



**Corvallis Parks & Recreation**  
1310 SW Avery Park Drive  
Corvallis, OR 97333  
Phone: (541) 766-6918  
FAX: (541) 754-1701

## APPLICATION FOR PERMIT TO OPERATE A CONCESSION IN A CITY PARK

**COST:** The Concession Permit fee is \$120, payable upon submission of this application. If your permit application is denied, all but a \$10 processing fee will be refunded to you.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization name, if applicable: \_\_\_\_\_

Full address: \_\_\_\_\_

Proposed park for concession: \_\_\_\_\_

Proposed hours of operation: \_\_\_\_\_

Proposed date(s) of operation: \_\_\_\_\_

*(Note: An approved permit may be valid for no more than 3 months.)*

Will you, or any other party at your event, be accepting donations?     YES     NO

What items will be sold? (raffle tickets, food\*\*, entrance fees, souvenirs, etc.) Attach a separate sheet of paper if needed.

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**\*\*Per Council Policy 91-4.01, all concessions involving food must have an approved Benton County Health Department certificate. If you, or anyone at your event, will be selling or serving food to the public, you MUST contact the Environmental Health Department of Benton County at least 30 days in advance of the event to arrange for any required permits, licenses, or certificates. For more information visit the Benton County web site or call 541-766-6841. FAILURE TO OBTAIN THE REQUIRED PERMITS, LICENSES, OR CERTIFICATES FROM BENTON COUNTY WILL CAUSE THE CITY TO CANCEL YOUR EVENT WITHOUT REFUND OR LIABILITY.**

OVER →

Please provide a description of any equipment which will be used (BBQs, tents, etc.):

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Previous experience operating a concession/fundraising event/etc. (where and when):

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References familiar with your vending/fundraising experience:

Name	How Known	Phone #

Applicant acknowledges he/she has read, understands, and will comply with all provisions of City Council Policy 91-4.01 *Guidelines for Commercial Vending and Fundraising Activities in City Parks*. If approved, applicant agrees to post the laminated Concession Permit in a conspicuous place during the event. Applicant agrees to contact Parks & Recreation if plans change from those indicated on this application, at least 2 business days in advance of the event date in case additional permits or fees apply. **Failure to notify Parks & Recreation of changes may result in additional charges, permit denial, or permit revocation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Initials

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### FOR OFFICE USE ONLY

**NOT VALID UNLESS SIGNED BY PARKS AND RECREATION DIRECTOR**

Concession Permit Application:       Approved       Denied

\_\_\_\_\_  
Parks and Recreation Director

\_\_\_\_\_  
Date

<b><i>\$120 Permit Fee</i></b>	
<b><i>Payment Method:</i></b>	
<input type="checkbox"/> Check # _____	
<input type="checkbox"/> Visa/MasterCard # _____	
<input type="checkbox"/> Cash	
Date Paid: _____	Staff Initials: _____