



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

June 26, 2018

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-15th. The Dress-Up parade will be a morning parade again this year and will start at 10:00 a.m. on Saturday, September 8th. The concert will also be on Saturday, September 8th starting at 7:00 p.m. The PBR rodeo is held September 10th and 11th.

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 special event 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 27, 2018, 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 27, unless you specifically request us to hold the license. Licenses processed after August 27, 2018, 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 - 15th 2018

***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 27, 2018 at 5:00 p.m.** We will mail licenses processed before August 27, 2018 unless you request us to hold the license. Licenses processed after August 27, 2018 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 - 15, 2018

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 \$77 fee payable to the UCPH. **Please contact the County directly; the City does not have oversight in this area.**



Special Event Business License Application

CITY OF PENDLETON

500 SW DORION AVE

PENDLETON, OR 97801

OFFICE: (541) 966-0207 FAX: (541) 966-0231

Sign Permits are required for all signage relating to your business.

NOTICE TO APPLICANT: Incomplete applications will not be acted upon until the all required submittal materials and fees have been completed. **Failure to provide complete and/or accurate information may result in delay or denial of your request.**

BUSINESS NAME/DBA: _____

BUSINESS OWNER: _____

SPECIAL EVENT: Round Up Whiskey Fest Bike Week Other _____

Other _____ Other _____ Mark all that apply.

Location of Business @ Event _____

SS# / Federal Employer ID# _____

Note: The City will attempt to redact SSN from all public records requests.

Email Address (required) _____

Phone _____

Applicant's Name: _____

Date of Birth _____

Business mailing address _____

Describe Business Activity (see conditions) _____

Does your business have a permanent business location in Pendleton city limits? No Yes

if yes, where _____

I understand that this license, if approved, will be valid from the date of issuance through the following February 1, regardless of the date of issuance. 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.

If false or misleading information has been provided on this application, my Event Business License may be suspended or denied. I understand this application must be reviewed and approved by the Community Development Department, the Police Department, and the Fire Department prior to issuance. Structural and Fire Codes are required to be met within the City; the City of Pendleton reserves the right to inspect your business to ensure that applicable codes and standards are met. 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. **Transactions of medical or recreational marijuana related businesses are prohibited. Special Event vendors are prohibited from locating within residential zones.**

The business named herein 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 and/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.

I understand that this form is only an application. If approved, a license will be mailed to my business address within two (2) weeks. If the application is not approved, the City of Pendleton will notify me by mail.

Signature _____ **Date** _____

FEE CALCULATION

For businesses with a permanent location within the city limits	Fee	\$100.00
For businesses without a permanent location within the city limits	Fee	\$160.00

PAGE 2 IS MANDATORY FOR ALL BUSINESSES NOT CURRENTLY LICENSED WITHIN CITY LIMITS OF PENDLETON

REQUIRED APPLICATION INFORMATION IF BUSINESS NOT CURRENTLY LICENSED WITHIN CITY LIMITS OF PENDLETON

Applicant's Name: _____ **Agent's Name** not Name of Business _____

Driver's License Number _____ **State** _____

Emergency Phone #: _____ Place of Birth: _____

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: _____

Date Received _____ Account # 110-43110 (BLING) Received by _____

Finance **Fee Paid \$** _____ **Receipt #** _____ **Initials** _____

DEPARTMENT APPROVALS

Fire Marshal _____ Date _____

Police Chief _____ Date _____

Approved _____ Denied _____ Notification mailed (date) _____ Initials _____

License # _____ Refund check # _____

Notes/Conditions of approval _____

- 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

