

# Park Food Vendor Permitting and Rules for Operation in Manchester City Parks

January 23, 2025

1. **Purpose:** It is the purpose of these rules for Food Truck Vendors wanting to operate within Manchester City Parks to offer increased permit accessibility for operations in designated park areas during times and dates approved through the Manchester Parks and Rec Department. Applying for such Park Food Vending Permits is not a guarantee the permit will be approved and is based on the discretion of the Manchester Parks and Rec Department. These rules apply to any and all Special Events, "Special Use Agreement", school event, private party or League/Tournament agreements.
2. **Policy:** It will be the policy of the Manchester Parks and Rec Department to allow Food Vendors to operate within certain City Parks and Recreation Properties in accordance with City Code and in accordance with these rules, which are to be presented to the Manchester Parks and Recreation Commission.
3. **Requirements:** All Park Food Vendors are required to comply with City Code pertaining to operation of Mobile Food Units found in Title 9 Chapter 8 Sections 9-801 through 9-805 to include, but not limited to, obtaining a Mobile Food Unit Permit and complying with all federal, state, and city laws and regulations. Mobile Food Units shall be allowed in parking lots of certain City of Manchester parks with the following limitations:
  - a. *Approved Parks and Maximum Numbers.* Park Food Vending Permits may operate at approved parks and spaces to be marked by a designated operative of the Manchester Parks and Rec Department. The Manchester Parks and Rec Department will set the maximum number of Park Food Vendors allowed to operate for individual parks facilities (Appendix B). The Manchester Parks and Rec Department may, at any time, increase or decrease the number of Park Food Vendors operating inside of the parks to accommodate events being planned for any and all park facilities.
  - b. *Reservations Required.* Park Food Vendors may operate in the approved park facility site by reserving space with a minimum of 7-day notice and no more than 4-weeks, and approval from the Manchester Parks and Recreation Department. Consideration for reservations beyond 4-weeks or within 7 days will be at the discretion of the Parks and Recreation Department. Before a Food Vendor may operate within park facility site, the Park Food Vendors Permit Application must first be completed, along with payment of the appropriate fee (Appendix A) and have final Departmental approval. If a special event, "Special Use Agreement", school event, private party or league/tournament activities have been scheduled to operate a Park Food Vendor, spaces may not be reserved by single day use permit applicants. All Park Food Vendors may only reserve two (2)

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- c. vending sites in any approved park while paying fees on each site. Upon approval of Park Food Vendor Permit, the Manchester Parks and Recreation Department will place cones and designate the area at the date and time for each Park Food Vendor. The Park Food Vendor will use the cones provided by the Manchester Parks and Recreation to mark the four (4) corners of the vehicle or trailer.
- d. *Hours of Operation.* Park Food Vendors will be limited to the approved times as written in the application contract, not to exceed a duration of six (6) hours. Times of operations for Park Food Vendors will be limited to only times where the park facilities are open. Under the circumstances of a vendor wanting to operate for hours beyond the six (6) hour time limitation of the permit, a Park Food Vendor may apply for a Double-Booking permit not to exceed twelve (12) hours and all new fees will then apply. Time and duration for Park Food Vendors outside of the limitations of contractual times or park hours will be by Park Directors permission and approval, and all new fees will then apply.
- e. *Designated Areas.* All Park Food Vendors may only operate inside of their designated area and may not operate any type of pushcart or circulate throughout the park properties in any way, shape or form. The Park Food Vendor will not be allowed to offer any dining area, including but not limited to tables, chairs, booths, bar stools, benches, tents, and any standup structure or counters.
- f. *Removal of Equipment.* All equipment used and also owned, to include the service vehicle, during hours of operation by Park Food Vendors will be required to be removed at the end of each permitted time. No equipment may be left or stored within the park property after the permitting time has expired.
- g. *Noise.* All devices used for the purpose of sound amplification, to include, but not limited to: speakers, bull horns, megaphones, etc., will be expressly prohibited.
- h. *Waste Removal.* Park Food Vendors will be responsible for providing trash receptacles for the collection of garbage and other waste products. All trash that has been created or collected by the Park Food Vendor will under no circumstance be placed or disposed of in a park or park facility trash receptacles. It will be the Park Food Vendor responsibility to remove all trash and litter from the park area to include an area within fifty (50) feet from the Park Food Vendor's designated area and be legally disposed of in a responsible manner outside park facilities.

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i. *Electrical and Water Services.* Any power or water requirements for the Park Food Vendor will be the sole responsibility of the vendor to provide. The use of Manchester Parks and Recreation Department utilities is strictly prohibited unless permission is specifically granted, in written form by the Manchester Parks and Recreation Department.

#### 4. **Rights Reserved.** Notwithstanding the authorizations made herein:

- a. The City of Manchester reserves the right to prohibit a Park Food Vendor from vending at City Park facilities based on public health, safety and welfare concerns.
- b. The City of Manchester reserves the right to prohibit a Park Food Vendor if a special event, permitted sports league/tournament activity, or other permitted activities have been previously scheduled at a designated park facility. If the Park Food Vendor is affiliated with or solicited by an event host, the vendor must obtain express written consent from the event host demonstrating that the Park Food Vendor has permission to vend at the event or activity.
- c. Park Food Vendors may not present or offer menu items that directly compete with pricing set by Manchester Parks and Recreation Concession stands while the Park Concession stands are in operation.
- d. "Special Use Agreement" shall be defined as any group/organization or individual hiring a Park Food Vendor for exclusive use for a special event, school event, private party or league/tournament. A "Special Use Agreement" will only be approved if the group/organization or individual employing a food vendor purchases all products to be distributed by appointed food vendor. All rules apply herein provided to "Special Use Agreements".
- e. The sale of alcohol, limited to beer and not to exceed 20% of total sales, will be allowed for sale within Rotary Park, so long as the beer is sold exclusively from a closed container in accordance with all Laws and Regulations set forth for City, County, and State.
- f. All Park Food Vendor fees will not apply if the Mobile Food Unit has been hired by a person or organization, whom have rented a facility within the park system.