090
Telephone (541) 966-0207
Fax (541) 966-0352
TDD Phone (541) 966-0230
Website www.pendleton.or.us

July 27, 2016

It's time to start thinking about Round-Up business licensing! I would like to take this opportunity to notify you of the requirements for the City of Pendleton.

Round-Up will be held September 12th-17th. The Dress-Up parade will be a morning parade again this year and will start at 10 am on Saturday, September 10th. The concert will also be on Saturday, September 10th starting at 7 p.m. The PBR rodeo is held nightly September 12th and 13th.

As in the past, merchants are responsible for finding their own booth location and making all of the necessary arrangements with the private property owner. No booths will be allowed on public property or public right-of-way except Main Street Cowboy's vendors. This includes City parks. Enclosed is a listing of businesses located near the Round-Up grounds. This listing is intended for informational purposes and does not include all property owners in that area of town.

Enclosed is a license application form and brochure which includes the fire prevention guidelines that must be met. Food handlers also need to contact the Umatilla County Environmental Health Department, 200 SE Third, Pendleton at (541)278-6394 for guidelines on certified food handlers and temporary licensing. Please take a moment to review the various guidelines as the booths will be inspected for compliance. If you are unsure that the proper electrical connection and sufficient power for demand is available, please contact the property owner who you are renting space from as soon as possible.

When completing the application, please note that the business location refers to the Pendleton location where you will have your booth. **All applicants are required to complete Page 2 of the business license application form.** If this information is not provided, the business license cannot be processed.

The deadline for applications to be filed at City Hall is Friday, August 26, 2016, at 5:00 p.m. If you wish, you may fax your application to (541) 966-0352, Attn. Business Licensing; however, the application will not be processed until after the fee is paid. We will mail all licenses processed by the City before August 26th, unless you specifically request us to hold the license. Licenses processed after August 26, 2016, will be available at City Hall, 500 SW Dorion Ave. for pickup.

And last, as a reminder you may not use "Pendleton Round-Up", "Let'er Buck", or the bucking horse logo without permission of The Round Up Association because these are registered trademarks. Likewise, "Pendleton" may not be used by itself on clothing or accessory items because it is a registered trademark of Pendleton Woolen Mills. The use of "Pendleton, Oregon" or a similar geographic reference is not objectionable to either organization.

Sincerely,

Linda Carter
Finance Director

City of Pendleton

***Round- Up
Business License
Information***



September 12-17th 2016

***FINANCE
DEPARTMENT***

***(541) 966-0207
500 SW Dorion Ave.
Pendleton, OR 97801***

LICENSE FEE

All businesses must have a license.

For businesses with a permanent location within the City limits: **\$100**

For businesses without a permanent location within City limits: **\$160**

REGULATIONS

By signature on the application form, the Agent/Owner agrees to the following:

1) The form is only an application. **The deadline for application is Friday, August 26, 2016 at 5:00 p.m.** We will mail licenses processed before August 26, 2016 unless you request us to hold the license. Licenses processed after August 26, 2016 will be available at City Hall, 500 S.W. Dorion Ave.

2) The agent understands that the application must be reviewed and approved by the Planning Department, Fire Department, and the Police Department prior to issuance of a license: The license is not transferrable; that conduct of the business shall conform to the statements made in the applications, and with any special conditions of operation

imposed on the license, **that the license shall be displayed during all hours of business operations;** and that all applicable city, state and federal laws, rules and regulations shall be abided by during the operation of the business.

3) The owner/agent consents to act as an agent for accepting service of process, notice of demand as required or permitted by law to be served upon the applicant completing the application. The Finance Director reserves the right to accept or deny the appointed agent.

4) The business and its subcontractors, officers, agents and employees agree to hold the City of Pendleton, its officers, agents and employees, harmless from any and all liability for damage to persons or property as a result of the City licensing the business pursuant to the City of Pendleton's Business License Act. This **hold harmless agreement** is intended to be as liberally applied as allowed under Oregon law.

5) **ROUND-UP LOCATION OF BUSINESS MUST BE NOTED ON THE FORM.**

See reverse side for guidelines for concession stands and booths.

**CITY HALL BUSINESS HOURS
DURING ROUND-UP WEEK:**

Monday: 8 a.m. - 5 p.m.
Tuesday: 8 a.m. - 5 p.m.
Wednesday: 8 a.m. - 1 p.m.
Thursday: 8 a.m. - 1 p.m.
Friday: Closed

September 12-17th, 2016

TRANSIENT ROOM TAX:

Every operator renting rooms or RV spaces in this City must collect a Transient Room Tax of eight (8%)

percent of the rent charged by the operator plus \$1.50 per night. The tax collected by the operator is payable to the City within 30 days.

The operator must contact the City for the required form to submit with the Transient Room Tax payment.

GUIDELINES FOR CONCESSION STANDS AND BOOTHS

Fire Prevention Ordinance No. 3441

Section 28.6

Contact the Pendleton Fire Marshall at 541-276-1442 for more information.

Accumulation of waste materials in areas adjoining booths is prohibited. All areas shall be kept free and clear of deposits or accumulations of wastepaper, litter, or combustible waste or rubbish of any kind.

No person in charge of a booth shall fail or neglect at the close of each day to have rubbish, litter, or combustible waste removed.

Section 28.16

A. The marking of fire lanes on private property devoted to public use shall be approved by the Fire Marshall. The telephone number is (541) 276-1442.

B. Parking of motor vehicles or otherwise obstructing fire lanes shall be prohibited at all times. Violators will be subject to fines and/or towing.

All concessions are required to have a

minimum of one 2A:10BC fire extinguisher readily accessible to all employees. This is strictly enforced.

