



## Vending Cart – Business Application Information

*If you are applying for a vending cart please note the following:*

Regardless of which type of vending cart business you plan to start you need to know the following information:

- Business registration application with the City Administration Office at City Hall, 3<sup>rd</sup> floor (\$130 one-time fee). Phone: (541) 492-6866.
  - Contact Douglas County Environmental Health at (541) 440-3574 for food handler's information. Food handler classes are available online at this link: <http://www.orfoodhandlers.com>.
  - If changes with business information or location occur, contact City Administration.
  - Depending on the type of vending, a Fire Marshal will inspect at your first event, once a year or every five years. You can contact a fire marshal at (541) 492-6770
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Additional Information:

### 1. If you plan to have a vending cart in a parking lot of a business you also need:

- Permission from business owner to use their parking lot.
  - Temporary Use Permit (yearly fee involved). Apply for approval at the City Community Development Department (Planning) at City Hall, 3<sup>rd</sup> floor. If you plan to locate in multiple locations, please prepare a list before applying for the permit. Phone (541) 492-6750. *This approval process may take up to 45 days.*
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### 2. If you plan to have a vending cart in a park you also need:

- Concessionaire permit from the City Parks Division on 1<sup>st</sup> floor at City Hall. \$20 daily if self-contained or \$30 daily if utilities are needed. Phone: (541) 492-6730. *This approval process may take 1-3 days.*
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### 3. If you plan to have a mobile vending cart such as an ice cream truck or mobile vending bicycle you need to know:

- You may not use parking spaces on public property.
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### 4. If you plan to participate in local events:

- Contact the Event Chair or Organization Leader for the event you want to participate in for approval, rules, fees, etc.

***For further questions, please contact City Administration at (541) 492-6866 or email Koree Tate at [ktate@cityofroseburg.org](mailto:ktate@cityofroseburg.org). Thank you.***

*\*\*Fees cited are for the current year and are subject to change each July.*

## Local Events

*(This is a sampling of local events. Please review websites listed below for updates and events not included on this list)*

- Douglas County Fairgrounds Events (Christmas Fair, Business Women's Fair, Spring Fair, Douglas County Fair, Home Show, etc.), 541-957-7010 Fairgrounds Office
- Graffiti Days (July), 541-221-2567
- Movies in the Park, 541-492-6730 City of Roseburg Parks & Recreation Office
- Music on the Half Shell Summer Concert Series, 541-677-1708
- Neewollah Parade, 541-673-3352 Downtown Roseburg Association
- Roseburg Hometown 4<sup>th</sup> of July event, 541-492-6730 City of Roseburg Parks & Recreation Office
- Softball Season at Sunshine Park Softball fields, 541-492-6730 City of Roseburg Parks and Recreation Office. The City issues a Request for Proposals/Bids for the concessionaire at the fields. Check the website consistently for bidding updates and opportunities.
- Umpqua Valley Arts Festival, 541-672-2532 Umpqua Valley Arts Association
- Umpqua Valley Farmers Market on Saturdays, contact 541-530-6200 or their website at <http://www.uvfarmersmarket.org>.
- Umpqua Valley Wine Festival, 541-440-4600 Umpqua Community College
- Veterans Day Parade, 541-440-4219 Douglas County Veteran Services
- Wine Walk, 541-673-3352 Downtown Roseburg Association

Check the following websites for local event information and updates:

- [www.cityofroseburg.org](http://www.cityofroseburg.org) City of Roseburg
- [www.roseburgareachamber.org](http://www.roseburgareachamber.org) Roseburg Area Chamber of Commerce
- [www.downtownroseburg.org](http://www.downtownroseburg.org) Downtown Roseburg Association