



**PARKS & RECREATION
TRUCK DRAFT PILOT
DESIGNATED FOOD TRUCK**

**DEPARTMENT, FOOD
PROGRAM FOR
AT SEASIDE PARK**

LOCATION: SEASIDE PARK
(Specific locations throughout the parks system)

FOOD TRUCK PERMITS: 10

FOOD TRUCK PARKING LOCATIONS: 15

DATE: (If approved May 9, 2023 (Parks Board) to take effect July 1, 2023 through October 15, 2023 unless otherwise noted).

PARKS & RECREATION DEPT. DRAFT FOOD VENDOR POLICY/PROCEDURE:

- Food vendors must be licensed by the Bridgeport Health Dept. as an itinerant vendor (\$300.00) fee.
- Copy of Health Dept. License and License# to be provided.
- Copy of menu.
- Copy of Up-to-Date Police Vendor Permit.
- All Vendors must park in the Designated Food truck areas only. Any deviation from this area, the Parks Dept. and Parks Board may revoke parks vending license.
- Each vendor will have one truck per registration/license.
- There are up to 15 designated areas spread throughout the park.
- Designated areas are NOT assigned and will be on a first come / first choice basis per day.
- CT Driver's License & Registration & Certificate of Insurance for Food Truck
- Immediate areas around food trucks must be kept clean and free from litter.
- No loud music is allowed.
- Vendors are responsible to clean-up and remove litter in areas impacted from use.
- Vending License Parking Permits to be issued on a first come first served basis. Vending License Permits shall be issued at the Parks and Recreation Dept. Office, 7 Quarry Road, Trumbull, CT 06611.

LICENSE FEE- (NO REFUNDS AVAILABLE)

- **City-based** Parks & Recreation seasonal Vending License & Parking Permit in approved designated areas: **\$ 600.00** to be paid in full per inaugural pilot season. (Subject to Change in future seasons)
 - **Out-of-Town** Parks & Recreation seasonal Vending License & Parking Permit in approved designated areas: **\$ 900.00** to be paid in full per inaugural pilot season (Subject to Change in future seasons)
 - City-based weekend Vending (must be made 15 days prior): \$125 per three-day weekend if spots are available.
 - Out-of-Town weekend Vending (must be made 15 days prior): \$250 per three-day weekend if spots are available.
 - All Food Trucks for weekend pass must be licensed and approved by the Bridgeport Health Dept. and all other City of Bridgeport agencies separately and prior to vending on park land. Event Organizers can list and process payment directly for their event.
- Please note the Sound on Sound event will be under a separate contract with an additional cost.



2023 PARKS FOOD TRUCK PILOT PROGRAM LICENSE PERMIT FORM

Please read the following and complete the application:

- Please complete with all the information pertaining to your food truck. Incomplete applications will not be processed.
- Parks Food Truck Pilot Program Season is from July 1, 2023 through October 15, 2023. Hours Open 8AM-8PM.
- Parks Food Truck Pilot Program Vending Licenses are issued on a first come, first serve basis.
- Parks Board-approved designated food truck vending areas are located all throughout Seaside Park (15 food truck vending spots) (See maps)

Food Truck Business Name: _____		Today's Date: _____	
Operator(s) Name: Please Print			
Business Address:	<i>Street</i>	<i>City</i>	
Business Information:	City of Bridgeport Department of Health Itinerant Food Vendor License No.	<i>Phone</i>	<i>Cell</i>
	City Police Dept. Vendor's License Permit No.		<i>License Plate #</i>
	<i>Email Address</i>		
License Permit Time Period: Season July 1 – Oct 15, 2023	<i>City-Based</i> \$600	<i>Out-of-Town</i> \$900	
License Permit Time Period Weekend: License application must be completed and approved 15 days prior)	City-Based: \$ 125.00 Please specify dates: ___/___/___ to ___/___/___	Out-of-Town based: \$ 250.00 Please specify dates: ___/___/___ to ___/___/___	
Please attach Menu to this application	<i>Food Type / Description</i>		<i>Price Range</i>

OFFICE USE ONLY

RECEIPT INFO DETAIL:	TOTAL # OF FOOD TRUCKS: _____ CITY-BASED _____ OUT-OF-TOWN _____ TIME PERIOD: _____ Season July 1 – October 15, 2023 _____ Weekend Date _____ / _____ /2023	
RECEIPT # _____		
PARKS LICENSE PERMIT # _____	Food Truck Name / Title of Owner / Organizational Signature	Cell Phone
DATE:	EMAIL: _____	
FORM OF PAYMENT:	Cash _____ Check _____ Credit Card _____ Money Order: _____	AMOUNT: _____
Parks & Recreation Staff Name, Initials:		DATE: _____