Inspections of booths will take place during Round-Up at unspecified times.

Uniform Fire Code Article 32 does not allow "blue tarps" or plastic to be used as a canopy tent or as part of a temporary structure. All temporary membranes shall have a permanently affixed label which shows it is flame resistant and/or has been treated with a flame retardant.

Any cooking operation involving oils shall be protected by a fire suppression system meeting UL300 standards and/or have a type "K" extinguisher in addition to other required fire extinguishers.

Police

The City Police Department reminds all vendors not to park or conduct business on public rights of way. No items promoting illegal drugs, the use of illegal drugs, paraphernalia or underage drinking will be allowed on site to sell or give away. If found on site, the license may be revoked.

Signs

The City reminds all vendors not to place signs on sidewalk or street areas unless those areas are closed to pedestrian or vehicular traffic.

Clean-Up

Remove all litter from the concession area

before departing.

Food Concessions

Food handlers need to contact the Umatilla County Environmental Health Department 200 SE Third, Pendleton, OR 97801, phone (541) 278-6394. For guidelines on certified food handlers. There is a \$55 fee payable to the UCPH. **Please contact the County direct, the City does not have oversight in this area.**



ROUND-UP BUSINESS LICENSE APPLICATION

CITY OF PENDLETON

500 SW DORION AVE.
PENDLETON, OR 97801
OFFICE: (541) 966-0207 **FAX:** (541) 966-0231

BUSINESS NAME/DBA: _____

SS#/FEDERAL EMPLOYER ID #: _____ BUSINESS PHONE #: _____

ROUND-UP BUSINESS LOCATION: _____

PERMANENT BUSINESS LOCATION: _____

MAILING ADDRESS: _____

TYPE OF MERCHANDISE/CONCESSION: _____

Agent/Owner and/or Principal Contact for Business:

(Name)

(Address)

FEE CALCULATION

	<u>Fee</u>
For businesses with a permanent location within the City limits:	\$100.00
For businesses without a permanent location within City limits:	\$160.00*

By signature below, the Agent/Owner agrees to the following:

1) The business named herein and its subcontractors, officers, agents and employees agree to hold the City of Pendleton, it officers, agents and employees, harmless from any and all liability for damage to persons or property as a result of the City licensing the business pursuant to the City of Pendleton's Business License Act. This hold harmless agreement is intended to be as liberally applied as allowed under Oregon law.

2) I understand that this application must be reviewed and approved by the Planning & Building Department and the Police Department prior to issuance of a license. I also understand that the license is not transferable; that conduct of the business shall conform with the statements made in the applications, and with any special conditions of operation imposed on the license, that the license shall be displayed during all hours of business operations; and that all applicable city, state and federal laws rules and regulations shall be abided by during the operations of the business.

3) I, the undersigned, acknowledge my consent to act as an agent for accepting service of process, notice of demand as required or permitted by law to be served upon the applicant completing the application. The Finance Director reserves the right to accept or deny the appointed agent.

4) I understand that this form is only an application. If approved, a license will be mailed to my business address approximately one month prior to Round-Up. If the application is not approved, a letter will be sent to notify me.

Signature of Agent/Owner: _____ Date: _____

Address: _____

***PAGE 2 IS MANDATORY FOR ALL BUSINESSES NOT CURRENTLY

***** REQUIRED APPLICANT INFORMATION *****

Applicant Name: _____
(Agent's name, not name of business)

Social Security Number of Applicant: _____

Phone Number: _____ Emergency Phone #: _____

Driver's License: State: _____ Number: _____

Date of Birth: _____ Place of Birth: _____

Description of Business: _____

State all past criminal convictions, including unlawful trade practices, fraud, or crimes which involve moral turpitude:

State all known consumer complaints made to local or state agencies: _____

FOR OFFICE USE ONLY

Date Application Received: _____ Account: 110-43110 (BLING) \$100 or \$160

Amount Paid: _____ Receipt #: _____ Initials: _____

Approvals by Department Heads

Building/Planning: _____ Police: _____

Comments:

Date Application Approved: _____ Denied: _____

Date License Mailed: _____ Denial Letter Mailed: _____

License #: _____ Refund Check #: _____

- 1 ALBERTSON'S FOOD CENTER (541) 276-0623
1300 SW Court Ave
Shriners: Dick Crist
- 2 ROUND-UP IN & OUT CHAR-BURGER (541) 276-5605
1410 SW Dorion
- 3 MAZATLAN MEXICAN RESTAURANT (541) 276-2646
1408 SW Court
- 4 PENDLETON GRAIN GROWERS (541) 276-7611
1000 SW Dorion - large lot facing Dorion
Kiwanis: Jon Sperl
- 5 WAL-MART (541) 966-9970
2203 SW Court Pl
Contact: Store Manager
- 6 QUICKY LUBE (541) 276-7959
904 SW Court
- 7 COUNTRY COMPANIES INSURANCE (541) 276-2732
916 SW Court
- 8 DAIRY QUEEN (541) 276-1472
1415 SW Court
Contact: Gwena Peterson
- 9 WANDA ALANIS (541) 276-7792
810 SW Court - 2 spaces
- 10 DAVE'S CHEVRON (541) 966-1454
212 SW 12TH - large lot
- 11 MAIN STREET COWBOYS (541) 278-9332
PO Box 1002
All Main Street locations
mscowboys@my180.net
- 12 RIVER FRONT PLAZA (541) 966-0201
City of Pendleton
500 SW Dorion Ave
Contact: Donna Franklin
donna.franklin@ci.pendleton.or.us
- 13 THE MUFFLER SHOP (541) 276-1884
915 SW Court
Contact: Mason Carlson

