PORTLAND PARKS & RECREATION℠
Healthy Parks, Healthy Portland

Portland Parks & Recreation
Customer Service Center
1120 SW 5th Avenue, Suite 858, Portland, Oregon 97204
Phone: 503-823-2525 FAX: 503-823-2515

COMMERCIAL ACTIVITY APPLICATION

CONTACT INFORMATION

BUSINESS NAME: MAIN CONTACT:

BILLING ADDRESS: CITY: ST: ZIP:

DAY PHONE: CELL PHONE: FAX:

EMAIL: WEBSITE:

PREFERRED CONTACT METHOD: ☐ DAY PH ☐ CELL PH ☐ EMAIL HOW LONG HAVE YOU BEEN IN BUSINESS?

WILL YOU HAVE ANY EMPLOYEES AND/OR VOLUNTEERS WORK WITHIN THE PARK? ☐ YES ☐ NO

TYPE OF BUSINESS

☐ **FITNESS** ☐ **EDUCATIONAL** ☐ **TOURS** ☐ **EQUIPMENT RENTAL** ☐ **FOOD/BEVERAGE** ☐ **OTHER**: _____

NUMBER OF PARTICIPANTS PER SESSION:

DETAILED DESCRIPTION OF ALL ACTIVITIES PLANNED IN THE PARK

*PLEASE ATTACH ADDITIONAL DOCUMENTS AS NECESSARY INCLUDING FLYERS, BUSINESS CARDS, AND WEBLINKS.

DAYS, DATES, AND DURATION OF OPERATION

PLEASE LIST OR ATTACH SCHEDULE OF ALL DATES AND PARK LOCATIONS REQUESTED BELOW WITH ALTERNATIVE DATE AND LOCATION CHOICES. ADDITIONAL DATES CAN BE REQUESTED WITH AN ADJUSTMENT AND OTHER APPLICABLE FEES. SEE FEE CHART IN GENERAL GUIDELINES FOR COMMERCIAL ACTIVITY AT PORTLAND PARKS & RECREATION OUTDOOR FACILITIES.

*START DATE: _____ (APPLICATION FEE IS BASED ON THIS DATE AND CANNOT BE CHANGED ONCE APPLICATION IS SUBMITTED.)

*END DATE: _____ (THERE IS A 3-MONTH MINIMUM TO ENSURE THE SUCCESS OF YOUR BUSINESS IN THE PARK.)

ACKNOWLEDGEMENT

By submitting this request, you agree to abide by the General Guidelines for Commercial Activity at Portland Parks & Recreation's Outdoor Facilities. You will be responsible for the application processing fee even if your application is denied. The application fee is $165-$660, depending on when you apply (see guidelines).

Printed Name: _____

Signature: _____ *Date:* _____

PAYMENT INFORMATION - IN ORDER TO PROCESS YOUR APPLICATION, THE NON-REFUNDABLE APPLICATION FEE IS DUE NOW.

IF FAXING APPLICATION PLEASE PROVIDE PAYMENT INFORMATION. **DO NOT EMAIL CREDIT CARD INFORMATION**

CUSTOMER SERVICE CENTER USE ONLY		
DATE RECEIVED:	REVIEWED:	PERMIT #:
	ENTERED BY:	
	DATE:	

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Commercial Requirement Checklist

If checklist items are not submitted seven (7) days prior to the requested start date of permit you will be charged a Rush fee of $165

Business Name: Main Contact:

Email: Phone:

Requested Park(s): Area(s):

