



Mobile Food Vendor Permit Information



Hanover County is excited to partner with mobile food vendors to enhance the experience of park patrons, visitors to school events and County functions. While park concessions will be open on weekends when activities are scheduled, product sales are limited to drinks and prepackaged foods.

Who needs a Mobile Food Vendor Permit?

As there is no solicitation allowed on County property, any business or organization wishing to sell food and/or beverage items at a Hanover County Parks and Recreation park, Hanover County Public Schools or other Hanover County complexes must first obtain a Mobile Food Vendor Permit. The operation may be a self-contained food truck, pull-behind trailer, or stand-alone set up. Only permitted mobile food vendors may operate in Hanover County Parks, Schools and complexes.

How do I get a Mobile Food Vendor Permit?

Submit a completed Mobile Food Vendor Permit application, along with the following:

- Appropriate fee
- Sample menu
- Hanover County Fire Inspection Report
- Certificate of Liability Insurance (\$1,000,000 minimum)
- Virginia Department of Health Permit (Food Establishment Permit, Temporary Food Establishment Permit, or application for Temporary Food Establishment Permit)
- Contractor Certification Form

Please note:

- Vendors who wish to serve under a tent or operate a “pop-up” setup must undergo inspection by the Health Department prior to each event they intend to serve. The VDH requires a minimum of ten (10) business days’ advance notice to schedule these inspections. For more information, please call 804-365-4313.
- Hanover County Fire-EMS requires at least five (5) business days’ notice to schedule fire inspections. The inspection requirements can be found on pages 4-6 of this document. For more information, please call 804-365-6195.

Which parks allow mobile food vendors?

Mobile food vendors may purchase permits to operate at Courthouse Park, Pole Green Park, and/or Poor Farm Park. A separate permit is necessary for each park. Any vendor permitted in a park is eligible to operate at Hanover County Public Schools and County complexes.

How much does a permit cost?

The Spring Season is from mid-March through July (with the exception of the Hanover Tomato Festival) and the Fall Season is from August through the first weekend in December. Seasonal permits are not pro-rated.

For an additional \$50 per park, per season, seasonal permit holders may upgrade one or more of their permits to allow weekday access to a particular park. Vendors may purchase this option at any time throughout the season, but the fee will not be pro-rated.

Facility	Fee Structure		Weekday Operation (M – F)
	Weekend Operation		
	Seasonal Fee	Daily Fee	
Courthouse Park	\$100	\$40	\$50
Pole Green Park	\$200	\$40	\$50
Poor Farm Park	\$150	\$40	\$50
Hanover County Public Schools	\$50 per school year (September – June)		

How far in advance can I apply for a permit?

Applications are accepted beginning June 15 for the Fall Season and school year and January 1 for the Spring Season. Requests to pre-purchase permits for both seasons will be considered on a case-by-case basis.

Please allow two (2) weeks to process applications. Complete applications are considered on a first-come, first-serve basis, and there are a limited number of permits available at each park.

How do I know what events and activities are scheduled in the park?

The department can provide a seasonal overview of scheduled events at any time. In addition, permitted vendors receive an email every Monday with a schedule of the upcoming weekend’s confirmed events. Vendors are expected to RSVP to these weekly emails.

Why might my application be declined?

Applications may be declined for any of the following reasons:

- Application is incomplete or does not include payment
- Applicant has an outstanding balance due to the department
- Applicant has had previous permits revoked
- Application is received less than ten (10) business days in advance of requested day



Mobile Food Vendor Permit Application

Hanover County Parks and Recreation
 13017 Taylor Complex Lane Ashland, VA 23005
 (804) 365-7150 Fax: (804) 365-4696
 parksandrec@hanovercounty.gov

Applicant Information:

Company Name: _____

DBA (if applicable): _____

Owner / Operator Name(s): _____

Email(s): _____

Mailing Address: _____

City / State / Zip: _____

Business Phone: _____ Cell Phone: _____

If Food Truck, license plate number(s): _____

Permit Request:

- Daily Permit *Specify date(s):* _____
- Spring Seasonal Permit (March – July)
- Fall Seasonal Permit (August – December)
- Hanover County Public Schools Permit (September – June)

Weekend Operations	Park	Weekday Operations
	Courthouse Park	
	Pole Green Park	
	Poor Farm Park	

Requirements:

Please allow two (2) weeks to process all applications. The following is required with all applications:

- Fee
 - Weekend Seasonal
 - Courthouse Park - \$100
 - Pole Green Park - \$200
 - Poor Farm Park - \$150
 - Weekday Seasonal, added on to a weekend seasonal (\$50)
 - Daily (\$40 per day, per park)
 - Hanover County Public Schools (\$50)
- Completed and signed Mobile Food Vendor Permit Application
- Copies of the following:
 - Signed Contractor Certification Form
 - Certificate of Liability Insurance (\$1,000,000 coverage minimum)
 - Virginia Department of Health Permit (Food Establishment Permit, Temporary Food Establishment Permit, or application for Temporary Food Establishment Permit)
 - Hanover County Fire Inspection Report
 - Sample menu

Hanover County Rules and Regulations

For your safety and overall experience, the following activities are prohibited:

- Animals that are not kept on a leash, however no animals (except service animals) are allowed on school property (exceptions may be granted in compliance with School Board Policy)
- Collection of fees without written permission from the Hanover County Parks and Recreation Director
- Creating excessive amplified sound
- Creating ground fires and all other fires not in a grill
- Driving motorized vehicles or bicycles on turf/field areas or in other unauthorized areas
- Fishing in non-designated areas or not in accordance with the Commonwealth of Virginia fishing laws
- Fishing is permitted in accordance with Virginia fishing laws in Hanover Parks, as posted
- Flying of model or radio controlled airplanes (exception: designated areas within Courthouse Park)
- Glass Containers
- Golfing
- Horseback Riding (exception: Washington Lacy Park and designated areas within Pole Green Park)
- Hot Air Ballooning
- Hunting
- Metal Detecting
- Possession or use of alcoholic beverages
- Possession or use of illegal drugs and any illegal activity
- Rocket Launching
- Smoking or nicotine vapor products are not allowed on school property
- The use of blow-up slides/inflatable type activities (exceptions may be granted in compliance with School Board policy in parks, this requires Department Head, or their designee, approval)
- The use of tents, except un-staked 10'x10' canopy-style tents
- Use of Profanity
- Weapons

Please be advised that:

- All areas other than the reserved park amenities shall be available to the public on a first come, first served basis at no charge
- Parks are supervised by the Hanover County Parks and Recreation Department; all properties including the schools are patrolled by the local Sheriff's department and Virginia State Police. Parks are also patrolled by HCSO.
- Hanover county will not be held responsible for any loss or theft during the use of facilities
- The application shall not sublet space to another organization or group.

Parking Requirements:

- Minimum of 35 FEET from a facility
- Minimum of 20 FEET between each vendor
- Use parking lot designated by School Principal or County Department
- NO Parking in the Fire Lane

By signing below, I confirm and agree: that the information on this application is accurate; that I, and anyone representing my company, must follow all park rules and regulations; that if I, or anyone representing my company, fails to follow the park rules and regulations, Hanover County may revoke this Mobile Food Vendor Permit and will not refund any fees paid to Hanover County by my company; and that Hanover County may charge my company for any damages caused by violations of the park rules and regulations by me or my representatives.

Applicant Signature _____

Date _____

**Pre-payment
required to
complete
transaction**

Cash (please bring correct change, cash accepted only at the Taylor Complex Office)

Check (Make payable to Hanover County)

Credit Card

Please DO NOT provide your card number on this registration form. Please provide us with your contact information where we can call during business hours to securely receive your payment information.



Name: _____ Phone Number: _____

CONTRACTOR CERTIFICATION RELATING TO BACKGROUND CHECKS

HANOVER COUNTY PUBLIC SCHOOLS

PURSUANT TO CODE OF VIRGINIA § 22.1-296.1

I, _____, certify to the Hanover County School Board that no representative or employee who will provide services under this contract, and who will have direct contact with students on school property during regular school hours or during school-sponsored activities, has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

I understand that I can be found guilty of a Class 1 misdemeanor for making a materially false statement in this Certification of Contractor and that a conviction for making a materially false statement in this Certification of Contractor shall be grounds for the revocation of my firm or business's contract with the Hanover County School Board.

Date

Signature

Title

Company Name

Food Service Vendor Requirements

The following information is provided to inform all food service vendors of the requirements to operate in Hanover County and the Town of Ashland. The requirements have been set and will be enforced by the Hanover County Fire Marshal's Office, in accordance with the Statewide Fire Prevention Code (SFPC). The Hanover County Fire Marshal's Office will inspect food service vendors upon request, at established events, and at times unannounced in various locations in which food service vendors are operating. It is the responsibility of food service vendors to ensure they are familiar with the requirements and in compliance at all times. Operating permits may not be issued, or may be revoked for failure to comply. Food service vendors wishing to arrange an inspection as a requirement of any other process must contact the Fire Marshal's Office a minimum of five (5) business days in advance.

