



2026 Live & Local: Last Thursdays at the LORAC

(Please retain for reference)

Welcome to Live & Local, a new pilot program hosted by the City of Lake Oswego Parks & Recreation Department at the new Lake Oswego Recreation & Aquatic Center (LORAC). This summer series brings together live music and local food in a relaxed, community-focused setting. Held on the last Thursday of each month from May through September, each event features a rotating food truck and live local musician, creating a fresh experience each time.

Event Details:

- Dates: Last Thursdays in May through September - May 28, June 25, July 30, August 27 & September 24, 2026
- Time: 4:00 to 8:00 p.m.
- Location: Lake Oswego Recreation & Aquatic Center (LORAC) on the patio - 17525 Stafford Rd, Lake Oswego, 97034

There is no application fee or booth fee for this pilot program.

As this is a new event series, we do not yet have historical attendance or sales data to share. This pilot season is intended to help establish the event and evaluate future opportunities.

Please review all vendor rules and guidelines prior to applying.

Selection Criteria

1. Vendors are not selected on a first-come, first-serve basis. The following guidelines will be considered during the selection process:
 - a. Product quality, freshness, and adherence to food safety standards
 - b. Reasonable pricing and value for event attendees
 - c. Vendor experience at similar events
 - d. Professional online presence (website, social media)
 - e. Cultural authenticity or specialty offerings
 - f. Capacity to serve large crowds efficiently
 - g. Menu diversity and alignment with event goals
 - h. Sustainability practices and environmental responsibility - sourcing local ingredients and sustainable packaging
 - i. Creativity and booth presentation
 - j. Compliance with all required licenses, insurance, and permits
 - k. Community engagement and contribution

Setup Requirements

1. Participants shall provide their own booth/tables/chairs and sun/rain covers or food truck/cart. Vendor location is determined by the Event Manager. Wind can come up unexpectedly, so weights are required on all four corners of canopies.

2. Please unload your supplies as quickly as possible and remove your vehicle from the event staging area before commencing booth setup.
3. Participants are not allowed to disassemble booths before the event closes. In the case a vendor runs out of product, he/she must keep his/her booth intact until the close of the event. Early departures are not permitted.

Maintenance and Clean Up

1. Vendors are responsible for keeping their space attractive during event hours. Additionally, vendors must clean up their space after the event closes, including the removal of garbage and sweeping up of any debris. Vendors whose products generate waste (e.g., ready to eat items and free samples) **must provide their own recycling/trash containers for customer use.**
2. Vendors will not permit any waste or strip of the property. No shrubs, trees or other vegetation may be damaged, moved or otherwise disturbed as a result of this Agreement. Vendor shall repair, replace or restore the licensed area so that it is free from evidence of Vendor's use.
3. By law, parks throughout the City of Lake Oswego are tobacco free. Please do not smoke in the park.
4. Vendors may not consume food while waiting on customers. Hand washing station in booth is required by the Clackamas County Health Department.
5. Vendors using a canopy set up, must cover the park paver with a tarp or cardboard to protect patio surface from grease.

Compliance with Government Regulations

1. Vendors must observe and abide by all the laws, rules and regulations imposed by any lawful governmental authority and relating in any way to any activity conducted on the premises, and shall require all of Vendor's agents, employees, and agents upon the premises to do likewise.
2. Vendors are responsible for complying with state and local health and licensing regulations governing the production and sale of their products. Food vendors are responsible for meeting health requirements and obtaining any permits and licenses applicable to their products.
3. Food consumed on premises must have the following applicable documentation:
 - a. Certified Kitchen or Food Processing Facility License by Oregon Department of Agriculture.
 - b. Temporary Restaurant License/Food Truck or Cart License from Clackamas County Department of Health.
 - c. Current Food Handler's License from at least one individual operating the booth each week.
4. Vendors must provide copies of all required permits and licenses to the event staff at least one week prior to the event date. ***Please upload copies to manage my market profile.***
5. Because vendors are selected based on product, the vendor shall offer for sale those products that have been approved by the Event Staff on the vendor's application. No other products, services or items may be offered for sale without the written approval of the event manager.
6. Vendors who fail to comply with these rules or applicable state and local regulations are subject to removal from the event and forfeiture of their stall fees. Furthermore, if the violation threatens the health or safety of the public or other vendors, or the violation is repeated following a warning, the Event Manager may remove the vendor and prohibit said vendor from returning for future special events.
7. The City reserves the right to adopt additional rules relating to vendor participation in the event or to modify these rules. The additional or modified rules shall be effective 1 week following delivery of a copy of the revised or additional rules to the vendor, or 1 week following the date of

mailing by regular mail to the vendor at application address. Continued participation in the event shall be deemed assent to the revised rules.

