

*City of Pendleton*

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



***September 6 - 13<sup>th</sup> 2014***

***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 22, 2014 at 5:00 p.m if you want the license mailed to you.** We will mail licenses processed before August 22, 2014 unless you request us to hold the license. Licenses processed after August 22, 2014 will be available at City Hall, 500 S.W. Dorion Avenue for pickup.

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 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, 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.

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 6 - 13, 2014**

**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.**