

# Short-Term Concessionaire Permit Application



## SUBMIT COMPLETED FORM TO:

City of Salem  
555 Liberty Street SE, Room 100  
Salem, OR 97301-3513  
503-588-6261 • Fax: 503-584-4680  
parksandrecreation@cityofsalem.net • **After hours/weekend contact: 503-588-6311**

Organizers of community and special events may contract with food, craft, and other concessionaires as part of the scheduled event. **An event representative shall provide the City with a list of the approved concessionaires in advance of the event.** All revenue-generating concessionaires/vendors associated with and designated by an approved community or special event must submit this completed application.

**ALL FEES AND DOCUMENTATION MUST BE RECEIVED A MINIMUM OF THIRTY (30) CALENDAR DAYS PRIOR TO THE START OF THE EVENT.**

Each permit application must be accompanied by:

- **Permit fee** - \$40 per day when submitted 15 business days or more prior to the event. When submitted less than 15 business days in advance of the event, the permit fee is \$47 per day.
- **Certificate of Insurance** - food and drink vendors must submit insurance naming the additional insured as the **“City of Salem, its officers, agents, employees, and volunteers.”**

Permittee Name \_\_\_\_\_ Email \_\_\_\_\_

Business \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ City State ZIP Code

Event Name \_\_\_\_\_

Event Date(s) \_\_\_\_\_ From Time \_\_\_\_\_ To Time \_\_\_\_\_

Event Location \_\_\_\_\_

Items Being Sold:

Consumable Non-Consumable Alcohol  
Cooking On-Site (Temporary Restaurant)  
All Pre-Packaged items

Goods and/or Services Being Provided:

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Will You be Using A:

Tent/Pop-Up \_\_\_\_\_ Size \_\_\_\_\_ Sides \_\_\_\_\_ Staked \_\_\_\_\_ Weighted \_\_\_\_\_  
Truck/Trailer (Mobile Food Unit) Push Cart (Street Vendor)  
Registered with the City to Operate in A City Park (For Truck/Trailer and Push Cart Vendors)

Permittee Requests City Staff:

Provide Potable Water (if available)  
Provide Electrical Service (if available)

Description of Requests for City Staff:

**PERMITTEE MUST ALSO COMPLY WITH THE FOLLOWING:**

- Concessionaires and vendors must obtain and display all required County Health Department licenses and/or permits throughout the event.
- Cooking on site is approved under the terms of this permit. All cooking units must meet state, county, and city health and safety standards. In addition, units are subject to inspection and approval by the City of Salem Fire Department and/or the State Fire Marshal.
- Concessionaires and vendors selling food and drink shall cover the ground under all food prep areas. Under the terms of this permit, you may be charged for litter pickup, litter disposal, damage to turf, and other damage incurred as a result of your concession.
- Under the authority of Salem Revised Code Chapter 94, the Community Services Department may issue special alcohol permits to sell alcoholic beverages and accompanies an additional fee of \$62. Alcohol may only be sold by licensed servers. Alcohol providers shall provide the City with copies of completed and approved Oregon Liquor Control Commission (OLCC) permit and approved insurance coverage. Permission to sell alcoholic beverages on City property is subject to any and all City of Salem and OLCC rules and regulations.

I have read, understand, and will comply with all regulations regarding the park and facilities.

\_\_\_\_\_  
Permittee Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Approved Location \_\_\_\_\_

Customer Number \_\_\_\_\_ Date Fees Paid \_\_\_\_\_

Certificate of Insurance Received

If Selling Alcohol, OLCC Permit Received

Approved By \_\_\_\_\_ Date \_\_\_\_\_