



## MOBILE FOOD VENDOR/CONCESSIONAIRE PARKS REGISTRATION

In order to operate a mobile food truck/cart in the City of Portage park system, all food vendor vehicles or carts engaged in the business of cooking, preparing and distributing food or beverage in public areas are required to be registered with the City of Portage Parks & Recreation Department. Only those trucks/carts that are registered with the Parks Department will be eligible to sign up to operate at specific parks and/or events located within the park system on a per day basis. Being registered does not guarantee any desired location or day will be available. Sign up for all park sites will be on a first-come, first pay basis. However, the Parks & Recreation department will select Food Trucks at their discretion for all events/tournaments based on the needs of those events. Those interested must submit all necessary paperwork along with a list of the events/tournaments they are interested in. The Coordinator in charge of that event will be in contact with you should you be selected. Only one Food Truck of a specific type of food will be allowed at each event. This registration only applies to the City of Portage Park System and does not grant any authorization in other City locations.

Mobile Food Vendors and concessionaires will be able to temporarily locate in designated areas in the Portage Park system only (see Exhibit A) and engage in the sale and distribution of ready to eat food in individual portions to the general public directly from the vehicle/cart for a minimum of two hours to a maximum of 5 hours on a day by day basis. There will be a daily or event fee to sign up for operation in the Parks.

### **Requirements**

To be register as a Mobile Food Vendor and be eligible to sign-up to operate on public park property, the owner/operator must submit a complete application to the City of Portage Parks & Recreation Department, located at 7900 South Westnedge Ave., Portage MI, which includes:

- Complete a Mobile Food Vendor Permit application
- The food truck/cart must be licensed by the Kalamazoo County Department of Health and Community Services, with copies of licenses/permits submitted with the application. (Mobile Food Service License (MCL 289.6135) is required for hot dog stands, ice cream trucks, push carts, etc. and a Special Transitory Food License (MCL 289.6137) is required for food trucks.)
- Copy of your organization's certificate of General Liability Insurance policy in the amount of \$1,000,000 per occurrence. Motor Vehicle Liability Insurance policy in the amount of \$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, non-owned and hired vehicles. All coverage shall be endorsed to reflect the following as Additional Insured: "City of Portage, its elected or appointed officials, employees, volunteers, boards, commissions, representatives, and agents". (It is understood and agreed by naming the City of Portage as additional insured, coverage afforded is considered to be primary and any other insurance the City of Portage may have in effect shall be considered secondary and or excess.)
- Permission to conduct a background check

- There is no annual registration fee
- Food vendor off-street parking set-up be consistent with the site sketch submitted with the application (Vehicles/carts must be placed in a manner not to cause safety concerns, such as blocking a fire lane, emergency building exits, obstruction sight vision at access driveway, not blocking sidewalks)
- Hours of operation will be limited to those specified on application (FYI: typical hours have included a range such as 11:00 a.m. to 3:00 p.m.)
- There will be a sign-up fee as follows: \$25/day for a park site; \$50 per new event/concert; \$100 per established or large City event/concert; and \$100 for tournaments.
- Registration will be valid from January 4 – December 31, 2019.

### ***Operational Rules:***

- No mobile food vehicle/cart shall park, stand or conduct business within areas of the city or parks where the truck/cart has not been authorized to operate. A mobile food vehicle registration does not grant or entitle the vendor to the exclusive use of any park or area.
- The customer service area for mobile food vehicle/cart shall be on the side away from streets, and toward lawn, patio or sidewalk when parked for the safety of all patrons.
- Mobile food vehicles/carts will not be allowed on public streets, but shall be parked in pre-approved areas within the parks, upon payment of a \$25/daily fee.
- All food shall be prepared, sold, and displayed from inside of the vehicles/cart.
- No mobile food vehicle/cart vendor shall set up a dining or cooking area outside of the truck including but not limited to tables and chairs, grills, booths, stools, benches or stand up counters.
- There will be no sound amplifying equipment with the exception of a portable generator which must meet the requirements of Chapter 24, Article 4 (Noise)
- All mobile food vehicle/cart vendors shall offer a waste container for public use which the vendor shall empty at its own expense each day, including all trash and gray water originating from the operation of mobile food vehicle/cart. Food, spills or garbage from patrons shall be cleaned up.
- Signage is allowed on mobile food vehicles, and one free-standing temporary sign is permitted, not to exceed 40 square feet.
- No flashing or blinking lights are allowed on mobile food vehicles/carts.
- Awnings and umbrellas attached to food truck shall have a minimum clearance of 7 feet between the ground level and the lowest point of the awning/umbrella or support structure.
- Any power required for the mobile food vehicle/cart shall be self-contained and shall not use utilities drawn from the public, unless written permission is obtained and in conjunction with a City event, program or activity. Power cords shall not cross any sidewalk, path, or street.

