



Grand Traverse County Parks and Recreation Food Truck/Trailers in the Parks Program Permit Application

We are pleased to make it possible for mobile food truck/trailer vendors and other food vendors to enhance our patrons' overall experiences in two of our Grand Traverse County parks. Licensed food trucks/trailers and food vendors may apply for a permit from the Grand Traverse County Parks and Recreation Department to operate in a location in Medalie Park or Civic Center Park, as approved by Grand Traverse County Parks and Recreation Director, for one day, one week, one month, or more. A food truck/trailer vendor may only be permitted to operate inside Howe Arena at Civic Center Park or outside at Twin Lakes Park as part of a special event under a use agreement with Parks and Recreation.

Locations: A location for a food truck/trailer or food vendor at a park must be described by the vendor on the application, and approved by the Grand Traverse County Parks and Recreation Director. A food truck/trailer or food vendor also may be permitted to provide products and services indoors at Howe Arena at the Civic Center during an event, upon written approval (including a menu description) from the user group renting the arena, and approval of the Parks and Recreation Director.

How to Apply: A food truck/trailer vendor or food vendor may apply for a permit by completing this application and returning it to:

Kristine Erickson, Director
Grand Traverse County Parks and Recreation Department
1213 W. Civic Center Drive
Traverse City, Michigan 49686

Questions: Call 231-922-4511 or send an e-mail to kerickson@grandtraverse.org.

Required Documents

Food Truck Vending Permit issued by the City of Traverse City (NOTE: **Grand Traverse County's Civic Center is a "non-city property" located in the city, and there is no cost [\$0] for that permit**, per the City if Traverse City fee schedule for food vending permits, reprinted below.)*

City of Traverse City Food Truck Vending Permit Fee Schedule

- \$1,225 – if vending on city property (if you are also vending on private property, this fee applies)
- \$ 725 – if vending on private property only
- \$ 500 – if a city-based food service establishment operating on city property
- **\$ 0 – if a city-based food service establishment operating on non-city property***

Site plan illustrating the property to be used and proposed location of mobile vending truck (Medalie and Civic Center park maps attached; work with County Parks and Recreation Staff to determine best locations.)

Proposed trash and gray water disposal plan

Copy of Health Department certification

Copy of liability insurance (Required to list Grand Traverse County as additional insured for \$1,000,000 with appropriate language, as provided for in this application.)

Required Review: Parks and Recreation Department will review the documentation listed above, and the application, to ensure that all comply with Parks and Recreation and City of Traverse City standards and requirements. Once reviews are completed, you will be notified whether the application may be approved. Please allow for approximately three (3) days to complete review.

Food Trucks/Trailers and Food Vendor in the Parks Permit Application

In recognition of my participation in the Food Truck/Trailer and Food Vendor in the Parks program, I agree to read and follow the standards listed below. All fields must be completed and agreed to before being issued a permit.

Food Truck/Trailer or Food Vendor Name: _____

Registered Name of the Food Truck/Trailer or Food Vendor: _____

First and Last Name of Registered Owner of Food Truck/Trailer or Food Vendor: _____

Owner’s Mailing Address (Street Address or P.O. Box Number, Apartment Number, City, State, Zip Code):

Owner’s Telephone Number: _____

Best Daytime Number to Reach Owner (with Area Code): _____

Owner’s E-mail Address: _____

Main form of communication for owner: Telephone Text E-mail

Food Truck/Trailer or Food Vendor Menu Items/Theme: _____

License Plate Number of Food Truck/Trailer: _____

Food Truck/Trailer or Food Vendor Permit Number Issued by City: _____

Where Food Truck Will Operate

- Civic Center Park
- Medalie Park

When Food Truck Will Operate

- One Month; Dates/Times: _____
- One Week; Dates/Times: _____
- One Day; Dates/Times: _____
- Longer Period; Dates/Times Proposed _____

Electrical and Water Requirements

Water/electricity available in southeast locations of Civic Center and Medalie parks. If requesting the use of water and/or electricity, describe needs below, to be approved by Parks and Recreation Director and at owner’s expense.

Water needs: _____

Electrical needs (such as 20 amp, 240 volt; 30 amp, 240 volt): _____

Permit Requirements

[] I have reviewed and agree to follow all of the food truck/trailer/food vendor requirements listed below.

- Fees and all documentation listed above must be received by Parks and Recreation before issuing a permit.
- County Parks and Recreation Food Truck/Trailer/Food Vendor Permit must be displayed in front passenger-side of windshield of truck or trailer window, visible at all times.
- Food truck/trailer or food vendor must operate wholly within the boundaries of designated park.
- Hours of operation in either park may be from 7 a.m. to 11 p.m. any day of the week.
- No food truck/trailer or food vendor may be in either park before 6 a.m. or after 11 p.m., unless it is during a approved by Director for a one-week or one-month permit.
- Power generators shall be quiet, with less than 90-decibel rating.
- At least three (3) days prior to arrival, owner/operator shall notify Parks Office of time and location of set-up.
- Failure to notify Parks and Recreation Office before arrival may be cause for revoking a permit.
- Signs may not be placed more than twenty (20) feet away from truck/trailer.
- Vendor is responsible for own advertising.
- Neither Grand Traverse County nor vender are liable for failure to perform any obligation owed under this agreement if that failure is a result of an Act of God (e.g. fire, flood, other natural disaster), war, government sanction, labor dispute, utility failure or similar circumstance.
- Vendor shall maintain, at his or her own expense, liability insurance of at least \$1,000,000 and provide the Parks Department a certificate of insurance with the following language, verbatim:

It is understood and agreed that the following shall be Additional Insured: Grand Traverse County, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers. It is understood and agreed by naming Grand Traverse County as additional insured, coverage afforded is considered to be PRIMARY and any other insurance in effect shall be considered secondary and/or excess.

[] I have reviewed and agree to follow the City’s regulations regarding food truck/trailer/food vendor vending, located in Chapter 865 of the City of Traverse City Code of Ordinances (attached); and have reviewed and agree to follow the Grand Traverse County Parks and Recreation Park Rules (attached).

2019 Outdoor Food Truck/Trailer/Food Vendor Fees

(Payment to be remitted with application; checks payable to “GTCPR”.)

\$30 Per One Day	\$100 Per Week (For entire calendar week immediately following date of issuance.)	\$350 Per Month (For entire calendar month immediately following date of issuance.)
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2019 Fees to Locate Inside Howe Arena at Civic Center Park or at Twin Lakes Park for an Event

\$50 Per One Day, Per Event (Also requires approval of location, either inside Howe Arena or outside at Twin Lakes Park, by Director)

Revocation of Permit

A permit may be revoked for, but not limited to: false information on application; failure to properly display permit; failure to clean; causing damages to park; unaccepted payment (bad check or credit card).

Printed Name: _____

Signature: _____ Date: _____