

REQUEST FOR BOARD ACTION
HENDERSON COUNTY
BOARD OF COMMISSIONERS

MEETING DATE: August 1, 2022

SUBJECT: Mobile Food Vending

PRESENTER: Christopher Todd, Business and Community Development Director

ATTACHMENTS: Yes

1. Draft - Mobile Food Vending Policy in Henderson County Parks
2. Draft - Mobile Food Vending Application Jackson Park

SUMMARY OF REQUEST:

The demand for food and drink services in our parks has grown significantly with the growth of activity in our Parks, especially Jackson Park. The Recreation Advisory Board has held multiple discussions on this matter and made a formal motion at the July 12, 2022, meeting to recommend a change to the Henderson County Code of Ordinances to allow for the attached Mobile Food Vending Policy including fees on a trial basis in Jackson Park.

BOARD ACTION REQUESTED:

The Board is requested to approve the fees associated with the attached policy and authorize the Parks and Recreation Director to implement this new policy immediately.

Suggested Motion:

I move the Board approve the draft Mobile Food Vending Policy and associated fees.



Henderson County Parks & Recreation Department
708 SOUTH GROVE ST, HENDERSONVILLE, NC 28792
Phone: 828-697-4884 • Fax: 828-697-5599 •
www.hendersoncountync.org/recreation/vending

Mobile Food Vending Policy in Henderson County Parks

Henderson County Parks and Recreation Department (HCPRD) is offering a new service. Mobile food vendors now have an opportunity to provide food services to customers in selected parks. Authorized mobile food vendors will contribute to the park environment by offering specialty food items, premium customer service, and affordable menu selections. We will schedule up to one (1) food truck on site for weekdays and up to two (2) food trucks on site for the weekend.

Note that these guidelines do not apply to special events in the parks.

A mobile food vendor is defined as a "licensed, mobile food unit which is temporarily located on a Henderson County Parks designated vending area where food items are sold to the general public." Mobile food vendors are permitted on approved Henderson County Park property provided certain standards are met and appropriate permits are obtained.

Who is Eligible?

Henderson County Parks and Recreation is interested in vendors that can provide quality representation of the county's cultural diversity with unique and specialty food items. Interested vendors must have a self-contained truck with the ability to provide mobile food vending services. Mobile food carts can be considered for some locations. Vendors must provide all required documentation listed in the 'How to Apply' section prior to obtaining a permit from Henderson County Parks and Recreation Department.

When is Vending Permitted?

Permit Holders will submit a requested schedule of dates and times they would like to operate in the park, and these must be after park opening (dawn), and before closure (dusk); there might be some dates that operation is allowed after dusk, but permission must be obtained for this. Henderson County Parks and Recreation expects vendors to provide consistent service and to be on site during the dates and times provided.

Permit Holders may request to provide services one (1) weekend per month and/or request one or more days during the week for services. Mobile vending vehicles and all associated equipment should be removed from the park at the end of each day. Vendors may choose to leave their food truck overnight in the park(s), at their own risk. All vehicles and equipment must be removed within 24 hours of finishing authorized vending period.

Where is Vending Permitted?

Vending will only be available in Jackson Park on a trial basis within designated spaces and the mobile unit must be completely self-sufficient. We do not have power or water hook-ups at this time.

Additional parks and locations may be added in the future.

How Are the Fees Assessed?

Permit Holders will be required to pay the following:

Weekend Dates (Saturday and Sunday): a base fee of fifty (\$50) per day payable to HCPRD at least 7 days in advance.

Weekday Dates (Monday through Friday): Permit Holders will be required to pay a base fee of twenty-five (\$25) per day payable to HCPRD at least 7 days in advance.

Selection Process

Vendors will be selected based on:

- Completed application package
- Requested dates and times of operation
- Variety of menu items that will appeal to park customers
- Ability to obtain all permits needed
- Strong references
- Returning units that have operated successfully in partnership with HCPRD will be offered preference in returning each year

Applications will be reviewed on a first come, first served basis to fill vending locations. Please follow the simple steps below to get started with your application.