**NOTE:** Food trucks/vendors/concessionaries utilizing city park property and/or facilities for a longer period of time (such as up to 6 months) will be contracted separately by the Parks office.

## ***FEE SCHEDULE:***

<b>Annual Registration:</b>	None
<b>Park Site:</b>	\$25/day (within designated hours on daily permit)
<b>Events/Concerts (New):</b>	\$50/event or concert
<b>Events/Concerts (Established or Large):</b>	\$100/event or concert
<b>Tournaments:</b>	\$100/day

## **ALL EVENT VENDORS MUST BE APPROVED BY THE EVENT COORDINATOR IN ADVANCE OF PAYMENT**

### ***Park Sites available will include:***

- Millennium Park (special occasion only)
- Ramona Park (special occasion only)
- South Westnedge Park (excluding softball area)
- Celery Flats
- Lakeview Park
- Bicentennial Park
- Central Park
- Other parks will be considered upon request

***Events anticipated:*** (others may be included at a later date)

*Maximum number of food trucks will be specified based on event attendance.*

### ***\$50/Event: (# of Food Trucks Allowed)***

- 6/27/18 – The Boy Band Concert (1 Regular)
- 7/25/18 – Concert (1 Regular)
- 8/1/18 – Concert (1 Regular)
- 10/4/18 – Art Hop/Recycled Art in the Park (1 Regular)

### ***\$100/Event: (# of Food Trucks Allowed)***

- 4/13/18 – Tournament (1 Regular)
- 4/14/18 – Tournament (1 Regular)
- 4/28/18 – Tournament (1 Regular)
- 8/10/18 – Tournament (1 Regular)
- 8/17/18 – Ramona Park Luau (2 Regular)
- 10/19/18 – Monster Mash (2 Regular)
- 10/6/18 – Tournament (1 Regular)



**City of Portage**  
**Application for Parks Food Vending/Concessionaire**

Business name: \_\_\_\_\_

Name of Food Truck: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip \_\_\_\_\_

Name of individual representing business: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Have you or anyone who will be working at the unit been convicted of a felony under the laws of the State of Michigan, United States or any other state within the United States? Yes \_\_\_\_\_ No \_\_\_\_\_  
*(By signing this agreement you understand that a background checks will be conducted)*

Make of vending unit: \_\_\_\_\_ Model of vending unit: \_\_\_\_\_

Year of vending unit: \_\_\_\_\_ VIN \_\_\_\_\_

How will you be disposing of grey water/untreated waste? \_\_\_\_\_

What are you sources of fresh water? \_\_\_\_\_

What are your sources of power? \_\_\_\_\_

Describe what food products you will be offering and preparation methods.  
*(Include a menu with application)*

***Please attach the following documents:***

- \_\_\_\_\_ Copy of Kalamazoo County Department of Health and Community Services license/permit
- \_\_\_\_\_ Proof of General Comprehensive Liability insurance with limits of no less than \$2 million. Combined Single Limit coverage issued by an insurer licensed to do business in this state and which names the City of Portage and its agents, officials, and employees as an additional injured.
- \_\_\_\_\_ Proof of Public Liability and Property Damage motor vehicle policy with limits of no less than \$1 million issued by an insurer licensed to do business in this State
- \_\_\_\_\_ Photograph of the mobile food vending unit
- \_\_\_\_\_ Copy of State issued photo ID for all employees working at the mobile food vending unit

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant Name

**Events/Tournaments Interested In:**

**FOR QUESTIONS:** Portage Parks & Recreation, 269-329-4522

**RETURN YOUR APPLICATION WITH REQUIRED DOCUMENTS TO:**

City of Portage  
Parks & Recreation Department  
7900 South Westnedge Avenue  
Portage, Michigan 49002