



# CITY OF PENDLETON

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*Finance Department*  
500 S.W. Dorion Avenue  
Pendleton, Oregon 97801-2090  
Telephone (541) 966-0207  
Fax (541) 966-0352  
TDD Phone (541) 966-0230  
Website [www.pendleton.or.us](http://www.pendleton.or.us)

It's time to start thinking about Round-Up business licensing! I would like to take this opportunity to notify you of the requirements for the City of Pendleton.

Round-Up will be held September 14th-17th. The Dress-Up parade will be a morning parade again this year and will start at 10 am on Saturday, September 10th. The concert will also be on Saturday, September 10th starting at 7 p.m. The "Xtreme Bulls" bull riding event is held September 12th and 13th.

As in the past, merchants are responsible for finding their own booth location and making all of the necessary arrangements with the private property owner. No booths will be allowed on public property or public right-of-way except Main Street Cowboy's vendors. This includes City parks. Enclosed is a listing of businesses located near the Round-Up grounds. This listing is intended for informational purposes and does not include all property owners in that area of town.

Enclosed is a license application form and brochure which includes the fire prevention guidelines that must be met. Food handlers also need to contact the Umatilla County Environmental Health Department, 200 SE Third, Pendleton at (541)278-6394 for guidelines on certified food handlers and temporary licensing. Please take a moment to review the various guidelines as the booths will be inspected for compliance. If you are unsure that the proper electrical connection and sufficient power for demand is available, please contact the property owner who you are renting space from as soon as possible.

When completing the application, please note that the business location refers to the Pendleton location where you will have your booth. **All applicants are required to complete Page 2 of the special event business license application form.** If this information is not provided, the business license cannot be processed.

The deadline for applications to be filed at City Hall is Wednesday, August 31<sup>st</sup>, 2022, at 5:00 p.m. If you wish, you may fax your application to (541) 966-0352, Attn. Business Licensing; however, the application will not be processed until after the fee is paid. We will mail all licenses processed by the City before August 31st, 2022 unless you specifically request us to hold the license. Licenses processed after August 31st, 2022, will be available at City Hall, 500 SW Dorion Ave. for pickup.

And last, as a reminder you may not use "Pendleton Round-Up", "Let'er Buck", or the bucking horse logo without permission of The Round Up Association because these are registered trademarks. Likewise, "Pendleton" may not be used by itself on clothing or accessory items because it is a registered trademark of Pendleton Woolen Mills. The use of "Pendleton, Oregon" or a similar geographic reference is not objectionable to either organization.

Sincerely,

Linda Carter  
Finance Director

**City of Pendleton**

**Round- Up  
Business License  
Information**



**September 14<sup>th</sup>-17<sup>th</sup> 2022**

**FINANCE  
DEPARTMENT**

**(541) 966-0207  
500 SW Dorion Ave.  
Pendleton, OR 97801**

**LICENSE FEE**

**All businesses must have a license.**

For businesses with a permanent location within the City limits: **\$105**

For businesses without a permanent location within City limits: **\$165**

**REGULATIONS**

By signature on the application form, the Agent/Owner agrees to the following:

1) The form is only an application. **The deadline for application is Wednesday, August 31st, 2022 at 5:00 p.m.** We will mail licenses processed before August 31st, 2022 unless you request us to hold the license. Licenses processed after August 31st, 2022 will be available at City Hall, 500 S.W. Dorion Ave.

2) The agent understands that the application must be reviewed and approved by the Planning Department, Fire Department, and the Police Department prior to issuance of a license: The license is not transferrable; that conduct of the business shall conform to the statements made in the applications, and with any special conditions of operation

imposed on the license, **that the license shall be displayed during all hours of business operations;** and that all applicable city, state and federal laws, rules and regulations shall be abided by during the operation of the business.

3) The owner/agent consents to act as an agent for accepting service of process, notice of demand as required or permitted by law to be served upon the applicant completing the application. The Finance Director reserves the right to accept or deny the appointed agent.

4) The business and its subcontractors, officers, agents and employees agree to hold the City of Pendleton, it officers, agents and employees, harmless from any and all liability for damage to persons or property as a result of the City licensing the business pursuant to the City of Pendleton's Business License Act. This **hold harmless agreement** is intended to be as liberally applied as allowed under Oregon law.

