



SEASONAL CONCESSION POLICY

- 1) Vendors must abide by all applicable City of Waterville and State of Maine laws, ordinances, rules and guidelines for a seasonal concession operation.
- 2) Vendor shall be compliant and current with all required City and State licenses and permits.
- 3) Permits are valid for the season indicated on the application form.
- 4) Vendors must confine their operation within the defined space provided by the City.
- 5) The City may ask seasonal concession vendors to close operations during any event held at their permitted location; however, seasonal concession vendors may open during events if agreed to by the event organizer. Vendors are responsible for any additional fees required by the event organizer. Regarding the Head of Falls/RiverWalk location, the park is divided into a north portion and a south portion for licensing and permitting.
- 6) The City may provide access to minimal electrical service and may charge for these services.
- 7) The vendor will provide intended hours of operation, which shall be between 6:00 a.m. and 10:00 p.m. The vendor shall inform the Parks & Recreation Director if hours of operation change during the season for which the vendor is permitted.
- 8) The vendor shall provide photos of the structure from at least two angles of the unit and a description of its maximum length and width as part of the application process.
- 9) The vendor shall provide a sample menu of the types of food to be served as part of the application process.
- 10) The vendor shall provide a copy of the State Health Permit as part of the application process.
- 11) The vendor shall provide the City with a certificate of insurance naming the City as additionally insured.

- 12) The City is not responsible nor shall be held liable for any damage, theft, or any other loss to the vendor.
- 13) Vendors are responsible for disposal of their waste.
- 14) Vendors may provide picnic tables at the discretion of the Parks and Recreation Director. Tables shall be located in areas approved by the Parks & Recreation Director.
- 15) Each vendor is responsible for the upkeep of the space surrounding their establishment. Each area must be kept free of trash or debris.
- 16) The City reserves the right to have a vendor removed for violation of City/State rules and guidelines.
- 17) The Parks & Recreation Director or Police Department shall have the authority to request a vendor to relocate if, in their opinion, the food truck is causing or contributing to an imminent public safety hazard.
- 18) Signage is restricted to one sandwich board sign at the entrance to the area where the vendor is located and signage within the designated area where the vendor is permitted.
- 19) Permits are available for the full season which is defined as beginning on the first Saturday in May through the last Sunday in September, or for a half season which is defined as beginning on the first Saturday in July through the Sunday after Labor Day.
- 20) Vendor spaces are typically 12 feet deep by 30 feet long. Spaces can be configured with those general dimensions as a guide.
- 21) Fees for permits are \$1,500 for a full season and \$1,000 for a half season.
- 22) No other mobile food vendor permits will be issued for a location designated for Seasonal Concession Vendors.
- 23) Vendors will not be considered at a requested location within 250 feet of any business holding a current victualer's license selling similar type food in the opinion of the Parks & Recreation Director.
- 24) Locations of Seasonal Concession Permits and number of maximum units:

- a) Head of Falls/RiverWalk (north portion) – two units
- b) Municipal Pool/North Street – one unit

25) Application process:

- a) Interested vendors shall submit a completed application to include:
 - i) Selection of permit location being requested
 - ii) Selection of the duration of the permit (full season or half season)
 - iii) Photos of the structure
 - iv) Description of the maximum length and width of the structure
 - v) A sample menu of the food being sold
 - vi) Certificate of Insurance showing the City as additionally insured
 - vii) Copy of their State Health Permit
 - viii) Payment of Fee (Check or Money Order)

26) Selection Process:

- a) Only applications that have submitted a completed application with all required items will be considered.
- b) Vendor names that have submitted a completed application will be put into a random drawing by permit location selected.
- c) In locations where more than one vendor space is being permitted, subsequent vendors who are selected will be reviewed as to the type of food being sold. If the subsequent vendor indicates a similar type of food to be sold, a replacement vendor will be drawn. This process continues until a selected vendor indicates a different type of food to be sold, or there are no further applicants to consider. When there are no further applicants to consider, no more permits shall be issued for that location.
- d) Applicants who are not selected will be returned their payment.
- e) Applicants who are selected will be notified by mail or email with a copy of the approved application which becomes a binding contract, along with a city license which shall be prominently displayed at the permitted location.
- f) Vendors who discontinue service at their permitted location before the end of their contract for at least two weeks without notification to the Parks & Recreation Director will have their permits voided and will not be refunded any portion of the permit fee. Upon a permit being voided, a replacement vendor may be selected.

APPROVED