General Requirements		**Received**	**User**
Required of All Permits	☒ **Application & Fee** *Non-Refundable* ☐ **$165 – Tier 1 (45+ days)** ☐ **$330 – Tier 2 (31 - 45 days)** ☐ **$495 – Tier 3 (16 - 30 days)** ☐ **$660 – Tier 4 (8 - 15 days)**		
	☒ **City of Portland Business Tax Compliance Certificate**		
	☒ **Certificate of Commercial Liability Insurance**		
	☒ **Additional Insured Endorsement**		
	☒ **Workers Compensation Insurance** (Exception for sole operator)		
	☒ **Site Plan**		
Specific Requirements based on Commercial Activity Type		**Received**	**User**
Food and Beverage Sales	☐ **Photo of Cart & Menu** - Operational Condition *(PP&R)*		
	☐ **Verification of Service Items** (Compostable & Bulk) *(PP&R)*		
	☐		
	☐		
	☐		
	☐		
Fitness/Tours/ Education	☐ **Advertising Information**		
	☐ **Staff Names** *(attach separate sheet if needed)*		
Other	☐ **Noise Permit** *(Office of Community and Civic Life)*		
For Staff Use only	☐ **Supervisor Approval &/or Onsite Meeting**		
Payment Options	☐ Option 1. Full Payment at Issuance (required for 3 months/12 weeks or less) ☐ Option 2. Monthly $_____ Authorization for Automatic Credit Card Payment		

Permit Total: $	Reduction: $	Due before permit(s) issued: $
Permit(s):	Issued: _____/_____/_____	Issued By: _____

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COMMERCIAL ACTIVITY APPLICATION - FOOD, BEVERAGE AND PRODUCT SALES

CONTACT INFORMATION

BUSINESS NAME: MAIN CONTACT:

BILLING ADDRESS: CITY: ST: ZIP:

DAY PHONE: CELL PHONE: EMAIL:

WEBSITE: FAX:

PREFERRED CONTACT METHOD: ☐ DAY PH ☐ CELL PH ☐ EMAIL HOW LONG HAVE YOU BEEN IN BUSINESS?

WILL YOU HAVE ANY EMPLOYEES AND/OR VOLUNTEERS TO WORK WITHIN THE PARK? ☐ YES ☐ NO

TYPE OF BUSINESS- ATTACH PHOTOS OF MENUS AND PRODUCT LISTS

FOOD/BEVERAGE SALES: ☐ Define your Food Items:

PRODUCT SALES: ☐ Define your Products:

CONCESSION LOCATION (Customer Service Center Only)

PARK (1st choice):	LOCATION #:	AVAIL: Y: ☐ N: ☐
PARK (2nd choice):	LOCATION #:	AVAIL: Y: ☐ N: ☐
PARK (3rd choice):	LOCATION #:	AVAIL: Y: ☐ N: ☐

HOW WILL YOU DISPLAY OR PRESENT YOUR FOOD, BEVERAGE OR PRODUCT

TYPE OF VENDING UNIT: ☐ SMALL UNIT- 4' x 6' ☐ LARGE UNIT UP TO 6'x6' ☐ LARGER THAN 6' x 6' ☐ OTHER: PLEASE CALL US

WHAT IS THE EXACT SIZE OF YOUR VENDING UNIT? W: L: H: (from ground) ☐ OTHER:

HEAT SOURCE: ☐ ELECTRIC ☐ PROPANE ☐ BBQ (BRIQUETTES) ☐ BBQ (PROPANE) ☐ NONE GENERATORS ARE NOT ALLOWED

DOES YOUR CONCESSION HAVE AN AWNING? ☐ YES ☐ NO **IF YES, PROVIDE THE DIMENSIONS:** W: L: H (from ground)

DOES YOUR CONCESSION REQUIRE: ☐ ELECTRICITY ☐ WATER ☐ POTABLE WATER ☐ STORAGE ☐ VEHICLE ACCESS ☐ OTHER (SPECIFY)

(Portland Parks & Recreation does not supply these items)

DAYS, DATES & DURATION OF OPERATION

START DATE:		END DATE:	
MONDAY:	TO	FRIDAY:	TO
TUESDAY:	TO	SATURDAY:	TO
WEDNESDAY:	TO	SUNDAY:	TO
THURSDAY	TO		

ACKNOWLEDGEMENT

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Printed Name: _____

Signature: _____ *Date:* _____

PAYMENT INFORMATION DO NOT EMAIL CREDIT CARD INFORMATION

CUSTOMER SERVICE CENTER USE ONLY		
DATE RECEIVED:	REVIEWED:	PERMIT #:
	ENTERED BY:	
	DATE:	