**COMMENTS/
NOTES:**

**** The Food Truck Pilot Program is not applicable
with the Sound-on-Sound Event ****

ADDITIONAL PARKS FOOD TRUCK PILOT PROGRAM POLICY INFORMATION

- * Parks Pilot Food Truck Program is made available on a first- come and first serve basis and is subject to close due to limited capacity. If spaces are filled on a specific month the next month's availability may be provided.
- * No Refunds Available for Parks Food Truck Pilot Program License Fees.
- * All Food Truck Vendors must be licensed by the City of Bridgeport Health Dept. as an Itinerant Vendor.
- * All Food Truck Vendors must show Health Dept. Itinerant Vendor License & License # to the Parks & Recreation Dept. for Verification.
- * Copy of menu must be provided to the Dept. of Parks and Recreation.
- * All Food Truck Vendors must show Copy of Current Police Vendor's License & Vendor Permit #.
- * All Food Truck Vendors must show Driver's License/Certificate of Insurance for Food Truck.
- * All Food Truck Vendors are only authorized to park in Parks Board approved Designated Food Truck Areas. Any deviation from the authorized areas may result in cancellation of the parks vending license.
- * Parks Pilot Food Truck Participants and visitors are encouraged to arrive to set up their area early and be courteous. Immediate areas around food trucks must be kept clean and free from litter.
- * Approved Parks Food Truck Pilot Program License Permits must be prominently displayed on Vehicle when entering Seaside Park. Food Trucks will not be allowed to enter the park without the approved placard displayed in Windshield.
- * All Larger Events are subject to approval by the Board of Park Commissioners during a scheduled meeting held on the 2nd Tuesday of every month. Event Organizers are required to provide information and process special event vending permit license fees when fulfilling permit requirements such as Cleanup Bond with the Parks and Recreation Dept. All food trucks for special events must be licensed and approved by the Bridgeport Health Dept. and all other applicable Bridgeport departments prior to vending on Park land. Event Organizers can list and process payment for all applicable Parks vending license fees.
- * This application form is not a Parks Pilot Program Vending License permit. The request will be reviewed by the Parks Department. The Parks Department will make every attempt to approve your request.
- * Certified bank check/money order/Credit Card made payable to CITY OF BRIDGEPORT.
- * All Parks Food Truck Pilot Program License permit fees must be submitted to the City of Bridgeport, Parks & Recreation 7 Quarry Road, Trumbull, CT 06611. A receipt shall be issued when fee is processed.
- * Cleanup Receptacles- The operator of the food truck shall be responsible to clean the food truck area(s) after use in order to restore the area to its condition prior to such use. No Food truck shall leave the park area without first picking up and removing all trash from his/her sales. The City shall dispose of garbage in receptacles daily.
- * Park Closure: Seaside Park hours are open from 8AM-8PM. Police Dept. may provide advance notification prior to closure to allow for time to clean up and depart the premises in a timely manner. No Food Truck is allowed to stay past closure time.
- * Comfort Stations-The Department of Parks and Recreation has restrooms in proximity to the approved designated food truck areas.
- * Inclement Weather- Park may be closed due to inclement weather and due to capacity at the Department's sole discretion.
- * Generators- Please ensure generators do not cause a noise disturbance.
- * Music- No music is to be played at a high decibel level from the food trucks.
- * Special Events Closure- Designated Food Truck Pilot program is not allowed during Sound-On-Sound.
- * Alcoholic Beverages- No alcohol beverages are permitted by the Department of Parks and Recreation.
- o CITY ORDINANCE 5.48.150: Vending in public parks prohibited without consent of board of park commissioners. No license issued pursuant to this chapter shall be construed to permit vending in any of the public parks of the city, except with the express written consent of the city board of park commissioners.(Ord. dated 1/21/97 (part))

PLEASE READ THE FOLLOWING CAREFULLY & SIGN

The applicant agrees to be bound by the rules and regulations of the Parks Department governing its use and by the Ordinances of the City of Bridgeport and Regulations of the Bridgeport Board of Park Commissioners. The applicant will pay the fees provided by the Parks Department in certain instances that have been identified on this application and the information sheet. In addition, the applicant will pay fees for any additional labor not stated but provided by the Parks Department as a result of the applicant's activity. Certified checks or Money Orders must be made payable to the CITY OF BRIDGEPORT. Cash will not be accepted.

On _____ (date), the undersigned applicant has inspected the site where the Parks-Board approved vending will occur and is satisfied with and accepts the site in its existing condition and hereby agrees to indemnify, defend and hold harmless the City of Bridgeport, its elected officials, department heads, Board of Park Commissioners, and their employees, officers and agents from and against any and all claims, losses, suits, actions, demands, fines, fees, judgments, damages and cost arising out of or in any way connected with the use of the undersigned of the City of Bridgeport facility known as _____, on the date(s) of the permitted vending.

Please note that all components of the Parks Food Truck Pilot Program License Permit are subject to Parks Department approval and may require approval by and/or permits from other city agencies. Parks Department approval does not constitute permission from other agencies. It is the responsibility of the applicant to secure all necessary city permits and city approvals.

