



MOBILE FOOD VENDOR/CONCESSIONAIRE PARKS REGISTRATION 2022

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 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 during designated park hours. There will be a daily fee or event fee to sign up for operation in the Parks.

Requirements:

To 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/Food Truck/Concessionaire application.
- The food truck/cart must be licensed by a 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. A Special Transitory Food License (MCL 289.6137) is required for food trucks.)
- Copy of your Fire Marshal safety inspection approval (<https://www.buildingreports.com/>)
- 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.)

- Agree to permission for COP Human Resources Department to conduct a background check.
- There will be a sign-up fee as indicated below.
- There is no annual registration fee
- Registration will be valid from time of approval through December 31, 2022.

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.
- Food Truck spacing has to be a minimum of 10 feet from any item.
- 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.
- Food vendor off-street parking set-up must adhere to the following: Vehicles/carts must be placed in a manner not to cause safety concerns, such as blocking a fire lane, emergency building exits, obstruction of sight at access driveway, or 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.)
- 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 and any extension cord must be one continuous cord. If multiple cords are used for

long distances than a verification on the cord size and power source must be provided to ensure proper matching to prevent overload of receptable and/or cord.

- If permission to use a generator is provided then there can be no fueling on site during event, and location of generator. For generators on unit, the slide out tray cannot be in the direction of pedestrian or vehicle traffic.

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:

Annual Registration:	None
Park Site:	\$25/day (within designated hours on daily permit)
Events/Concerts for 2022:	\$50/event or concert
Tournaments:	\$100/day

ALL EVENT VENDORS MUST BE APPROVED BY THE PARKS DEPARTMENT IN ADVANCE OF PAYMENT

Park Sites available will include:

- Ramona Park (excluding beach operating season 5/26/22 – 9/5/22)
- South Westledge 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)

Events/Concerts:

- 5/27/22 – Friday at the Flats
- 6/9/22 – Concert
- 6/11/22 – Scaling Up For Summer (Formerly Fish Fair/Reptile Round Up)
- 6/24/22 – Friday at the Flats
- 6/30/22 – Concert
- 7/14/22 – Concert
- 7/22/22 – Friday at the Flats
- 7/28/22 – Concert
- 8/05/22 – Youth Advisory Council - Movies in the Park
- 8/11/22 – Concert
- 8/26/22 – Friday at the Flats
- 9/18/22 – Fall Festival
- 9/23/22 – Friday at the Flats
- 10/22/22 – Monster Mash



City of Portage
Application for Parks Mobile Food Vendor/Food Truck/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 your Temporary Food Establishment License and MDARD Retail Food Establishment License
- _____ Copy of your Fire Marshal Safety Inspection Approval
- _____ Proof of General Comprehensive Liability insurance with limits of no less than \$1 million. Combined Single Limit coverage issued by an insurer licensed to do business in this state and which names the "City of Portage, its elected or appointed officials, employees, volunteers, boards, commissions, representatives, and agents as additional insured".
- _____ 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:

