



# Parks & Rec Vendor Event Application

Food/Drink  
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 and pricing of food and/or drink items to be sold.
- Pictures or a description of booth set-up must also accompany this application.

### BOOTH SPACE

- Booth space **includes electricity and trash disposal.**
- Number of vendors and space location to be determined by event coordinators; based on history we anticipate two or three vendors.
- Vendors must be set up and ready to sell half hour before event opens.
- Vendors must provide their own tables, chairs, electrical cords, water, hand-washing station and gray water disposal.
- Vendors must keep litter picked up within 25 feet of their area.

### FEES

- There are no fees. We simply want your commitment to be there for the entire concert series.
- Refundable deposit of \$200 is **required**; should a vendor no-show a date, 50% will be forfeited, two no-shows will forfeit 100% of the deposit.
- Vendors will provide one food item and one beverage for each band member; vouchers will be issued by Parks & Rec (**exclusive to Wednesday's in the Park**).
- All vendors will be asked to provide final sales figures.
- Deadline to apply: two weeks before event; notification of acceptance by week before event.
- Fees are due within 5 days of acceptance and can be paid by cash, check or credit card. Make checks payable to City of Pendleton.
- Vendor application does not guarantee a space; no reimbursement for a weather cancellation.

Vendors will be selected based on price and quality of food, variety of food, vendor qualifications and experience, completeness of the application, and the needs of the event.

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|--|-------------|
| Visit <a href="http://www.pendletonparksandrec.com">www.pendletonparksandrec.com</a> for event schedules |             |
| Booth space  | <i>FREE</i> |
| Refundable deposit   | \$200       |
| <i>Due by five days before event <u>contingent on acceptance</u></i>                                     |             |

In addition to fees, upon acceptance you will be asked to provide the following:

- Evidence of liability or event insurance.
- Copy of Umatilla County Temporary Restaurant Permit/License.
- Copy of City of Pendleton business license or copy of application for business license and copy of City Sidewalk Vendor License.

**Do not submit fees at this time.** Mail, fax (276-9789), or drop-off application and signed concessionaire agreement at Pendleton Parks and Recreation, 865 Tutuilla Road, Pendleton. Questions? Call the Parks Office at 541-276-8100.

# **Pendleton Parks & Rec Mobile Vendors Guide**

## **PARKING LOT**

### **SPACES:**

Vendors may occupy these parks and areas within the parks:

- 1) Any park that has 10 or more parking spaces.
- 2) Any park that has a scheduled special event and/or activity provided vendor has received written consent from the event organizer. A copy of the written consent will be required as confirmation of the agreement.

## **CUSTOMER**

### **SPACING:**

To help maintain a friendly atmosphere and show courtesy to other park patrons, vendor customer lines are allowed provided they do not extend across park roads or adjacent parking spaces.

### **UTILITIES:**

Vendors are allowed to bring their own electrical equipment to operate the cart. Your own supply of water should also be anticipated as you will not be allowed to use City water and electricity.



## **PARK SHELTERS:**

Our shelters are often booked for special parties by private persons. To respect their privacy, vendors are asked to maintain a 100-foot distance from all park shelters unless you have been booked by the party renting the shelter. Proof of such agreement will be required.

## **HOURS:**

To keep our parks safe, friendly, and inviting, the hours a vendor may operate are 7am to 10pm. No overnight parking, it just isn't safe! The Parks Department does not accept any liability for crimes against a vendor, which could include vandalism of your cart.