



# Village of Hartland

## Park Food Vendor Application

210 Cottonwood Ave, Hartland, WI 53029  
Office: (262) 367-2714 Fax: (262) 367-2430

### Contact Information

Business Name \_\_\_\_\_

Business Owner Name \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

**Food vendors that hold a Retail Food License are required to provide a copy with proof of insurance.**

- Copy of Retail Food Facilities license issued by Waukesha County or State of Wisconsin
- Copy of Proof of Insurance

**Food vendors and products that do not require a Retail Food License: (check if applicable):**

- non-profit     church     sports event     prepacked products
- Homemade baked goods – goods produced in baker’s home that are shelf stable & do not require refrigeration.
- Pickles, sauerkraut, jam, jellies, salsas and applesauce.

### Event Information

Person/Group Reserving Park Facility/Event Name \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Date \_\_\_\_\_

Arrival Time (include set-up time) \_\_\_\_\_ Departure Time (include clean-up time) \_\_\_\_\_

Description of what will be sold: \_\_\_\_\_

Location where food will be sold: \_\_\_\_\_

### Food Vendor Fee

**See page 3 for fees -**

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of application.

Application must be approved by the Village’s Park and Recreation Board. I verify the information provided and agree to the Park Board’s Policy and Village Ordinance regarding Park Usage.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Park Food Vendor Fee \_\_\_\_\_

# Village of Hartland Parks Food Truck Policy

## **Policy Statement**

Mobile food facilities (MFF) are allowed in the Village of Hartland parks only with an approved park use form IE: Fine arts center, Park shelter etc. and approval of the Village Park board prior to the event or park use. Mobile food facilities include, but are not limited to trucks, trailers, carts, bicycles and may include auxiliary equipment such as portable fryers, stoves and grills that are located adjacent to the MFF during operation.

## **Requirements**

MFFs must have prior approval from the Village Park board.

All MFFs operating in the Village of Hartland shall comply with Chapter 9 of the Wisconsin Food Code, entitled "Mobile Food Establishments" as adopted in ATCP § 75.112.

All MFFs shall have a valid mobile retail food facility license issued by Waukesha County or a valid equivalent license issued by a Wisconsin municipality or county.

The location of the MFF must be approved in advance by the Village Department of Public Works.

MFFs may not manufacture, distribute, dispense, possess, use or sell alcoholic beverages.

MFFs must provide proof of a comprehensive liability insurance policy –in an amount not less than \$1 million, and must also provide proof of vehicle insurance and worker's compensation insurance in a form acceptable to the Village of Hartland. Proof of insurance must be provided at the time of application to the Park Board.

All MFFs must be totally self-contained, no electricity will be provided.

MFFs are responsible for disposing of all trash and litter prior to leaving the park.

Only 2 MFFs will be allowed in a park at a time. The Park Board must approve any requests for MFFs in excess of this requirement.

Park bathrooms will only be open during normal park hours.

**Park Food Vendor fees:**

**\*Carts -**

- a. Resident or Hartland business \$75 per day, \$300 per year.
- b. Non-Resident or Non-Hartland business \$100 per day, \$1000 per year.

**\*Trucks/Trailers -**

- a. Resident or Hartland business: \$75 per day, \$500 per year.
- b. Non-Resident or Non-Hartland business \$100 per day, \$1000 per year.
- c. In conjunction with a special event, \$75 per day.

**Payment Method (check all that apply)**

**Check** - Payable to: Village of Hartland – If for any reason a check is returned as “insufficient funds” a service fee of \$25 is charged. Full payment plus service fee must be paid in full to become registered.

**Cash**

**Credit Card** – A convenience fee of 3% will be added to your payment for credit and debit card payments +\$.50 if under \$100.

**Required Information for Credit Card Transactions (write legibly)**

Check one:

Visa

Master Card

Discover

American Express

**Total Amount \$** \_\_\_\_\_ **Card #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Entire name as it appears on the credit card (please print legibly)** \_\_\_\_\_

**Signature (required)** \_\_\_\_\_

*This portion of the form will be destroyed after transaction is complete.*