

Description

A Food Truck (or Mobile Cooking Operation) is a restaurant on wheels. This could be a van, truck or trailer converted to contain a mobile commercial-grade kitchen. In order for a food truck to legally operate inside the City, all units are required to have an inspection from the Fire Department, Alberta Health Services and Inspection Services. Upon successful inspections, the unit will be awarded a sticker from each authority for the current year. If one (or more) of the inspections are not successful, the Operator will be provided with items that need to be corrected prior to receiving their sticker.

Application Deadline

All completed applications must be received by **May 1**.

Monthly booking requests must be submitted on the 20th day of the month for the upcoming month. **Requests are not guaranteed.** A schedule will be created and sent out based on booking requests.

All requests that do not meet the monthly deadline will be booked on a **first come, first served basis**.

Fees

Daily Fee: \$15.02

Weekly Fee: \$57.49

Monthly Fee: \$125.00

Cancellation Fee: \$52.50 per reservation

For Special Events only (e.g. Canada Day, Heritage Day, etc.), a **Registration Fee of \$105.00 per Mobile Food Concession** must be paid in advance at the Ernie Radbourne Pavilion or by calling 780-538-0451.

Cancellation fees are for no-shows and last minute (under 48 hours) cancellations. Bookings may be cancelled without penalty with over 48 hours notice or for inclement weather (winds exceeding 30 km/hr and/or heavy rains).

You will be notified if a fee is attached to the event you are requesting to be part of.

All fees are included as per the **Fees, Rates and Charges Bylaw (Bylaw C-1395)**

Submission Information

Complete applications may be submitted electronically to foodtrucks@cityofgp.com or by mail to:

Food Trucks C/O Sports Development, Wellness and Culture

PO Bag 4000

Grande Prairie, AB T8V 6V3

If you have questions about the application form or the application process, please contact **780-538-0453**.

FOIP Act Policy

This information is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, c. F-25, as amended from time to time. The City of Grande Prairie uses your personal information to administer the application and for contact and billing information. The information is only kept for the length of time necessary to fulfill the purpose for which it was collected. Your personal information is protected by the privacy provisions of the FOIP Act. If you have any questions about the collection, use and disclosure of your personal information, visit cityofgp.com or phone the FOIP Coordinator on **780-538-0300**.

Clear Form

Print Form

Contact Information

Business Name

Contact Name

On-Site Contact

Business Phone

After Hours Phone

Mailing Address

Email

Location

Available City-owned locations include:

- Avondale (Orange) Park
- Centre 2000
- Community Knowledge Campus (Eastlink Centre)
- Lion's Park
- Montrose Cultural Centre
- Muskoseepi Park
- South Bear Creek

Please attach a list of all requested dates and times for May 2022. These will be scheduled in the first week of May.

All City-owned property is subject to food truck parking fees. If you wish to park at a location not listed here, please contact foodtrucks@cityofgp.com for review and approval by Administration.

Mobile Food Concession Description

Please describe your Mobile Food Concession

Food Truck Trailer Other:

What is the approximate length of your Mobile Food Concession?

Please describe the service and serving locations of your Mobile Food Concession and any other limitations

(e.g. service window on left side, payments at rear)

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Does your mobile unit utilize propane?

Yes

No

Will you be supplying a generator?

Yes

No

Will you be supplying a tent?

Yes

No

If yes, what is the tent size?

Please be aware that all tents **must** be adequately secured with sandbags if located on pavement or with pegs if on grass. Sandbags and pegs must be provided by vendor. If using pegs, you will be provided with an irrigation map to ensure that no damage is done to the irrigation system. Special permits may be required for tents larger than 10x10.

Note: Any food trucks parked in Muskoseepi will not be permitted to sell Foothills Creamery Ice Cream.

Mobile Food Concession General Terms & Conditions

I/We _____, (“Vendor(s)”) have read and understand the following:

1. These conditions, instructions and specifications refer to the operation of a Mobile Food Concession (“**Concession**”) on lands owned by the City of Grande Prairie, Alberta for the _____(year) season.
2. The Vendor(s) are responsible for obtaining and paying for all required Federal, Provincial and Municipal permits and licenses.
3. The Vendor(s) is solely responsible for all personal property, including vehicles, unless it is determined that the damage is due to the gross negligence of the City, its Employees, Officers or Agents.
4. Under no circumstances will any controlled substances, alcohol, smoking or vaporizing products, marijuana products (including edibles), or sunflower seeds be available from the concessions.
5. No permanent structures or fixtures will be permitted. Temporary structures such as tents must be pre-approved in writing by the City and may require additional permits if larger than 10x10.
6. The Vendor(s) are permitted to bring one vehicle per Concession into the Venue. This vehicle is in addition to their Concession unit and will have assigned vendor parking.
7. **No vehicles are permitted on any turf areas** without prior written approval by the City.
8. Vendors shall be responsible for replacement/repair cost of any damage caused by Vendor(s), Employee(s) or Agent(s) to park fixtures or facilities including irrigation equipment and turf.
9. The Vendor(s) shall indemnify and save harmless the City from and against all claims, losses, costs, damages, suits, proceedings or actions arising out of or related to the Vendor(s)’ operating the Concession at the activities in executing the application, including any omissions, improper acts or delays.
10. The Vendor(s) shall maintain a minimum of Two Million Dollars (\$2,000,000.00), inclusive liability insurance for the entire Event and shall provide to the City **on or before their first day of operating at a City-owned location.**
 - a. *The Vendor(s) must name, as insured, the City as their respective interest may appear.*
11. The Vendor(s) shall comply with all regulations as determined by the Occupational Health & Safety Act and any other safety regulations as determined by the City.

Clear Form

Print Form

12. The Vendor(s) will actively promote the food services that they are offering for the Event, while **representing** the City in a positive manner. All advertising done by the Vendor(s) shall first be approved in writing by the City.
13. The Vendor(s) are responsible for providing all equipment required for the operation of the Concession, including tents, garbage cans, and power sources (extension cords).
14. Failure to provide documents listed below before the first day of operating on City-owned property will result in cancellation of this application.

Safety

1. For Avondale Park and Lion's Park, traffic hazards must be mitigated, including serving customers off the street.
2. Mitigate noise hazards such as generators and music.
3. Use pylons or markings at the front, back, and side (if applicable) of your unit to ensure 10 metres of distance between vehicles.

Applicant Checklist

Step 1 Completed Mobile Food Concession Parking Application Form

Please include the following as electronic attachments

Step 2

- A copy of the Vendor(s) certificate of insurance naming the City as insured. The policy must be effective for all booked dates.
- A copy of the Vendor(s) commercial vehicle insurance, if applicable.
- A copy of the Vendor(s) business license.
- The Vendor(s) are to supply a menu and prices with this application. The City is expecting a wide variety of food products to be available and food vendors will be selected with this in mind.

Signature

Applicant Signature

Date

Submit

Email Complete applications may be submitted electronically to foodtrucks@cityofgp.com

Mail

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 PO Bag 4000
 Grande Prairie, AB T8V 6V3