Cancellation Policy

1. Except in emergencies, vendors must notify event staff of a cancellation two weeks prior to the event date. If cancellation is reported within the designated time frame, the vendor will not be charged for the space.
2. Late communication of cancellation will result in a \$50
3. Failure to show up with no communication will result in a fine of \$200 and a review of vendor participation in Lake Oswego Parks and Recreation events.
4. Vendors are not permitted to sub-lease their stalls.

Sustainability Policy

The City of Lake Oswego is committed to hosting sustainable events. The following rules have been created in order to maintain these goals and commit to reducing waste for a green future.

1. **Single-Use Plastic Checkout Bag Ban:** The City of Lake Oswego Ordinance 2806 and Oregon House Bill 2509 both prohibit retail stores and restaurants from providing single-use checkout bags to customers. Bags provided to customers can only be reusable checkout bags or recycled paper checkout bags made of at least 40% recycled materials. Vendors must charge a 10-cent fee for checkout bags. Please encourage event patrons to bring reusable bags. Please contact the Event Manager if you need assistance finding wholesale retailers of paper bags. Exceptions to the bag ban include plastic bags used for storage of meats, seafood and flowers.
2. **Straw Policy:** Single-use Plastic Straws are prohibited. Please contact the Event Manager if you need assistance finding wholesale retailers of paper straws.
3. **Utensils Policy:** Single-use plastic utensils are prohibited. Utensils given to customers must be reusable metal or compostable wood or bamboo. This includes utensils given for product sampling.
4. **Clamshell/To-Go Container Policy:** Single-use plastic clamshell to-go containers are prohibited. Clamshell to-go containers must be 100% compostable and not have a PLA Liner or Plastic Liner. Containers made from sugar cane or plant fiber are acceptable.
5. **Sale of plastic water bottles at events is prohibited.** Water is available to event patrons at park drinking fountains and hydration stations on the event site. Water in glass, paper cartons or cans is permitted.

Inclement Weather Policy

1. In general, it is our event policy to be open rain or shine. A scheduled event will not be closed unless it is determined that severe weather conditions compromise the safety of vendors, volunteers and customers. Any necessary changes or modifications are determined by the Event Manager. Notifications of change will be issued as far in advance as possible. If a modification or cancellation is required, vendors will be notified via email. In the event of the cancellation of a scheduled event, vendors will not be required to pay booth fees for that event date (if booth fees have already been submitted, the vendor will be refunded). Additionally, the Parks and Recreation website will be updated with information reflecting any change or cancellation.
2. **High Winds:** It is not uncommon for winds to arise at venues. All vendors are responsible for making sure canopies are adequately secured with weights on all four corners. If improperly weighted canopies are a risk to other vendors or customers, the Event Manager may require canopies to be disassembled.

3. **Lightning:** If lightning arises at an outside event, an announcement will be made stating the need for safety procedures. Vendors should remain calm, unplug all electrical equipment at the first sign of lightning and step away from these items. Please seek shelter indoors and remain a safe distance away from trees or light posts. Those with vehicles are encouraged to get inside their cars for safety. Please avoid any metal.
4. **Air Quality:** For air quality decisions, the Event Manager will use the Tualatin Bradbury Court Station 89 for basis of decision. If air quality reaches Purple or Dark Red Air Quality Index with numerical values ranging from 201-500, all outdoor activities will be cancelled.
5. **High Temperatures and Heat Index:** Lake Oswego Events follow OSHA rules regarding high temperatures and heat index. The heat index is monitored through the [OSHA-NIOSH Heat Safety Tool App](#). Modifications and cancellations to the events occur when the Heat Index exceeds 105. As employers, vendors are responsible for following the guidance when the heat index requires modification to work, including access to shade, ample drinking water, and designated breaks.