5) **ROUND-UP LOCATION OF BUSINESS MUST BE NOTED ON THE FORM.**

**See reverse side for guidelines for concession stands and booths.**

**CITY HALL BUSINESS HOURS  
DURING ROUND-UP WEEK:**

Monday: 8 a.m. - 5 p.m.  
Tuesday: 8 a.m. - 5 p.m.  
Wednesday: 8 a.m. - 1 p.m.  
Thursday: 8 a.m. - 1 p.m.  
Friday: Closed

**September 14<sup>th</sup>-17<sup>th</sup>, 2022**

## TRANSIENT ROOM TAX:

Every operator renting rooms or RV spaces in this City must collect a Transient Room Tax of eight (8%) percent of the rent charged by the operator plus \$1.50 per night. The tax collected by the operator is payable to the City within 30 days.

The operator must contact the City for the required form to submit with the Transient Room Tax payment.

## GUIDELINES FOR CONCESSION STANDS AND BOOTHS

### Fire Prevention Ordinance No. 3441 Section 28.6

Contact the Pendleton Fire Marshall at 541-276-1442 for more information.

Accumulation of waste materials in areas adjoining booths is prohibited. All areas shall be kept free and clear of deposits or accumulations of wastepaper, litter, or combustible waste or rubbish of any kind.

No person in charge of a booth shall fail or neglect at the close of each day to have rubbish, litter, or combustible waste removed.

### Section 28.16

A. The marking of fire lanes on private property devoted to public use shall be approved by the Fire Marshall. The telephone number is (541) 276-1442.

B. Parking of motor vehicles or otherwise obstructing fire lanes shall be prohibited at all times. Violators will be subject to fines and/or towing.

All concessions are required to have a minimum of one 2A:10BC fire extinguisher readily accessible to all employees. This is strictly enforced.

Inspections of booths will take place during Round-Up at unspecified times.

Uniform Fire Code Article 32 does not allow "blue tarps" or plastic to be used as a canopy tent or as part of a temporary structure. All temporary membranes shall have a permanently affixed label which shows it is flame resistant and/or has been treated with a flame retardant.

Any cooking operation involving oils shall be protected by a fire suppression system meeting UL300 standards and/or have a type "K" extinguisher in addition to other required fire extinguishers.

### Police

The City Police Department reminds all vendors not to park or conduct business on public rights of way. No items promoting illegal drugs, the use of illegal

drugs, paraphernalia or underage drinking will be allowed on site to sell or give away. If found on site, the license may be revoked.

### Signs

The City reminds all vendors not to place signs on sidewalk or street areas unless those areas are closed to pedestrian or vehicular traffic.

### Clean-Up

Remove all litter from the concession area before departing.

### Food Concessions

Food handlers need to contact the Umatilla County Environmental Health Department 200 SE Third, Pendleton, OR 97801, phone (541) 278-6394. For guidelines on certified food handlers. There is a \$77-\$132 fee payable to the UCPH. **Please contact the County direct, the City does not have oversight in this area.**

1. MAZATLAN MEXICAN RESTAURANT (541) 276-2646  
1408 SW COURT
2. PENDLETON GRAIN GROWERS (541 )276-7611  
1000 SW DORION – LARGE LOT FACING DORION
3. QUICKY LUBE (541) 276-7959  
904 SW COURT
4. ROBERT ALAN PRATT, DMD PC (541) 276-4257  
916 SW COURT
5. DAIRY QUEEN (541) 276-1472  
1415 SW COURT  
CONTACT: GWENA PETERSON
6. WANDA ALANIS (541) 276-7792  
810 SW COURT – 2 SPACES
7. DAVES CHEVRON (541) 966-1454  
212 SW 12<sup>TH</sup> – LARGE LOT
8. MAIN STREET COWBOYS (541) 278-9332  
PO BOX 1002  
ALL MAIN STREET LOCATIONS  
[MSCOWBOYS@MY180.NET](mailto:MSCOWBOYS@MY180.NET)
9. RIVER FRONT PLAZA (541) 966-0201  
CITY OF PENDLETON  
500 SW DORION AVE  
CONTACT: DONNA BIGGERSTAFF  
[DONNA.BIGGERSTAFF@CI.PENDLETON.OR.US](mailto:DONNA.BIGGERSTAFF@CI.PENDLETON.OR.US)
10. THE MUFFLER SHOP (541) 276-1884  
915 SW COURT  
CONTACT: MASON CARLSON
11. ELITE GUNS & TACTICAL LLC (541) 276-1243  
1400 SW COURT AVE  
[WWW.ELITEGUNSANDBOWS.COM](http://WWW.ELITEGUNSANDBOWS.COM)
12. SPEAKEASY SALON & BOUTIQUE (541) 969-2694  
215 SW 10<sup>TH</sup> St



