

### **1. Program Overview**

The City of Parksville offers mobile food concession opportunities in Parksville Community Park, located at 193 Island Highway East, from May through September 2026. Two designated food truck pads, each equipped with power and water connections, will be available daily for mobile food vendors. See map below.

### **2. Hours of Operation**

Vendors are required to provide mobile food services on their scheduled days from **11 am to 7 pm**. Vendors may extend their hours after 7 pm at their discretion. Failure to consistently provide full service during scheduled days may result in contract termination.

### **3. Connections**

Each service pad is equipped with:

- **Power connection (2x 20a GFCI and 1x 240v 50a)**
- **Water connection**

Generators are not permitted unless there is an interruption to the City's power supply. No sewage services are available on site. Vendors are responsible for removing all grey water at the end of each operating day.

### **4. Deposits and Fees**

A **\$250 refundable damage deposit** is required from all successful vendors and due by **April 16, 2026**. Key deposits for water and power access are included within this amount. Pad fees are due **by the first day of each month** for all scheduled dates within that month (e.g. May fees are due by May 1). The special events coordinator will issue invoices one week prior to the due date. Failure to remit payment by the due date may result in contract cancellation.

Payments may be made by cash, debit, or cheque payable to the **City of Parksville**, and submitted:

- By mail: PO Box 1390, Parksville, BC V9P 2H3 – cheques only
- Via the drop box at City Hall (100 Jensen Avenue East) – cheques only
- In person at City Hall, Monday to Friday, 8 am to 4 pm
- Credit card payments (VISA or Mastercard) are accepted **only** through the City's online payment portal.

### **5. Schedules**

Food truck pad schedules will be developed by the City based on vendor availability as submitted with applications. Monthly schedules will be posted in advance on the City's website, social media channels, and within Parksville Community Park.

### **6. Cancellation**

If a vendor is unable to attend a scheduled date, they must notify the City's special events coordinator as soon as possible at [events@parksville.ca](mailto:events@parksville.ca) or **250-954-3086**. No refunds will be issued for vendor cancellations. Where sufficient notice is provided, the City may attempt to fill the vacancy on a first-come, first-served basis. Vendors may not sublet or assign their pad to another party. In the event the City cancels service, a full refund will be issued for the affected date. A vendor may terminate their agreement with the City without penalty by providing **30 days' written notice**. In such cases, any deposits paid will be returned.

### **7. Placement**

Vendors will be assigned to one of two designated food truck pads within Parksville Community Park. Vendors are expected to cooperate with one another to ensure safe entry and exit from assigned spaces. Vendors may begin setting up at **9 am** and must be fully operational by **11 am**. Vendors are expected to operate until **7 pm**. At the end of each day, vendors must remove all vehicles, garbage bins, structures, sandwich boards, and other equipment. Mobile concession vehicles may not be left unattended.

**8. Vehicle Requirements**

Mobile concession vehicles must be self-contained and not exceed **10 metres (32.8 feet)** in length. In accordance with City bylaws, all concession vehicles and trailers must be removed from the site daily prior to park closure. The City does not provide additional parking for tow vehicles. Vendors must coordinate arrival and departure with other vendors to ensure smooth transitions. Under no circumstances may access or egress be blocked. The City reserves the right to require vehicles to be moved at any time.

**9. Gathering Plaza**

The City reserves the right to schedule vendors within the gathering plaza based on demand. Food trucks/trailers must be:

- Shorter than **4.5 metres (15 feet)** in length.
- Remove and reinstall bollards upon entering and exiting the gathering plaza.
- Keep clear of walkways.
- Ensure their truck/trailer and associated equipment do not create trip hazards for park users.

**10. Other Special Events**

Event organizers holding a valid special event permit for Parksville Community Park may contract food trucks for their events. All such vendors will hold valid licences, receive City approval, and will be located at least **50 metres (164 feet)** from the permanent food truck pads.

**11. Permits and Licences**

Vendors must obtain and display all required permits and licences, including but not limited to:

- Valid Island Health operating permit
- Valid City of Parksville mobile food services business licence

**12. Waste Management**

The Regional District of Nanaimo's **Mandatory Waste Source Separation Bylaw** applies to all mobile food vendors.

Each vendor must provide:

- One food waste container
- One recycling container
- One garbage container

Vendors are responsible for supplying liners, emptying bins as needed, and maintaining cleanliness within a **30-metre radius** of their concession. See map below. The City will provide large, centralized bins for sorted waste generated by vendors during their operating days in the park. Vendors must not use City garbage cans or deep scuds for disposal. Liquid waste must be disposed of appropriately and may not be discharged onto soil, into water bodies, or into City drains.

**13. Damage**

Vendors are responsible for any damage to City property caused by operating their truck/trailer and associated equipment. Damages must be reported to the special events coordinator immediately. Where applicable, damage costs will be deducted from the damage deposit. Additional costs over and above the damage deposit will be the responsibility of the vendor payable to the City.

**14. Signage**

Vendors may display **one portable sign**. The sign shall not exceed 0.75m<sup>2</sup> (8sq.ft.) and must be within 3 metres (10 feet) of the concession vehicle. The sign must be of sufficient weight so as not to be affected by wind. All signage and placement are subject to City approval. Balloon signs and banner signs are not permitted.

**15. Insurance**

The City assumes no responsibility for loss or damage to the vendor, its property, employees, or patrons. Vendors must provide a certificate of insurance with **general comprehensive liability coverage of not less than \$2 million**, naming the **City of Parksville as an additional insured**.

**16. Alcohol**

No vendor may sell or serve alcohol within Parksville Community Park unless properly licensed and authorized by the City and applicable regulatory bodies.

**17. Menu**

Vendors must submit a full menu and pricing at the time of application. While the City will attempt to limit menu duplication, no vendor is granted exclusive rights to any cuisine or menu item.

**18. Spirit of Cooperation**

The City encourages a spirit of cooperation, flexibility, and mutual respect among vendors and between vendors and City staff to ensure the program is successful and enjoyable for all.

**19. Conduct**

To ensure a safe and welcoming environment, vendors are expected to:

- Act courteously and respectfully toward customers, park users, vendors, and City staff.
- Avoid behaviour that interferes with the business operations of others.
- Refrain from offensive, threatening, or intimidating language or conduct.
- Not operate under the influence of alcohol or non-prescription drugs.
- Operate vehicles and equipment safely and responsibly.
- Comply with all relevant City bylaws, policies, regulations and requirements.

**20. Termination**

Failure to comply with the City of Parksville's Mobile Food Concessions terms and conditions may result in termination without notice. The return of deposits, if any, will be determined at the City's discretion.

**21. Indemnification**

Vendors agree to defend, indemnify, and hold harmless the City of Parksville and its officers, agents, and employees for any claims, demands, actions, damages, losses, and expenses including attorney fees and costs of litigation arising out of, or relating to, the vendor's mobile food concession service.

**Acknowledgement**

I have read and agree to comply with the City of Parksville's Mobile Food Concessions terms and conditions as outlined above.

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Vendor Signature

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Date

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Business Name

**PARKSVILLE COMMUNITY PARK MOBILE FOOD CONCESSION PADS**

Gathering plaza location options: 1 – 5

Regular food truck locations: Pad 1 North and Pad 2 South



**Blue dots = water access**

**Red dots = power access**

**GARBAGE COLLECTION MAP**