CONCESSION PERMIT INFORMATION

Conditions of Use: Following final approval, recommendations made by any of the below authorities may be added to the permit as conditions of use. These conditions must be met by the permittee before a permit is issued. **General Conditions of Use can be found in the "General Guidelines for Commercial Activity at PP&R's Outdoor Facilities" on the City of Portland website below.**

portland.gov/parks/commercial

It is the permittee's responsibility to comply with all City, State, and County requirements when operating their business. Below are some of the permits and/or inspections that may be required.

Insurance: The permittee is required to provide public liability insurance for bodily injury and property damage in the sum of $2,000,000 naming the **City of Portland, its officers, agents and employees as additional insured.**

Additional Insured Endorsement: This form or an acceptable alternate form **must** accompany the insurance binder.

Portland Business Tax Certificate of Compliance: The permittee must be in compliance with the Business Tax laws of the City of Portland. More information on compliance, requirements and confirming compliance status can be found on the Portland Revenue Bureau website: https://www.portland.gov/revenue/business-tax.

Workers' Compensation Insurance: It shall be the responsibility of the permittee to obtain workers' compensation insurance covering any person working or providing a service under the permit. A certificate of insurance, or copy thereof, shall be provided to the PP&R Customer Service Center. The permittee shall further agree to maintain this workers' compensation insurance coverage throughout the duration of the permit.

Health Department: (Food and Beverage Sales) Any time food items are prepared and/or served to the public on PP&R property, a sign off and/or permit is required from the Multnomah County Environmental Health Services. Contact the Head Sanitarian for the day at (503) 988-3400.

Fire Bureau, Contained Fuel: (Food and Beverage Sales) Permittee is required to contact the Fire Marshal and obtain sign off and/or required permits. The permittee may be required to meet specific conditions of use required by the Fire Department. Contact Public/Special Events Inspector at (503) 823-3955 and obtain a signature on the "Special Use Requirements" provided to you after you apply for a PP&R permit.

Waste Management Plan: (Food and Beverage Sales) The permittee will provide a completed Waste Management Plan detailing how they intend to remove the waste and litter created by their commercial activity. The permittee is responsible for removing all waste generated by their commercial activity to a radius of 100'.

Menu Requirements: (Food Concession) Portland Parks & Recreation requires that menu and prices are posted clearly at the time of sale. You must provide a picture of your Vending Unit as it will look during the hours permitted for use.

CERTIFICATE OF INSURANCE REQUIREMENTS

The City of Portland Parks & Recreation requires a Certificate of Insurance and an Additional Insured Endorsement Letter for any event held on PP&R property, which plans to:

- Be open to the general public
- Conduct business in any way (camps, fitness classes, vending, etc)
- Any other, as requested

The Certificate of Insurance must state the date(s) of coverage and provide **public liability for bodily injury and property damage in the sum of $2,000,000 naming the City of Portland, its officers, agents and employees as additional insured. The minimum cancellation clause must be 30 days or more.**

*****Additional Insured Endorsement Letter must be signed by the Authorized Insurance Representative and returned with the Certificate of Insurance. *****

The Certificate of Insurance and the Additional Insured Endorsement Letter may be mailed, hand-delivered or faxed:

EMAIL: ParksCommercialUse@PortlandOregon.gov

FAX: 503-823-2515

ADDRESS: Portland Parks & Recreation
ATTN: Customer Service Center
1120 SW 5th Ave, Suite 858
Portland, OR 97204-1912

NOTE: The Certificate of Insurance and Additional Insured Endorsement Letter must be on file at the Portland Parks & Recreation Customer Service Center before final approval of the permit will be granted. Insurance may be through Home Owners Insurance, Business Insurance, or an independent insurance agent**.**

FOR MORE INFORMATION CALL THE PP&R CUSTOMER SERVICE CENTER AT 503-823-2525.