



City of Harker Heights 2021 Food Truck Friday Application

Return completed application 3 business days before date of event to:

Jonathan Hanson, Recreation Superintendent
Recreation Center
307 Miller's Crossing
Harker Heights, TX 76548

P: 254.953.5465

F: 254.953.5467

jhanson@harkerheights.gov

A completed application and appropriate licenses must be submitted and approved by staff before applicant is eligible to participate and/or sell at any event. Applications can take up to 5 business days to be approved. An approval e-mail will be sent upon acceptance.

Food Truck Fridays

Harker Heights Parks and Recreation will be allowing food truck vendors to set up in front of the Carl Levin Park Pool on Fridays from 1:30 p.m. – 5:00 p.m. Patrons entering the pool will receive a wrist band which qualifies them for re-entry into the pool complex to allow patrons to purchase food from the food trucks while at the pool complex.

Vendor Fee: FREE

Required Documentation

(Incomplete applications will not be considered)

FOOD VENDORS

Business or non-profit that sells food items.

***(copies of food handler's permit required for all staff handling food)**

- Application
- Photo of vendor setup
- Owner/ Manager – Food Manager's Certification
- *Staff Food Handler's Permit

Food Trucks

- Harker Heights Mobile Food Vendor Permit

City of Harker Heights 2021 Food Truck Friday Application

A. Business / Organization Information

Name of Applicant: _____

Business / Organization Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Website: _____

E-mail: _____

B. Vending Information

Does your set up use a propane grill, charcoal grill, or gas/battery generator? Yes ___ No ___

Utilities needed? None ___ Electric ___ Water ___ (Please note electricity and water supply is limited and may not be granted)

List of products/services: Describe products you will be offering. Attach menu if needed.

E. Release of Liability/Hold Harmless:

Vendor and agents release sponsor(s) from any and all injury, liability, loss or damages that may occur to property or self, while on the premises. Vendor and agents hereby agree to indemnify and hold harmless the City of Harker Heights, sponsors and partners for any action or liability which may arise from this event.

Vendor has read and agrees to the Rules & Regulations created and enforced by the City of Harker Heights. Vendor agrees to share the Rules & Regulations with everyone involved at their booth.

Authorized by (Print): _____ Date: _____

Authorized by (Signature): _____

Confirmed By: _____ Date: _____

Photos Rec'd: _____ Food Handler's Permit Exp: _____

Food Manager's Certificate Exp: _____ HH Food Booth/Mobile Food Permit Exp: _____

GUIDELINES

1. There is no fee to be a vendor.
2. Vendor may only hand out information regarding their business and provide an added value to the event. For instance, handing out candy or setting up a game.
3. Food vendors may sell products that are related to the theme of the event. Vendors must have business name, product, and price visible to the consumer.
4. It is understood that the vendor will comply with all applicable local, state, and federal laws and failure to do so may result in immediate forfeiture of vendor status.
5. Upon approval, vendor acknowledges that they will be present for all Food Truck Fridays for which they have signed up. Should a vendor have to be absent from an event, they must notify Aquatics staff via phone or e-mail two (2) business days before the event.

LOCATION

1. Set up maps will be e-mailed one (1) business day before the event. Map will verify location of event, set up time, tear down time, and parking.
2. Public restrooms and trash receptacles will be provided and maintained by the City of Harker Heights.
3. Waste disposal for items such as oil and grease will be the responsibility of the food establishment and will not be disposed of on City property.
4. Vendor must ensure that no trash or any other items be left behind, and space should be returned in the condition in which the space was found.
5. Request will be considered on a first come first serve basis.

SET UP LOGISTICS

1. Vendor is responsible for all set up needs: tables, chairs, shade devices, set up, tear down, staffing, materials, lighting if needed, keeping area clean, disposing of trash, etc.
2. No vehicles are **permitted** in the event area 30 minutes prior to event start.
3. Vendor tear down begins shortly after the event ends. Vendors must stay during the duration of the event and are asked to not leave early. Vehicles will be allowed in event area shortly after the event ends and once the crowd has cleared.
4. If vendor chooses to use a tent it must be clean and well working. We prefer vendors to have a 10 ft. x 10 ft. EzupTent or Zshade Tent. Most accidents at events involve pop up tents. It is your job to minimize the risk. Tent must be staked and weighted down. **NO EXCEPTIONS. Stakes cannot exceed a length of 12 inches.** Tents must be **weighted down with at least 25 lbs. of weight per leg.** If you show up and do not have weights and stakes, you may not use a tent and will be asked to take it down. Gallon water jugs and single bricks are not safe. Professional grade tent weights including PVC pipe filled with concrete or tent weight sandbags are safe ways to weigh down tents. Strong gusts come up without warning at any time before, during or after the event. Tying tents to tables, coolers, or any other object that is not a weight provides tripping hazards and frequently does not provide adequate weight. Vendor safety is just as important as event goer safety.

NOT ACCEPTABLE WEIGHTS



Photo of Leg Weights for Instant Shelter

ACCEPTABLE

5. **Use of a generator:** Generator needs to be placed on concrete or on a 4 x 4 plywood. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during event time. Generators shall be isolated from contact with the public. Storage of gasoline is not allowed in or near generators or food booths.

PROFESSIONAL CODE OF CONDUCT

In the spirit of professionalism, participants shall: Conduct themselves in a manner that represents the City of Harker Heights with honor, dignity, and respect. Always demonstrate the qualities of civility and professionalism. No use of vulgar, abusive, racist, sexist, demeaning or intimidating language at any time. Support fellow vendors and staff in a positive manner. Treat other vendors, staff, and park customers with courtesy and respect at all times.

RESTRICTIONS

No vendor permitted under this section will be allowed to do the following. Failure to comply will result in immediate forfeiture of permit(s):

1. Sell or distribute alcohol.
2. Operate any type of amplified speaker system must reference Chapter 95: Noise regulations.
3. Leave a vehicle or cart unattended.
4. Park at a designated spot overnight.
5. There is **NO DRIVING ON PARK GROUNDS** permitted during event time.
6. NO smoking, vaping, chewing, or any tobacco products of any kind is permitted by vendors and/ or their staff.
7. Have pets/live animals for sale or accompanied by vendors.
8. Sell or distributed items in glass containers.
9. Have fires except in barbecue grills and/or kettles.

VIOLATIONS

1. Failure to provide proper notice of cancelation for event will result in skipping of next signed up event.
2. Leaving event early will result in skipping of next signed up event.
3. Failure to follow the rules & regulations stated or required for permits may result in consequences or dismissal.