Approved Concession Products and Services

Pre-approved concession products and services include:

- Food and beverages for immediate consumption
- Fresh cut flowers, maps, umbrellas, sundries
- Fitness & training
- Music performance & sales
- Education & instruction
- Harvesting

Requests for other product or services must be submitted in writing to the Customer Service Center Supervisor who shall determine if the product or service conforms to the following criteria:

All products or services to be sold shall:

- Be vended from a regulation size vending unit, unless otherwise approved by PP&R
- Involve a short transaction period to complete the sale or render the service
- Be easily carried by pedestrians

All products or services to be sold shall not:

- Lead to or cause congestion or blocking of pedestrian traffic on the sidewalk
- Cause undue noise or offensive odors
- Directly compete with a *primary product** sold within or directly adjacent to the park
- Harm or encumber park structures, vegetation or other permitted programs, activities or events

If the product or service does not conform, it shall be listed as prohibited for sale in parks. The decision of the Customer Center Supervisor may be appealed to the Director.

Applying for a Permit

The Concession Application must be submitted to the Customer Service Center for review and approval. The application fee is due when the application is submitted.

- When the application is submitted more than 10 business days prior to the concession start date, the application fee is \$83.00
- When the application is submitted less than 10 business days prior to the concession start date, the application fee is \$166.00

Applications for the next year are accepted beginning the first business day of November. All concessionaries who have held permits during the previous year and whose account is in good standing will be given Rights of First Refusal for location/s last held. After the last business day in November, all Rights of First Refusal are forfeited and unpermitted concession locations become available on a first come first served basis.

If requirements for the approved application have not been met within 60 days of submission, you must re-apply and pay another application processing fee.

All Application Fees are non-refundable.

Vending must begin no more than 3 business days after the first permitted day and you must actively use all times booked or permit/s will be subject to revocation.

Contacts & Resources

Concessions Manual & Application

Portland Parks & Recreation 503.823.2525 www.portlandparks.org

Insurance-(TULIP - Tenant Users Liability Policy)
City of Portland TULIP 503-823-5387
http://www.portlandonline.com/omf/index.cfm?c=56947

Mobile Food Unit License

Multnomah County Health Department 503.823.3400 web.multco.us/health/inspections-and-licensing

Portable Propane Devices Permit

City of Portland Fire Bureau 503.823.3995 www.portlandonline.com/fire

Business License

City of Portland Revenue Bureau 503.823.5157 www.portlandonline.com/omf

Bureau of Planning & Sustainability

503.823.7700 www.portlandonline.com/bps

Examples of Compostable Food Containters

www.cedar-grove.com/acceptable





Commissioner Amanda Fritz Director Mike Abbaté www.PortlandParks.org

Revised 3/28/14

PP&R Customer Service Center

OFFICE LOCATED ON THE FIRST FLOOR

1120 SW 5th Ave., Suite 1302 Portland, OR 97204

Tel: (503) 823-2525 Fax: (503) 823-2515 Phone: Monday-Friday8:30am5:15pm Office: Monday-Friday 8:00am-5:00pm

Concessions Permits

- Rates & Fees Effective January 1, 2014
- Food Sales
- Fitness Classes
- Guided & Educational Tours
- Music
- Harvesting





^{*}Product conflicts: For a product to conflict with another vendor's menu, it would have to be defined as the primary product sold.

Permit Requirements

Once an application has been approved, the following items must be submitted before vending can commence:

ALL CONCESSIONAIRES

- Certificate of Insurance for \$1,000,000
- Additional Insured Endorsement adding the City of Portland to the insurance as an additional insured
- Workers Compensation Insurance (exceptions for sole operator)
- City of Portland Business License or exemption
- Site supervisor approval and possible on-site meeting

FOOD VENDORS

- Waste management plan
- Portable Propane Devices Permit
- Multnomah County Mobile Vending License
- Use of compostable food containers

MUSICIANS

• A Noise Variance Permit may be required if the permit is approved

Please refer to the Contacts & Resources and Concession Requirement Checklist (on our website) for specific concession types and requirements.

Concession Fees					
Park	Cart 4x6	# of Sites	Trailer 6x6	# of Sites	
Chapman Square Park	\$285	2	N/A		
SW 4th Ave. & Main St.					
Ira Keller Fountain	\$461	3	N/A		
SW Park AveSalmon St. to Jackson St.					
Jamison Square Park	\$461	2	N/A		
810 NW 11th Ave.					
Lownsdale Square Park	\$285	2	N/A		
SW 4th Ave. & Main St.					
Lovejoy Fountain Park	\$285	4	N/A		
SW 3rd Ave. & Harrison St.					
Overlook Plaza Easbank Esplanade	\$285	3	N/A		
SW Main St. & Naito Parkway					
PSU South Park Blocks	\$461	8*	\$688	4*	
SW Park AveMain St. to Jackson St.		(weekdays only)			
Shemanski Plaza (S Park Plocks)	\$171	2	N/A		
SW Park Ave. & Salmon St.					
Waterfront Park Rose Circle	\$171	1*	\$461	1*	
SW 3rd & 4th from Clay to Market		(non-event days only)			
Washington Park	\$461	1	\$863	1	
SW Jefferson & Naito Parkway					
Waterfront Park Salmon Springs	\$461	2	N/A		
SW Salmon St. & Naito Parkway					
Other Parks (must be approved)	\$171	1*	\$374	1*	
Skate Parks (restrictions apply)	\$285	1*	\$461	1*	
Dog Parks (restrictions apply)	\$171	1*	N/A		
* per park only -	either cart or trailer				
Mobile Vending	Non-Mo	Non-Motorized Motor		rized	
up to 5 parks; restrictions apply	\$2	\$275 \$445		45	
Fitness & Tou	r Concession Fees				
All Parks (must be approved)	up to 25 p	up to 25 participants		26+	
		\$3.50/hr		\$6.00/hr	
Must Ou	nanaian Fara				
	ncession Fees				
All Parks (must be approved)	\$165	D/ IVIO	1 per	park	

Additional Fees

Application Fee - 10 business days or more	\$ 83.00	Per Park (exept mobile)	
Application Fee - Less than 10 business days	\$166.00	Per Park (exept mobile)	
*Non-Potable Water	\$ 36.50	Per Month if available	
*Electricity	\$ 36.50	Per Month if available	
*Vehicle Access Pass	\$ 62.00	Per Month if available	
*Storage	\$100.00	Per Month if available	

^{*} If available for requested location

Fees & Payment

The non-refundable application/processing fee is due when the application is submitted.

Food vendors pay one application fee per vending cart/trailer plus the monthly usage fee.

Fitness concessions and tours pay one application fee per park per year and are charged hourly based on the number of participants.

Monthly fees for food and music vending are determined by location (Park) and the size and type of the vending cart/trailer.

Please refer to the chart for fees. Additional information is available on the website under "Concessions".

Payment Options:

- Bookings lasting for 3 months or less require payment in full before vending can commence.
- Bookings lasting for 4 months or more may pay in full and receive a 10% discount or sign up for automatic monthly withdrawal from a Visa or MasterCard.

Cancellations & Refunds

In order to receive a refund of usage fees, you must notify the PP&R Customer Service Center Concessions Coordinator within 3 business days of non-use of a concession location. Please provide a detailed description of the cancellation including dates, hours, and the reason for absence (instructor illness, personal travel, etc.)