Fire Prevention & Safety

Due to an increase in fire-based emergencies at special events, the City is working diligently to improve fire safety at the event. Furthermore, Fire Code has been amended at the state level, resulting in additional changes. In order to minimize risk of fire-related incidents, the event requires the following:

1. All vendors, canopy set up and food trucks/carts, using cooking devices emitting flame, heat or fire or any flammable or combustible liquids such as gas or charcoal must have at least one clear exit route from their canopy for employee use. These routes must be clear of any objects that obstruct the pathway.
2. Propane tanks must be located outside or near the exterior of booth spaces away from direct flames, high heat and sparks.
3. Propane tank valves and ducts must be secured tightly to prevent leakage.
4. All propane tanks must be secured to prevent being knocked over.
 - a. Tanks can be secured in a container with a flat base that cannot be knocked over.
 - b. Tanks can be secured by being tied to a sturdy post or structure using secured straps (no bungee cords or straps that can stretch).
5. Clearance from the appliances to other combustibles shall be in accordance with the equipment manufacturer's clearance requirements or no less than 36-inches.
6. Cooking equipment using combustible oils or solids must be placed on a non-combustible surface. Non-combustible surfaces include metal, cement and other non-combustible surfaces.
 - a. Exceptions can be made if the cooking equipment manufactures manual states the equipment is safe to be on combustible surfaces.
 - b. Combustible surfaces to avoid include untreated wood, plastics, table cloths, etc.
7. All ventilation systems and tanks should be pointed away from the vending booth and the public.
8. The only open flame permitted at the event is from cooking equipment.
9. Fire extinguishers provided by the event are located at the Parks & Recreation canopy, in the Parks Maintenance offices onsite at the parks and in the special events van.
10. Additional Food Truck & Cart Requirements:
 - a. Must have a listed LP-gas alarm installed in the vehicle in the vicinity of LP-gas system components, in accordance with the manufacturer's instructions.
 - b. LP-gas system piping, including valves and fittings, shall be adequately protected to prevent tampering, impact damage and damage from vibration.

Insurance

Vendors shall obtain prior to participation in scheduled events, and shall maintain in full force and effect during participation, at the Vendor's expense, a completed products insurance policy for the protection of the Vendor and the City, its officers, agents, and employees. If the insurance policy is issued on a "claims made" basis, then the Contractor shall continue to obtain and maintain coverage for not less than three years following the completion of the contract. The policy shall be issued by a company authorized to do business in the State of Oregon, protecting the Contractor or subcontractor or anyone directly or indirectly employed by either of them against liability for the loss or damage of personal and bodily injury, contractual liability, death and property damage, and any other losses or damages above mentioned.

- **Hot Food Vendors must have insurance with limits not less than (a) \$2,000,000 per occurrence and \$3,000,000 in the aggregate** for comprehensive general or commercial general liability insurance policies, or (b) the limit of public liability contained in ORS 30.260 to 30.300 for any policy, whichever is greater.

The Contractor shall not undertake any acts that shall affect the coverage afforded by the above policy. The insurance company shall provide the City with a certificate of insurance and an endorsement thereto naming the City as an additional insured and will provide the City thirty day's written notice of cancellation or material modification of the insurance contract. The obligation to provide notice to the City shall be in substantially the following language: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named"; it is not sufficient for the insurance carrier to merely "endeavor" to give notice or for the certificate to absolve the insurance carrier from obligation or liability in the event of the insurance carrier's failure to mail such notice.

The Contractor will not sell any product until the City has received copies of applicable insurance policies or acceptable evidence that appropriate insurance heretofore mentioned is in force (**copies must be uploaded to your vendor profile in manage my market prior to your event date**).

Indemnification

The vendor shall defend, indemnify, and hold the City of Lake Oswego, its officer, agents and employees harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connection with the use of this license or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the Licensor, but is in addition to such common law or statutory provisions.

Exclusion of damages and representations

1. The City, its officers, employees, and commissions and committees shall not be liable to the Event Vendor for any damages of whatsoever character or nature arising out of or related to the Vendor's application, booth reservation, inventory, or participation in the event, whether direct, indirect, consequential (including lost profits), or special damages.
2. The City is not liable for acts by third parties or acts of nature, including weather.
3. The City is not liable for lost or stolen property; all risk of loss of Vendor's property shall be that of Vendor.
4. Vendor certifies, acknowledges and agrees that this license is accepted and executed on the basis of Vendor's own examination and personal knowledge of the premises and personal property and

Vendor's own opinion thereof; all prior negotiations, representations of fact or opinion or agreements relating to said property made by the City or any agent thereof upon which Licensee may have relied have been reduced to writing and are included in this agreement, and if not so reduced to writing, are expressly waived, which waiver is a material part of the consideration of the execution of this contract by the City.

Emily Liu, CPRP (she/her/hers)

Recreation Supervisor II | Events & Luscher Farm

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