



Street Food Vendor Applications

The City of Duncan invites applications from qualified businesses to operate street food carts in Charles Hoey Park during the 39 Days of July.

General Food Vendor Guidelines

Successful vendors will be required to provide all the services necessary for a self-contained street food booth. All successful vendors are required to abide by the following:

- Obtain a valid Business License authorizing operation in the City of Duncan.
- Pay the applicable vendor fees (\$50 per day in Charles Hoey Park; \$30 per half day) in advance.
- Maintain compliance with Island Health regulations.
- Obtain liability insurance of not less than \$2,000,000 naming the City of Duncan as an additional insured.
- Ensure that appropriate measures are in place to protect municipal property from damage, deterioration or disrepair. Vendors will be responsible for keeping their area neat and tidy and must pick up and remove their litter; it is not to be deposited in City garbage cans.
- Vendors are not permitted to set up tables and chairs.
- Unless authorized by the City in writing, the vendor must operate at their site on the dates and times which have been awarded to them. Failure to do so could result in the forfeiture of the site and it being made available to another vendor.
- A vendor shall not assign or sublease their site to any other party.
- All carts must be removed by 10:00 pm each evening. There will be no overnight parking.
- No food trucks will be permitted, only carts as they will be on the grass.

Instructions for Applications

Interested vendors shall prepare an application which clearly indicates how they will carry out their food booth operations. The proposal must contain at least, but not be limited to:

1. The name and contact information of the individual who will serve as the client contact.
2. Island Health approvals.
3. Size and description of food vending unit, which will include a photo of the unit.
4. Electrical requirements and self power options.
5. Plan for maintaining a clean site.
6. A detailed menu outlining the food items that will be sold in the booth and how the menu items will contribute to diverse food offerings, healthy eating and the use of local ingredients.
7. The location of interest.
8. The dates and times of interest.

Available Time Slots

Charles Hoey Park

Monday – Friday beginning July 3, 2017 Noon until 8:00

Vendors may start setting up at 11:00am and must be cleaned up by 10:00pm

Half days (noon to 4:00 and 4:00 to 8:00) may also be acceptable

Saturdays beginning July 1, 2017 11:00 am until 8:00 pm

Vendors may start setting up at 10:00am and must be cleaned up by 10:00pm

Half days (11:00 to 3:00 and 4:00 to 8:00) may also be acceptable

Sundays beginning July 2, 2017 11:00 am until 8:00 pm

Vendors may start setting up at 10:00am and must be cleaned up by 10:00pm

Half days (11:00 to 3:00 and 4:00 to 8:00) may also be acceptable