**Special Event Business License Application**

**CITY OF PENDLETON**

500 SW DORION AVE

PENDLETON, OR 97801

**OFFICE: (541) 966-0207 FAX: (541) 966-0231**

**NOTICE TO APPLICANT: Incomplete applications** will not be acted upon until the all required submittal materials and fees have been completed. **Failure to provide complete and/or accurate information may result in delay or denial of your request.**

**BUSINESS NAME/DBA:** \_\_\_\_\_

**BUSINESS OWNER:** \_\_\_\_\_

**SPECIAL EVENT:**     Round-Up     Music Fest     Bike Week     Other \_\_\_\_\_

Other \_\_\_\_\_     Other \_\_\_\_\_    Mark all that apply.

**Email Address (required)** \_\_\_\_\_    Phone \_\_\_\_\_

Applicant's Name: \_\_\_\_\_    Date of Birth \_\_\_\_\_

**Business mailing address** \_\_\_\_\_

**Describe Business Activity (see conditions)** \_\_\_\_\_

**Does your business have a permanent business location in Pendleton city limits?** No     Yes

**if yes, where** \_\_\_\_\_

I understand that this license, if approved, will be valid from the date of issuance through the following February 1, regardless of the date of issuance. I, the undersigned, acknowledge my consent to act as an agent for accepting service of process, notice of demand as required or permitted by law to be served upon the applicant completing the application. The Finance Director reserves the right to accept or deny the appointed agent.

If false or misleading information has been provided on this application, my Event Business License may be suspended or denied. I understand this application must be reviewed and approved by the Community Development Department, the Police Department, and the Fire Department prior to issuance. Structural and Fire Codes are required to be met within the City; the City of Pendleton reserves the right to inspect your business to ensure that applicable codes and standards are met. I also understand that the license is not transferable; that conduct of the business shall conform with the statements made in the applications, and with any special conditions of operation imposed on the license, that the license shall be displayed during all hours of business operations; and that all applicable city, state and federal laws rules and regulations shall be abided by during the operations of the business. **Transactions of medical or recreational marijuana related businesses are prohibited. Special Event vendors are prohibited from locating within residential zones.**

The business named herein and its subcontractors, officers, agents and employees agree to hold the City of Pendleton, its officers, agents and employees harmless from any and all liability for damage to persons and/or property as a result of the City licensing the business pursuant to the City of Pendleton's Business License Act. This hold harmless agreement is intended to be as liberally applied as allowed under Oregon law.

I understand that this form is only an application. If approved, a license will be mailed to my business address within two (2) weeks. If the application is not approved, the City of Pendleton will notify me by mail.

**Signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**FEE CALCULATION**

For businesses <b>with</b> a permanent location within the city limits	Fee	\$105.00
For businesses <b>without</b> a permanent location within the city limits	Fee	\$165.00

**PAGE 2 IS MANDATORY FOR ALL BUSINESSES NOT CURRENTLY LICENSED WITHIN CITY LIMITS OF PENDLETON**

# REQUIRED APPLICATION INFORMATION IF BUSINESS NOT CURRENTLY LICENSED WITHIN CITY LIMITS OF PENDLETON

**Applicant's Name:** \_\_\_\_\_ **Agent's Name** not Name of Business \_\_\_\_\_

**Driver's License Number** \_\_\_\_\_ **State** \_\_\_\_\_

Emergency Phone #: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

State all past criminal convictions, including unlawful trade practices, fraud, or crimes which involve moral turpitude: \_\_\_\_\_

State all known consumer complaints made to local or state agencies: \_\_\_\_\_

Date Received \_\_\_\_\_ Account # 110-43110 (BLING) Received by \_\_\_\_\_

**Finance**      **Fee Paid \$** \_\_\_\_\_ **Receipt #** \_\_\_\_\_ **Initials** \_\_\_\_\_

## DEPARTMENT APPROVALS

Fire Marshal \_\_\_\_\_ Date \_\_\_\_\_

Police Chief \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Notification mailed (date) \_\_\_\_\_ Initials \_\_\_\_\_

License # \_\_\_\_\_ Refund check # \_\_\_\_\_

Notes/Conditions of approval \_\_\_\_\_

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