

Pendleton Fire Department Vendor Application

**Propane Use
Vendor Application**
*(deadline two weeks before
event, 4:00pm)*

Name of organization/business: _____

Contact Name: _____

Address _____

Phone #: _____ Alternate #: _____

Email: _____

Vendor for how long? _____

List recent events and contacts: _____

MENU

- Attach a complete menu of items to be sold.
- Identify cooking apparatus, if any.
- Pictures or a description of booth set-up must also accompany this application.

BOOTH SPACE – submit information/drawing

- Location of propane tank.
- Number of vendors and space location.
- Location of fire extinguisher and type.
- Identify use of electrical cords and appliances connected to each electrical cord.
- Identify if booth is within a fenced event area.
- Identify smoking area, if provided.
- Identify open flame devices, if used.

FEES

- There are no fees. We simply want to ensure that you and your booth practice fire prevention safety.
- Purchase of a Business License and a Temporary Restaurant License is required. For Business License, contact Pendleton City Hall at 541-276-0207. For Temporary Restaurant License, contact Umatilla County Health Dept. at 541-278-5432.

BROCHURE

- The Pendleton Fire Department has a brochure that spells out the fire prevention safety necessary to have a happy and healthy vendor experience. If you have not received this brochure, or have lost your copy, please request a Vendor’s Guide at either City Hall or the Fire Department.
- We look forward to working with you to be a success in Pendleton!

Vendor Booths will be inspected to determine if fire prevention tactics have been implemented or alterations to booths, exiting, or other fire safety hazard occurrence.

Email pendletonfire@ci.pendleton.or.us for questions	
Booth space	<i>INSPECTED FOR FREE</i>
Educational Consultation	Contact 541.276.1442 – Fire Marshal

Upon acceptance you will be asked to provide the following:

- Drawing of booth space – see Booth Space above.
- Copy of Menu and Cooking apparatus.
- Copy of City of Pendleton business license or copy of application for business license and copy of City Sidewalk Vendor License.

Mail, fax (541-276-9171), email, or drop-off application and attachments at Pendleton Fire Department, 911 SW Court Avenue, Pendleton or Pendleton City Hall, 500 SW Dorion Avenue, Pendleton. Questions? Call the Fire Marshal at 541-276-1442.