Fire extinguishers

- A fire extinguisher rated for class A, B, and C fires is required for all food vendors that prepare food with a heating process. Extinguishers must be a minimum size of 2A: 5B, C. Extinguishers must be placed within 30 feet of commercial cooking equipment, and no distance from any location within the designated area shall exceed 30 feet of travel distance to an extinguisher. (SFPC 906.3)
- All extinguishers must be in a conspicuous location and accessible at all times. (SFPC 906.5, 906.6)
- All extinguishers are required to be serviced annually in accordance with NFPA 10 and tagged appropriately by a certified service company (SFPC 906.2). Food service vendors may purchase a new extinguisher in lieu of having an extinguisher tagged by a certified service company. Extinguishers that are not tagged by a certified service company must have a copy of the receipt attached to the extinguisher body not obstructing the operating instructions or identification markings. The receipt must show that the extinguisher was purchased within one year of the event. All extinguishers must be fully charged and in a condition that would not prohibit operation in the event of an emergency. If an extinguisher is utilized it must be replaced before operations can resume.
- Cooking equipment that utilizes solid fuels or vegetable or animal oils and fats also require that a K Class fire extinguisher be present within 30 feet of cooking appliances. (SFPC 904.11.5)

Tents and other membrane Structures

- Tents over 900sqft require an inspection from both the Hanover County Building Inspectors Office and the Hanover County Fire Marshal. Requirements for a tent of this size are more stringent and will not be covered in this document. Additional information can be obtained by contacting the Hanover County Fire Marshal's Office, and or the Hanover County Building Inspector's Office. Tents over 900sqft require a Fire Code Permit at a cost of \$150.00, there may also be additional fire code permit fees associated with the process, as well as fees associated with requirements of the Building Official.
- Any tent involved in cooking must have a minimum separation of 20 feet between the cooking tent, and any structures, other tents or membrane structures. (SFPC 3103.8.2)
- Open flame or devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved device shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the Fire Code Official. (SFPC 3104.7)
- Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in related mechanical and fuel gas codes and approved by the Fire Code Official. (SFPC 3104.15.1)
- Cooking and heating equipment shall not be located within 10 feet of exits or combustible material. (SFPC 3104.15.3) A waste management plan is recommended to ensure that combustible material is not permitted to accumulate in areas that are prohibited.
- The floor surface inside tents or membrane structures and the grounds outside and within a 30-foot perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard. (SFPC 3104.22)
- LP-gas cylinders shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure. (SFPC 3104.16.2)
- Portable LP-gas containers, piping, valves and fittings shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement. (SFPC 3104.16.3)
- Flammable liquid fueled equipment shall not be used in tents or membrane structures. (SFPC 3104.17.1)
- Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or membrane structures. (SFPC 3104.17.2)
- Refueling shall be performed in an approved location not less than 20 feet from tents or membrane structures. (SFPC 3104.17.3)
- Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or approved means. (SFPC 3104.19)
- Egress paths must be maintained to permit for the immediate evacuation to open air. Combustibles, hot liquids, open flames shall not be stored next to an egress path.

- The public shall not be allowed under any portion of a tent used in the preparation of food.

Automatic fire-extinguishing systems

- Any automatic fire-extinguishing system installed shall be inspected and tested according to the appropriate referenced standards. (SFPC 904.4, 904.11.6)

Miscellaneous

- Any compressed gas cylinder must be secured to prevent falling and some provision must be in place to prevent unauthorized personnel from tampering with the cylinder. (SFPC 5303.5) The securing of compressed gas cylinders to the legs of typical pop up tents will not be accepted.
- Compressed gas cylinder and tank valves shall be protected from physical damage by means of protective caps, collars or similar devices. (SFPC 5303.6)
- Electrical hazards must be removed. Wiring, devices, appliances and other equipment that is modified or damaged and constitutes an electrical shock or fire hazard shall not be used. (SFPC 605.1) Extension cords must be of an appropriate size for the appliances being utilized.
- Extension cords shall be maintained in good condition without splices, deterioration or damage. (SFPC 605.5.3)
- Open junction boxes and open-wiring splices are prohibited. (SFPC 605.7)

For questions regarding the requirements outlined in this document or to schedule an inspection, please contact the Hanover County Fire Marshal's Office at 804-365-6195.

Maps of Approved Mobile Food Vendor Locations

All Approved Mobile Food Vendors are required to remain in a designated space.

Courthouse Park



Pole Green Park - Multipurpose fields



Pole Green Park – Diamonds and Cross Country



Poor Farm Park

