



**CITY OF BELMONT PARKS & RECREATION
VENDOR REQUEST FOR PROPOSAL**

The City of Belmont, North Carolina, invites qualified vendors to submit applications and qualifications for the provision of food services for City of Belmont park facilities during sporting events. The opportunity is to meet the needs of participants and spectators at events held at City of Belmont Park facilities being-- Gantt, Reid, Belmont Central, Crescent, Rodden, and Davis Parks.

Interested parties may download applications from the Website: www.cityofbelmont.org/parksvendorapplication. Applications can be E-Mailed to zstowe@cityofbelmont.org or delivered to the Belmont CityRec Center, 1315 Catawba Street, Belmont, NC, 28012.

VENDOR REQUIREMENTS:

1. Vendors must complete the City of Belmont Food Vendor Application and obtain all permits, licenses, and local health codes required.
2. It is the responsibility of the vendor to submit the application by April 30, 2024. Incomplete or late applications will not be accepted.
3. Excellent customer service includes but not limited to quality, value, friendliness, and efficient services that keeps customers coming back.
4. Adherence to the City of Belmont's specific rules and regulations are mandatory to ensure that all vendors operate accordingly.
5. As part of the application process, vendors are required to submit a proposed menu including prices. Vendor selection is based, in part on menu items offered as well as value to the patron. Selected vendors may only sell those item listed in their contract and must sell them at the prices specified.
6. Availability is a factor as vendors should be reliable to meet any commitment to provide services for the majority of scheduled activities.

All vendors are welcome to apply however note that special consideration is given to applicants who reside in the City of Belmont.

Non Discrimination Clause: The City of Belmont shall not discriminate against any independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age or sex.

LICENSE APPLICATION

FOOD TRUCK

BUSINESS

Business Name
(as will appear on the license) : _____

Business Address _____

Street

City

State

ZIP Code

Business Phone: (____) _____

Business Email: _____

Business Website or Facebook Address: _____

NC State Sales Tax Number _____

Dept. of Health Mobile Food Service License Number _____

State Fire Code Permit Number _____

Vehicle Information _____

(Separate licenses are required for each food truck.)

Make

Model

Year

Color

License Plate Number

State

Type of product(s) to be sold (list all): _____

CONTACT INFORMATION

Contact Name: _____

Last

First

Middle

Home Address _____

Street

City

State

ZIP Code

Home Phone or Cell (____) _____

Personal Email - _____

Requirements for Food Truck Licenses

- Completed application.**
- Signed *Hold Harmless Statement*** indemnifying the City, its officers, and employees, for any claims for damages to property or injury to persons which may occur in connection with any activity carried on under any activities associated with food truck vending.
- Copy of **Dept. of Health Mobile Food Service License**
- Copy of **State Sales Tax License**
- Copy of **State Fire Code Permit**
- Copy of **DMV Licensing**
- Photos** of the front, sides, and back of the vehicle
- \$75.00 fee** (Paid with credit card or certified check)
- City of Belmont Food Truck permit.
- I have received and understood the Food Truck guidelines.

Applicant Signature

The undersigned hereby certifies he/she has reviewed and agrees to abide by the requirements for Food Trucks as set forth by of the City of Belmont and will always display the permit in a conspicuous place.

Any permit issued under the provisions of this ordinance may be revoked for violation of any provision of this policy, State law, Fire Code, or City Ordinance by the Recreation Director, Fire Chief, or their designee. Upon revocation, the permit shall immediately be surrendered, and failure to do so shall be a violation of this policy. In addition, the Recreation Director, Fire Chief, or their designee is authorized to suspend a permit at any time in the event of prohibited conduct by a food truck operator. The food truck operator shall be provided with an opportunity to remove the suspension following a meeting with the Recreation Director, Fire Chief, or their designee during regular business hours following the suspension. Each violation that occurs may constitute a separate offense.

Any person or business in violations will be subject to penalties by the Gaston County Health Department.

Applicant's signature

Date

All licenses run from January 1st to December 31st of the current year.

The license fee is not refundable. The license is not transferable.

Return completed application to:

City of Belmont Park and Recreation Department,
1315 Catawba Street, Belmont, NC 28012
Phone: (704) 825-8191
Email: centersupervisor@cityofbelmont.org

To be completed by City of Belmont

License Fee: \$75 _____

_____ *Paid by Permit No.*

_____ *Park and Recreation Director*

_____ *Date*

License Processing:

- Email Applicant
- Filed with City Clerk

Email notification to:

- Community Development
- Fire Department
- Park & Recreation Director

FOOD TRUCK GUIDELINES

LOCATIONS - PARKS

1. On property owned by the City of Belmont, mobile food vendors are required to obtain prior approval by the Parks and Recreation Department.
2. Food trucks will only be permitted upon approval at the following park locations:
 - Davis Park
 - Ebb Gantt Park
 - Frady Field
 - Kevin Loftin Riverfront Park
 - Linford Park
 - Reid Park
 - Rocky Branch Park
 - Rodden Field
3. Food trucks are **prohibited** in Stowe Park or anywhere on the campus of City Works/City Rec. Center unless authorized for special events.

PARKING

1. Parking of Food Trucks will be designated for each vendor on a case-by-case basis.
2. City personnel will provide directions on designated areas for Food Truck parking at the approved time of the event.

OTHER RULES OF OPERATION:

1. Hours of sales and operation of vendors will be determined at the discretion of the City of Belmont Parks and Rec Director.
2. Vendors must obtain and be able to provide proof (certification/permit numbers) of all applicable licenses and permits from the County Health Department, the Department of Motor Vehicles (DMV), the local Fire Department, and others as applicable.
3. Food Truck Vendors must conform to all regulations as prescribed in Chapter 6 (6.2.28 *Mobile Food Vendor- All Zoning Districts*) of the City of Belmont Land Development Code (LDC).
4. Food Truck Vendors must abide by all other State Laws, County Regulations, State Fire Codes, City Codes, and Ordinances, and are subject to any charges or penalties associated therein.
5. Vendors must sign a statement holding harmless the City and shall indemnify the City, its officers, and employees, for any claims for damages to property or injury to persons which may occur in connection with any activity carried on under any activities associated with food truck vending.
6. Requests for Qualifications will be advertised in the local newspaper and on the City of Belmont web page which is www.cityofbelmont.org. Vendors interested may contact the Belmont Parks & Recreation Department for more information or to request an application.
7. Staff will review the applications and quantification to select vendors to be interviewed for each park location.
8. Due to parking, only one food truck will be selected for each park location.

REVOCATION/SUPERVISION

Any permit issued under the provisions of this ordinance may be revoked for violation of any provision of this policy, State law, Fire Code, or City Ordinance by the Recreation Director, Fire Chief, or their designee. Upon revocation, the permit shall immediately be surrendered, and failure to do so shall be a violation of this policy. In addition, the Recreation Director, Fire Chief, or their designee is authorized to suspend a permit at any time in the event of prohibited conduct by a food truck operator. The food truck operator shall be provided with an opportunity to remove the suspension following a meeting with the Recreation Director, Fire Chief, or their designee during regular business hours following the suspension. **Each violation that occurs may constitute a separate offense.**