



Henderson County Parks & Recreation Department
708 SOUTH GROVE ST, HENDERSONVILLE, NC 28792
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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 two (2) food truck on site for weekdays and up to three (3) 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, and must at all times have a valid permit to operate from a North Carolina county public health authority or department, and must both provide Henderson County with their most recent North Carolina county restaurant inspection (which may not be more than six months old), and must display that inspection score prominently at the place on their food truck where customers order their food. Further, they must at all times cooperate with the Henderson County Department of Public Health with all their lawful requests.

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.

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?

Fees are determined based on a vendor's requirements from the Henderson County Department of Public Health. Permit Holders will be required to pay the following:

Weekend Dates for vendors required to hold food services permit(s) (Saturday and Sunday): a base fee of fifty (\$50) per day payable to HCPRD at least 7 days in advance.

Weekend Dates for vendors exempt from holding food services permit(s) (Saturday and Sunday): a base fee of twenty-five (\$25) 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.