Permits will be issued for one (1) calendar year starting January 1-December 31. **Vendors must renew applications each year.** We will start reviewing applications on October 20 for the following year however, applications are accepted on a rolling basis.

How to Apply

STEP 1: Gather all required documents

STEP 2: Complete Mobile Food Vending Application

STEP 3: Submit all documents and payment

A non-refundable \$100 application fee is due for each request; payment by check, money order or credit card is required, no cash. This application fee is good for one calendar year, January 1 through December 31. Payment and application package can be submitted by mail or delivered in-person Monday through Friday 8:30am until 5:00 pm to 708 S. Grove St., Hendersonville, NC, 28792.

Deliver or mail to:

Henderson County Parks and Recreation
Attention: Mobile Food Vending
708 South Grove St.
Hendersonville, NC 28792

If Selected

STEP 1: Permit needed

If selected, you will have two weeks to provide a current copy of your food service permit(s) from Henderson County Department of Public Health or two weeks prior to selling in the park, whichever comes first.

STEP 2: Provide insurance certificate within 2 weeks

A valid certificate of insurance for 1 million in Commercial General Liability listing Henderson County as additional insured.

STEP 3: Properly display all permits

Selected vendors will be issued a visual permit by the HCPRD to be displayed on the mobile food truck at all times. The visual permit will list contact information for the HCPRD, and the park name(s) and vendor location where the vendor is approved to operate.

STEP 4: Contracts

Selected vendors will be asked to sign a contract with Henderson County Parks and Recreation for the current year. Vendors will be required to provide written 30 days-notice to Henderson County Parks and Recreation ahead of dissolution of the contract.



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DRAFT 2- Mobile Food Vending Application – Jackson Park

| BUSINESS INFORMATION | | |
|---|------------------|------------|
| Name of Company: | | |
| Address: | | |
| City: | State: | ZIP Code: |
| Phone: | E-mail: | |
| Business Website: | | |
| Business Facebook (or other): | | |
| OWNER INFORMATION | | |
| Name: | Phone: | Alt Phone: |
| Name: | Phone: | Alt Phone: |
| Requested Dates (attached additional pages for more detailed schedule) | | |
| Weekend Dates (Sat and Sun): | Time: | |
| | | |
| Weekday Dates (Monday through Friday): | Time: | |
| | | |
| REQUIRED DOCUMENTS TO SUBMIT WITH APPLICATION | | |
| <input type="checkbox"/> Henderson County Health Department Permit http://www.hendersoncountync.org/health/web_pages/environmental_health/environmental_health.html | | |
| <input type="checkbox"/> Multiple photographs of exterior of mobile vending unit; include dimensions of unit | | |
| <input type="checkbox"/> Proposed menu with prices for each item | | |
| <input type="checkbox"/> Type of packaging that will be used to serve food in | | |
| <input type="checkbox"/> At least 3 strong references: provide name, relation, phone number and email | | |
| <small>*If selected, you will have two weeks to submit a valid certificate of insurance for a one-million dollar Commercial General Liability policy listing Henderson County, its officers, employees and volunteers, as additional insured. (Confirm that the wording on the insurance certificate matches the bolded statement exactly).</small> | | |
| PAYMENT INFORMATION - \$100 APPLICATION FEE – GOOD FOR ONE CALENDAR YEAR (JAN-DEC) | | |
| <small>The user hereby agrees to indemnify and hold harmless Henderson County, their officers, agents, all employees, and volunteers from any and all claims for bodily injury, and personal injury, and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees. Group is responsible for abiding by all HC policies, rules and regulations.</small> | | |
| Payment Method: Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> | | |
| Credit Card Number: | Expiration Date: | |
| Applicant Signature: | | Date: |