



Mobile Food Vendor Permit Information

Contact: parksandrec@hanovercounty.gov (804) 365-7150



Hanover County is excited to partner with mobile food vendors to enhance the experience of park patrons, visitors to school events and County functions.

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 government complexes.

How do I get a Mobile Food Vendor Permit?

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

- Appropriate fee
- Sample menu
- Hanover County Fire Inspection Report
- Contractor Certification Form
- Certificate of Liability Insurance
 - The certificate holder must be listed as: Hanover County School Board and Hanover County, PO Box 470, Hanover VA 23069
 - Business Automobile Liability (if mobile food truck): \$1,000,000 single combined limit per occurrence
 - Commercial General Liability: \$1,000,000 single combined limit per occurrence
\$2,000,000 general aggregate limit per project
\$2,000,000 products and completed operations aggregate
 - Umbrella Excess Liability: \$1,000,000 single combined limit per occurrence
 - Worker's Compensation & Employer's Liability (if 2 or more employees): \$500,000 per accident
- Virginia Department of Health Permit (Food Establishment Permit, Temporary Food Establishment Permit, or application for Temporary Food Establishment Permit)

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 5-8 of this document. For more information, please call 804-365-6195 or email fmo@hanovercounty.gov.

Which parks allow mobile food vendors?

Mobile food vendors may operate at Courthouse Park, Montpelier Park, Pole Green Park, and/or Poor Farm Park. A Hanover County Mobile Food Vendor Permit grants access to operates in designated locations in these parks, Hanover County Public Schools and County complexes.

How much does a permit cost?

The Mobile Food Vendor Permit is \$100 and runs annually August 1 through June 30, and includes all above mentioned Hanover County parks, Hanover County Schools and Hanover County Government Complexes.

How do I know what events and activities are scheduled?

The department can provide a seasonal overview of scheduled events in parks at any time. In addition, permitted vendors receive an email every Monday with a schedule of the upcoming weekend's confirmed events.

Hanover County Public Schools and Hanover County Employee Association will reach out directly to permitted vendors, as their events are scheduled.

Why might my application be declined?

- 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

Hanover County Rules and Regulations

We hope you enjoy your time visiting Hanover County's parks. While in the parks please be courteous to others and aware of the following rules and regulations listed below.

- By using park facilities, park patrons agree to hold Hanover County harmless for any and all injuries, damage and/or loss occurring during their use of park facilities. Hanover County assumes no responsibility for any injury, damage, or loss that may occur during a park patron's use of park facilities.
- Parks are supervised by the Parks and Recreation Department and patrolled by the Hanover County Sheriff's Office, as well as the Virginia State Police, who hold the responsibility of enforcing park rules along with local, state and federal laws.
- All areas are available to the public on a first come, first served basis at no charge, with the exception of shelters and athletic facilities, when reserved. Parks are open from dawn to dusk daily, with the exception of lighted facilities. Avoid any amenities designated as temporarily unavailable.
- Patrons are responsible for leaving the park in the condition it was found, free of trash. Any damage should be reported immediately to the Parks and Recreation Department.
- Closings for maintenance, safety or other reasons deemed appropriate for the management and protection of property shall be at the discretion of the Department.
- Vehicular access is limited to designated areas only.
- Tents must be 10 ft x 10 ft, or smaller and may not be staked into the ground.
- For the safety and overall experience of all park patrons, the following activities are prohibited:
 - possession or use of alcoholic beverages
 - hunting
 - profanity
 - glass containers
 - metal detecting
 - golfing
 - rocket launching
 - hot air ballooning or manned flying equipment
 - posting and distributing promotional material
 - carnival-type activities (inflatable attractions, dunk tanks, etc)
 - utilizing park property for sale of goods or services or collection of fees
 - amplified sound through non-park approved systems
- The following are permitted only in designated areas of specific parks:
 - unmanned aircraft systems (radio controlled, drones, etc.)
 - horseback riding
 - animals allowed off-leash
 - fishing in accordance with the laws of the Commonwealth of Virginia.
- Any exceptions to these guidelines must be approved in advance, in writing by the Parks and Recreation Director.

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



Mobile Food Vendor Permit Application

Hanover County Parks and Recreation
7515 Library Drive, Room 120 Hanover, VA 23069
(804) 365-7150 Fax: (804) 365-4696
parksandrec@hanovercounty.gov (804) 365-7150

For Office Use Only	
Staff _____	Date _____
COI _____	Date _____
FMO _____	Date _____
VFD _____	Date _____
<input type="checkbox"/> Cash	<input type="checkbox"/> Check <input type="checkbox"/> CC

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): _____

Requirements:

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

- Fee: \$100 (August 1 through June 30 includes all parks, Hanover County Public Schools and Hanover County Government Complexes)
- Completed and signed Mobile Food Vendor Permit Application
- Signed Contractor Certification Form
- Copies of the following:
 - 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

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)
- Credit Card
- Check (Make payable to Hanover County)



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