



PARKSVILLE COMMUNITY PARK

MOBILE FOOD CONCESSIONS EXPRESSIONS OF INTEREST (EOI)

ISSUE DATE:

MONDAY, JANUARY 26, 2026

CLOSING DATE:

FRIDAY, FEBRUARY 27, 2026, at 4 pm

SUCCESSFUL APPLICANT NOTIFICATION DATE:

WEDNESDAY, MARCH 11, 2026, by 4 pm

INSTRUCTIONS TO APPLICANTS:

1. Applicants are required to respond to EXPRESSIONS OF INTEREST in accordance with the terms outlined in this document. Submissions are to be marked with the applicant's name and the project title of *Mobile Food Concessions Expressions of Interest 2026*.

Closing date and time is February 27, 2026, at 4 pm. Expressions of interest will not be accepted after the closing date and time. The expressions of interest is not a public opening.

2. The City's administration department is open weekdays from 8 am to 4 pm and closed weekends and statutory holidays.

3. Submissions may be made by:

Email: events@parksville.ca

In person: Administration, 100 Jensen Avenue East, Parksville

Mail: PO Box 1390, Parksville BC V9P 2H3

4. All communications and/or inquiries are to be directed prior to the deadline for submission to: Candice Coghill, special events coordinator at events@parksville.ca

5. Copies of the EOI documents will be available from the administration department, 100 Jensen Avenue East, Parksville, or may be downloaded from the City's website. [City of Parksville - Mobile Food Concessions Services](#)

6. It is the responsibility of the applicant to thoroughly examine these documents and satisfy themselves to the full requirements of the expressions of interest. If deemed required by the City, addenda, amendments, and/or questions and answers will be posted on the City's website. It is the responsibility of the applicant to monitor the City's website www.parksville.ca for updates.

7. The City of Parksville reserves the right to accept or reject any applications.

OVERVIEW

The City of Parksville is seeking a variety of vendors to operate mobile food concessions in the Parksville Community Park from May 1 to September 30, 2026.

Available dates must be indicated by the vendors on the mobile food concessions calendar. Submitting an expression of interest does not create a binding agreement or claim for compensation. All applications will remain confidential, and the City has no contractual obligations related to this process.

HOW TO APPLY

- Follow INSTRUCTIONS TO APPLICANTS (see above)
- Include all supporting documents (see **REQUIRED DOCUMENTS**)

REQUIRED DOCUMENTS

Include the following documents in your EOI:

- Completed mobile food concessions application form
- Signed 2026 mobile food concessions terms and conditions
- Proposed menu and pricing
- Pictures of vending unit with measurements and signage
- Completed mobile food concessions availability calendar

CRITERIA

Expressions of interest with required documents will be further assessed using such criteria as: experience, menu and pricing, availability, and commitment to operating hours.

IMPORTANT DATES

- **Monday, January 26, 2026 – Expressions of Interest Issued by City of Parksville**
- **Friday, February 27, 2026 – Expressions of Interest CLOSES at 4 pm**
- **Wednesday, March 11, 2026 – Successful applicants notified**
 - **Friday, March 27, 2026 – Food Truck schedule distributed**

Successful applicants will be required to provide the following documents and deposit no later than Thursday, April 16, 2026:

- Valid City of Parkville mobile food services business licence.
- Valid Island Health Operating Permit.
- Copy of certificate of insurance of no less than \$2 million general comprehensive liability insurance policy listing the City of Parksville as an additional insured.
- Refundable damage deposit of \$250. Payable by cash, cheque or debit to City of Parksville. By mail (P O Box 1390, Parksville V9P 2H3); drop box at City Hall (100 Jensen Avenue East) or in-person at City Hall (Monday to Friday, 8 am to 4 pm).
- Proof of motor vehicle insurance.

Vendors will be required to pay the monthly food truck pad rental fees in advance, by the first of each month to the City of Parksville. Example: Invoice will be issued by the City of Parksville one week prior to May 1. Fees for May would be due no later than May 1.

Pad rental fees can be paid by credit card (VISA or Mastercard) through the City's payment portal OR in person by cheque, cash, or debit.