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

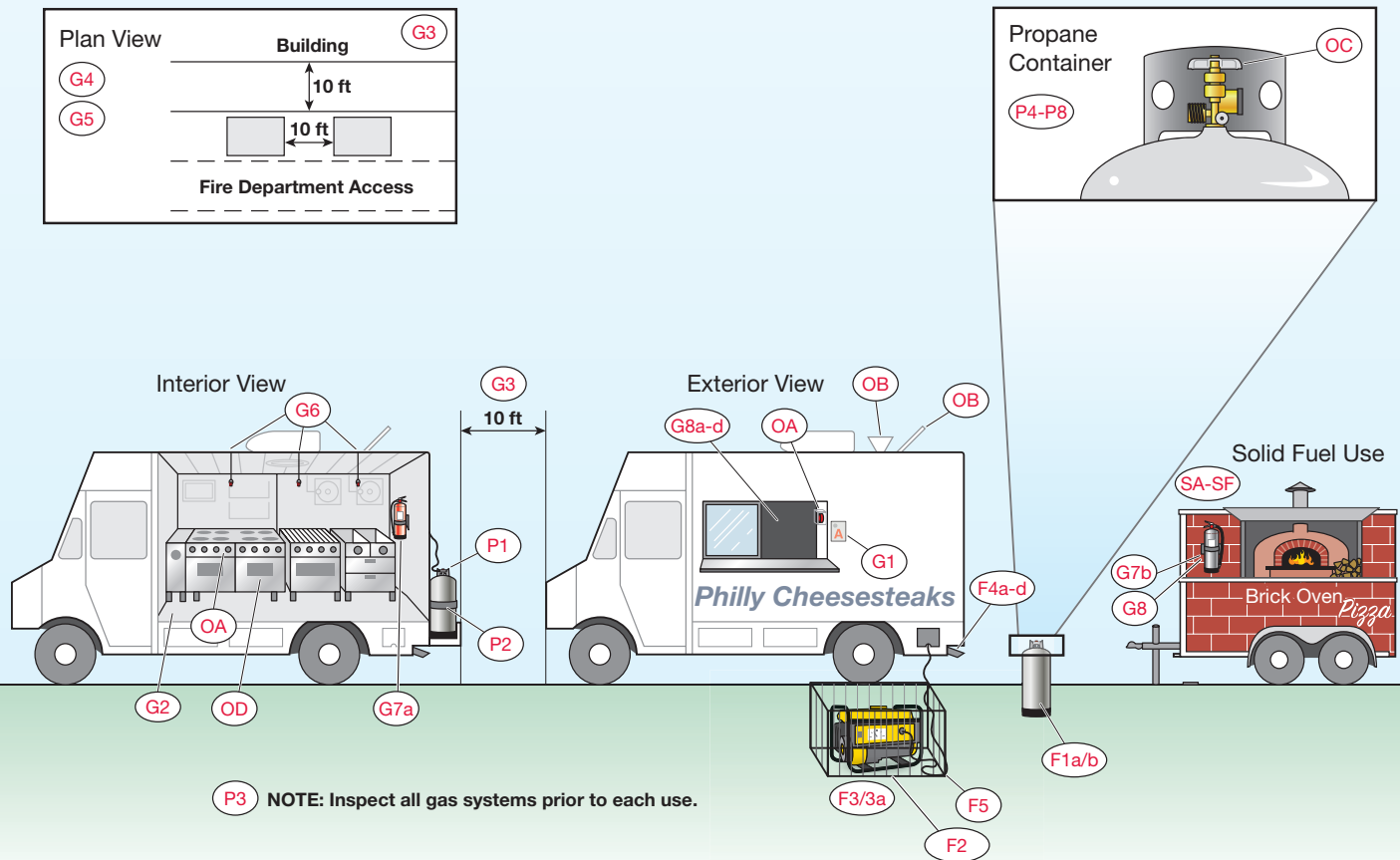
RETURN YOUR APPLICATION WITH REQUIRED DOCUMENTS TO:

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

OR EMAIL TO:
mypark@portagemi.gov



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Annex B in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.7.1.6.3] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- Ensure that workers are trained in the following: [96:B.15.1] **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
 - Proper method of shutting off fuel sources [96:10.4.1] **G8b**
 - Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
 - At least 10 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [1:11.7.2.2] **F4c**
 - Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:B.18] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:B.19.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

NFPA RESOURCES

NFPA 1, *Fire Code*, 2018 Edition

NFPA 1 Fire Code Handbook, 2018 Edition

NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition

LP-Gas Code Handbook, 2017 Edition

NFPA 70®, *National Electrical Code*®, 2017 Edition

National Electrical Code® *Handbook*, 2017 Edition

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2017 Edition

NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook, 2017 Edition

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NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfpa.org/foodtrucksafety.

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