Evidence of insurance may be required before final permit approval. Please provide an insurance certificate, which shows a minimum of \$2 million dollars in commercial liability insurance and a policy endorsement which indemnifies and holds harmless the City of Bridgeport and the Bridgeport Board of Park Commissioners. Some events may require a higher limit of insurance. The permittee must also list the aforementioned parties as additional insured on their certificate of insurance. The City of Bridgeport is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

In applying for this Parks Food Truck Pilot Program License permit, the applicant shall agree that no alcohol shall be sold, distributed free or otherwise made available in connection with the use of such permit.

Everything I have stated on this application is correct to the best of my knowledge. I have read, understand and agree to abide by these policies, rules and regulations on this form as they pertain to the requested usage. The permit, if granted, is not transferable and is revocable at any time at the discretion of the City of Bridgeport, Parks Department and/or the Board of Park Commissioners.

By: _____
Name of OPERATOR/Organization/FOOD TRUCK Name (If applicable) Signature

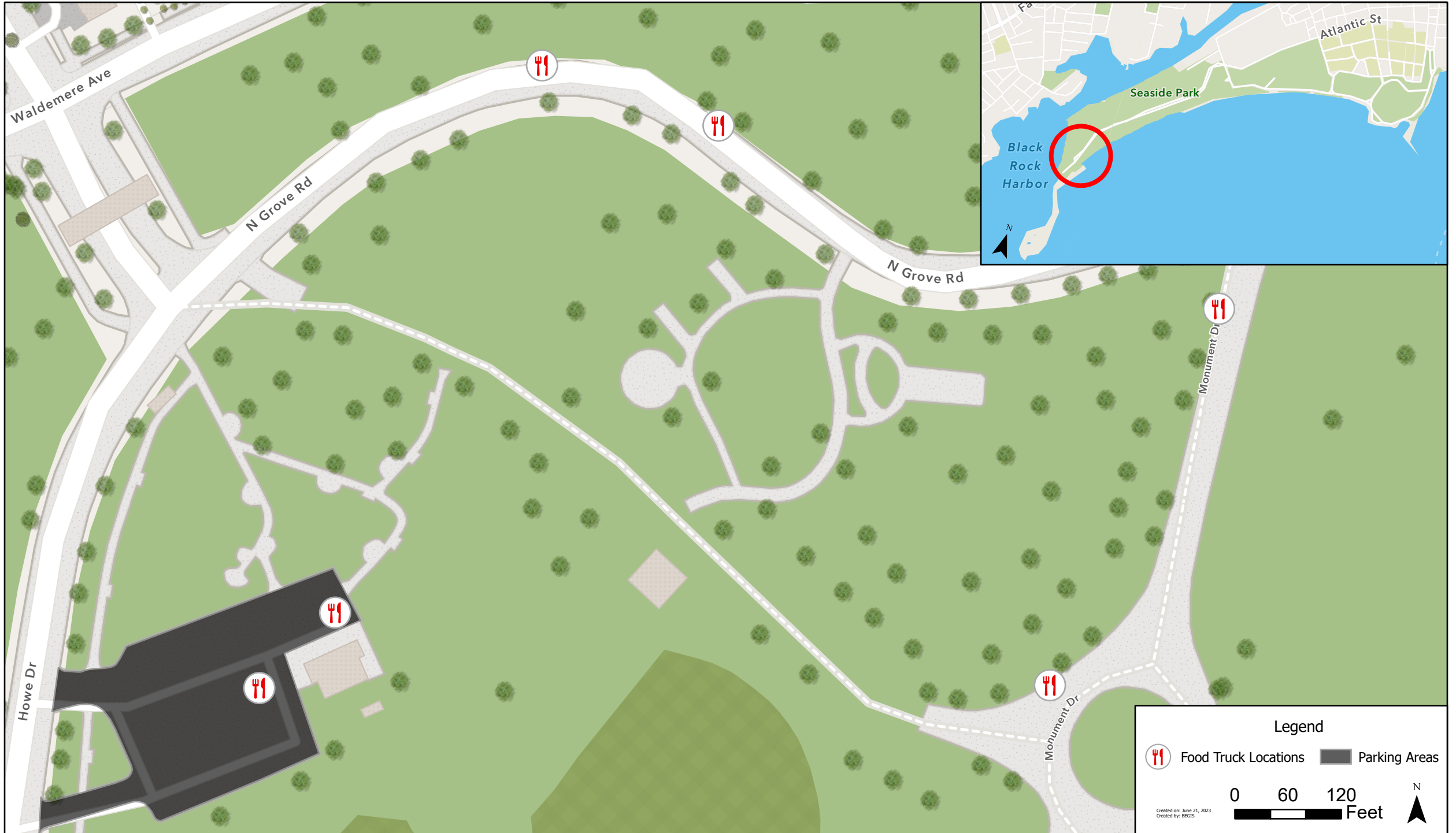
Its: _____ For Personal Liability under the following

Position/Title (if applicable)



Indemnification Paragraph


Insurance Certificate Required? Yes / No *INTERNAL USE ONLY: TO BE COMPLETED BY PARKS OFFICE STAFF*





Legend

 Food Truck Locations  Parking Areas

0 60 120 Feet 

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