



Grand Traverse County Parks and Recreation Food Truck/Trailers in the Parks Program Permit and 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 designated parking spot in Civic Center Park or in Medalie Roadside Park for one day, one week, or one month.

Locations

There are four designated locations for food trucks/trailers and food vendors at Civic Center Park, and one designated location at Medalie Park for a short-term or longer-term food truck/trailer or food vendor. A food truck/trailer or food vendor also may be permitted to provide products and services in Howe Arena during an event, upon written request (including a menu description) from the user group renting the arena, and approval by the Parks and Recreation Director.

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
- Site plan illustrating the property to be used and proposed location of mobile vending truck (Refer to attached maps for Medalie Roadside Park and Civic Center Park for parking options.)
- Proposed Trash and Gray Water Disposal Plan
- Copy of Health Department Certification
- Copy of Liability Insurance (List Grand Traverse County as additional insured for \$1,000,000 with appropriate language, as provided for in this application.)

Required Review

The Parks and Recreation Department and Civil Counsel will reviews 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 Operating Certificate Number Issued by City: _____

Where and When Food Truck Will Operate

Civic Center Park has four available spaces, two in southeast corner of park in former Kids Kove playground area with water and electricity hookups, and two in unpaved lot next to pavilion with no electricity or water hookup (generator necessary). Please mark desired location below.

Southeast corner of park in former playground area (Parks and Recreation to approve exact location there)

Northwest corner of park in lot next to pavilion (Parks and Recreation to approve exact location there)

One Month; Dates/Times: _____

One Week; Dates/Times: _____

One Day; Dates/Times: _____

Medalie Roadside Park (One truck only. Parking to be approved by Parks and Recreation Director.)

One Month; Dates/Times: _____

One Week; Dates/Times: _____

One Day; Dates/Times: _____

Electrical and Water Requirements

Water and electricity are available in southeast location of Civic Center Park and at Medalie Park. If requesting the use of water and/or electricity, describe needs below. Special needs must be approved by Parks and Recreation Director and are at truck/trailer 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 either Medalie Roadside Park or Civic Center 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 the time approved 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.
- 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.

[] I have reviewed and agree to follow the Grand Traverse County Parks and Recreation Park Rules (attached).

2018 Food Truck/Trailer/Food Vendor Fees

NOTE: Payment to be remitted with application. Please make check payable to GTCPR.

Civic Center and Medalie Parks (Outdoors)

\$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.)

Howe Arena (Indoors)

\$50 Per One Day, Per Event

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: _____