

FOOD VENDOR APPLICATION FORM



Minneapolis
Park & Recreation Board

Please contact Erica Chua at (612) 230-6479 or echua@minneapolisparke.org with any questions.

CONTACT INFORMATION

APPLICANT'S NAME			
ORGANIZATION			
ADDRESS			
PHONE #		EMAIL	
WEBSITE			
EVENT DAY CONTACT NAME AND PHONE #			

VENDOR DETAILS (PLEASE ATTACH PHOTO OF YOUR BOOTH SET UP WITH YOUR APPLICATION)

PROPOSED MENU ITEMS	DESCRIPTION (if necessary)	PRICE
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MPRB, producers of the Food Truck Tuesday, reserves the right to deny sale of any products. Vendors will be notified of any changes by MPRB. Any new products not listed above must be approved in writing by MPRB one-week prior to the event date.

PREVIOUS EVENT EXPERIENCE (Please list previous events you have participated in and a contact person for an event reference)			
EVENT	CONTACT	PHONE/EMAIL	EVENT

SET UP DETAILS:	HEIGHT	WIDTH

COST

LOCATION	DATE	TIME	COST	ESTIMATED ATTENDANCE
<input type="checkbox"/> Father Hennepin Park	June 6	6:30 pm-9:30 pm	\$50	100 +
<input type="checkbox"/> Father Hennepin Park	June 13	6:30 pm-9:30 pm	\$50	100 +
<input type="checkbox"/> Father Hennepin Park	June 20	6:30 pm-9:30 pm	\$50	100 +
<input type="checkbox"/> Father Hennepin Park	June 27	6:30 pm-9:30 pm	\$50	100 +
<input type="checkbox"/> Father Hennepin Park	July 11	6:30 pm-9:30 pm	\$50	100 +
<input type="checkbox"/> Father Hennepin Park	July 18	6:30 pm-9:30 pm	\$50	100 +
<input type="checkbox"/> Father Hennepin Park	July 25	6:30 pm-9:30 pm	\$50	100 +
<input type="checkbox"/> Father Hennepin Park	August 1	6:30 pm-9:30 pm	\$50	100 +
<input type="checkbox"/> Father Hennepin Park	August 8	6:30 pm-9:30 pm	\$50	100 +
<input type="checkbox"/> Father Hennepin Park	August 15	6:30 pm-9:30 pm	\$50	100 +
<input type="checkbox"/> Father Hennepin Park	August 22	6:30 pm-9:30 pm	\$50	100+

TOTAL VENDOR FEE _____

PAYMENT: ___ CASH ___ CHECK (CHECK # _____) Make checks out to : Minneapolis Finance Department ___ CREDIT CARD

Name: _____ Card # _____ Expiration Date: _____

Cardholder Signature: _____ Billing Address: _____

APPLICATION PROCESS

2017

Checklist for submitting application:

- Mobile Food Vehicle License # _____
- Attached application completed in its entirety
- Photograph of your food truck
- \$50 application fee (non-refundable)

Please mail or email completed applications and fees to
Erica Chua **no later than Monday, May 22** at:

echua@minneapolisparcs.org OR 2117 West River Road
Minneapolis, MN 55411

Please make checks out to: Minneapolis Finance Dept.

FOOD PERMIT

All food vendors are responsible for compliance with all relevant state and city health and safety requirements. Vendors must obtain mobile food vehicle license from the City of Minneapolis. Vendors shall only sell items listed on, and agreed to in this contract and on your mobile food vehicle license.

INSURANCE

All food vendors must have insurance coverage in excess of \$1,000,000. The Minneapolis Park and Recreation Board (MPRB) must be named as an additional insured on the policy. Proof of insurance must be submitted to the MPRB at least two weeks prior to the event date. Address for the certificate is: MPRB, Attn: Erica Chua 2117 West River Road, Minneapolis, MN 55411.

CANCELLATION POLICY

If you have to cancel your commitment to us there is no refund of any portion of your fee due to cancellation.

SET-UP DETAILS

All vendors must be set up no later than 6:00 pm on the day of the event and be ready to take orders at 6:30 pm when the event begins. All food trucks will be parked Father Hennepin Park and given a map of where to park. All vendors must be operational only during event hours from 6:30 pm to 9:30 pm.

Food Trucks must have plywood or other solid surface under each wheel to prevent turf and tree root damage.

No electricity will be provided. If used, generators must be muffled by appropriate means to reduce the sound and placed as directed by event coordinators at a distance of up to 100 feet from the food vendor's booth. All electrical and generators must be up to MN state code in order to be used at the event. Please Note: each vendor using LP tanks over twenty pounds must apply for a permit with the Minneapolis Fire Prevention Bureau at 612-673-3288.

CLEAN UP

The area surrounding your booth must be kept clean. All trash, including boxes must be removed. Trash, oil, grease and gray water must be placed in the appropriate containers and/or dumpsters with boxes broken down flat for recycling purposes.

FOOD TRUCK APPEARANCE

Signage must be professional. No handwritten signs allowed. The festival reserves the right to remove inappropriate signage. No music or other auditory programming is allowed to be played from or in food truck vehicles during the event.

This agreement is not valid until both the vendor and the MPRB representative of Music and Movies Food Truck Tuesdays sign and date this page of the agreement. I agree to indemnify and hold harmless MPRB, Minneapolis Music and Movies and the City of Minneapolis their affiliates, all volunteer members, contracted staff, event sponsors, and all their officers, agents and their employees for damage, injury or loss to any person or property related to my participation in Music and Movies Food Truck Tuesdays. This document is a contract between the food vendor and the MPRB for food vending during Music and Movies Food Truck Tuesdays events.

I have read, understood and agreed to the conditions stated in this application and have provided truthful and complete information.

Authorized Food Vendor Signature

Date

Authorized MPRB Signature

Date