



## ASCENSION PARISH FOOD TRUCK COURT CONCESSIONAIRE APPLICATION

Date of Application: \_\_\_\_\_ For Permit Period from \_\_\_\_\_ to \_\_\_\_\_

Name of Business: \_\_\_\_\_

Name of Applicant and Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tax Federal ID: \_\_\_\_\_ Business License #: \_\_\_\_\_

Describe the items to be sold (attach menu with prices or approximate price range of items):

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Please provide a description of commercial vehicle and trailer to be used and submit clear, color images of both sides, front and rear:

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❖ *For operations only at the Ascension Parish Food Truck Court located at 607 E. Worthy Street, Gonzales, Louisiana.*

# Food Truck Requirements

1. All federal (CDC), state, and local public health and safety guidelines must be followed by the Concessionaire.
2. All Concessionaires must be licensed to operate in the City of Gonzales. Visit [www.gonzalesla.com](http://www.gonzalesla.com) or contact the Gonzales Director of Planning and Development at 225-647-9576
3. Concessionaire must be in good standing with City & Parish permits and taxes. The concessionaire must have a valid State of LA Business License and submit a copy of it with this application.
4. A current AP Rec-issued Concessions Permit, and all federal, state, and local required licenses and permits must be displayed and visible on the mobile unit from which the Concessionaire operates.
5. Concessionaire must comply with minor employment and practices (LA Minor Labor Law RS 23:241).
6. Concessionaire must be able to provide documentation that employees have a clear criminal background and are eligible to work in public facilities and parks. This document can be obtained at the Ascension Parish Sheriff's Office, 828 South Irma Blvd, Gonzales, LA (225) 621-8300 or 300 Houmas Street, Donaldsonville, LA (225) 473-8671.
7. Concessionaire workers should be uniformed. AP Rec reserves the right to disapprove of the use of logos or branding deemed inappropriate. Concessionaires may display, in their designated slot, an "A" frame menu sign no larger than 3 feet tall. Signage may only contain menu pricing or other information relevant to the items for sale. AP Rec reserves the right to disapprove of any advertising materials, fliers, or other signage that may be deemed inappropriate.
8. Concessionaire cannot assign or sub-contract this agreement to others.
9. Concessionaire must provide AP Rec with a current Certificate of Liability Insurance (CLI) indicating:
  - a. \$1,000,000 Commercial General Liability
  - b. Worker's Compensation according to that required by Louisiana Law
  - c. Automobile Liability at \$15,000 Bodily Injury per person, \$30,000 max bodily Injury, and \$25,000 Property Damage (This is an absolute requirement for mobile or trailered food trucks and in any circumstance when a trailer is required to bring equipment, carts, or supplies to/from an AP Rec site)
  - d. The CLI must establish AP Government as an additional insured on such policy and as a certificate holder; it should specify that the insurer thereof shall notify AP Rec if the policy is modified, canceled, or terminated.
10. Only concession vehicles and trailers approved by AP Rec may be used. Concessionaires are responsible for the overall appearance, cleanliness, and unit upkeep. AP Rec will perform routine inspections. Violations and corrective actions will be noted. Violations must be corrected within 72-hours of receipt by the Concessionaire to avoid termination of the permit. Concession vehicles and trailers must always display an approved Ascension Parish logo while doing business at the AP Food Truck Court.
11. Electricity and water are provided for Concessionaires at each designated food truck slot. External generators are not allowed at the AP Food Truck Court.
12. Concessionaire shall not have access to any close-gated areas outside of the AP Food Truck Court within the Ascension Parish government system. Concession vehicles and trailers must

always be parked in areas where public safety is able to be provided and maintained to park guests. Concessionaires shall not block the passage of the public through a public area. Concessionaire vehicles and trailers shall not be waived from parking restrictions. Rigs exceeding 10'x20' may not be approved.

13. With a few exceptions (large special events, etc.) that are AP Rec invitation only functions, there can only be one Concessionaire in the AP Food Truck Court at a given time selling similar or like products. This is to allow fair opportunities for all approved vendors to be able to make the sales necessary to justify operation and to not significantly dilute sales opportunities. Infringement instances may be reported to the Recreation Office, (225) 450-3548. Repeat violators will not be tolerated and may have their permit revoked or not be eligible for renewal or extension option at end of permit period. The AP Recreation Director will be the final determinant whether two similar Concessionaires can occupy the AP Food Truck Court simultaneously. Whereas multiple similar Concessionaires have submitted their application concurrently, the Concessionaire that received their license with the City of Gonzales first will be considered first for the AP Food Truck Court.
14. All waste (wastewater, garbage, food residues, cooking oil, etc.) must be disposed of properly; dumping on site is not permitted. The AP Food Truck Court does not have sewer hook-ups. Concessionaire must keep their area clean, organized, and presentable. Concessionaires must remove their own trash daily.
15. AP Rec is not responsible for Concessionaire equipment in storage or at any AP Rec facilities and parks.
16. AP Rec must approve the prices and items being sold. Concessionaires are not authorized to sell any items that have not been previously approved as part of the application process. AP Rec shall reserve the right to limit the sale of certain goods if they conflict with another vendor. No glass bottles or containers shall be served by Concessionaires at the AP Food Truck Court.
17. Concessionaire agrees to operate at the AP Food Truck Court no earlier than 7am and no later than 10pm every day, or otherwise approved or by invitation, within the terms stipulated in this Agreement.
18. This Agreement gives no further rights to the Concessionaire other than the described temporary privilege to sell approved concessions subject to the conditions of this Agreement. AP Rec reserves the right during in-house or sponsored functions, to provide multiple Concessionaires.
19. Fees and payments are as follows:
  - a. Fees shall be a minimum of \$500 per month for the first (3) months and \$750 per month for each (3) month period following the initial (3) month period. After the AP Food Truck Court has been opened and operating for a full calendar year, every (3) month period will be a minimum of \$750 per month.
  - b. Monthly fees are due on the 1<sup>st</sup> of each month. If fees have not been paid by the 7<sup>th</sup> of the month, a \$250 late fee will be charged. If fees have not been paid by the 14<sup>th</sup> of the month, the agreement will be terminated, and the concessionaire will be removed from the AP Food Truck Court.
  - c. Payments will be scheduled and made through the Recreation Department.
20. AP Rec reserves the right to terminate this Agreement with no advanced notice and no refund of the monthly fee if the Concessionaire is determined not to be abiding by the terms described herein.

21. Concessionaire can terminate this Agreement on fair terms with minimum 30-day written notice, but no refunds in whole or in part will be issued for fees paid for any part of the remainder of the permit term.
22. If you encounter or witness any suspicious activity or abusive behavior in the AP Food Truck Court, please report to AP Rec staff on site or call the Ascension Parish Sheriff's Office at 225-621-8300 (Gonzales) or 225-473-8671 (Donaldsonville). In the event of an emergency, please dial 911.