



# FOOD TRUCK APPLICATION for BELL TOWER SITE – 2023 SEASON

Questions: 970.264.4151 x235

Submit Application to [planning@pagosasprings.co.gov](mailto:planning@pagosasprings.co.gov) or at Town Hall 551 Hot Springs Blvd

## Food Truck Vendor Application information

The Town of Pagosa Springs is offering up to 3 spaces for food truck vendors for the 2023 season which will run from April 15 to November 1, 2023. The spaces are in the parking area adjacent to the Bell Tower at 486 San Juan Street, at the NE corner of San Juan Street and 5<sup>th</sup> Street. The Town's intent is to promote and generate pedestrian activity at the Bell Tower site, located at the NE corner of Lewis Street and Pagosa Street (Hwy 160) with vendors who offer a variety of menu items, are open a range of mealtimes, and will provide an optional food venue opportunity for locals and visitors in the area.

Each space includes:

- 50 amp (220v) electricity.
- High-visibility, nearby parking, abundant pedestrian traffic.
- Shared dining area with picnic tables, onsite restroom, access to water (but not greywater disposal)
- A variety of vendor space sizes, overall average 33 feet in length
- \$300 monthly fee including electricity for this inaugural season
- Food trucks may operate between 6 a.m. and 10 p.m., 7 days per week. Selected operators will ideally be able to operate a variety of hours and days and provide interesting menu options.
- Signage will be allowed only on the truck or trailer itself, up to 10 SF, not freestanding. Sandwich board signs, flags, banners, or other signage will not be allowed.
- Deadline for primary consideration: April 2, 2023, 5 p.m.
- Vendors may be set up as soon as April 15, 2023.

Operators are expected to maintain the common area throughout the day, including trash pickup, wiping tables, and lowering umbrellas during high winds.

Interested vendors are requested to complete this application and submit to the Planning Division no later than April 2, 2023, at 5 p.m. for priority consideration. Applicants are invited to attend an information session (in person or remotely) March 27 at 5:30 p.m. to answer questions and address selection criteria and operational details. Selected vendors will be notified thereafter and may begin setting up after May 1, and should be operating no later than Memorial Day weekend (May 27).

If for any reason a selected vendor cannot operate for the entire season, the Town reserves the right to select another vendor to take over the vendor space for the remainder of the season.

Please read the information below, complete the form and send it to the Planning Staff for consideration. If your application is selected, the contract will be available for completion and you will be required to pay the monthly fee prior to setting up on the site.

BUSINESS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**Interested vendors, please read each item below carefully, then initial to attest you understand and agree with these terms:**

- \_\_\_\_\_ Lighting shall meet the requirements of Land Use Development Code Section 6.11; spotlights not permitted; any/all light sources shall be shielded from visibility (“night sky friendly”)
- \_\_\_\_\_ Common areas will be checked throughout the day and tidied up by food vendors operating at that time, tables wiped down, tables and chairs arranged in an orderly manner.
- \_\_\_\_\_ Each vendor must provide at least one trash receptacle for their customers, which must be removed daily.
- \_\_\_\_\_ Food Truck Vendors are allowed up to 10 square feet of banner attached to the truck or trailer. Signage painted on the vehicle itself is acceptable. No A-frame/sandwich boards, no flags, no banners, nor other type of signage will be allowed. Town reserves the right to remove any noncompliant signage.
- \_\_\_\_\_ All Food Truck Vendors must have a current and valid Business License with the Town and has obtained all other necessary licenses or permits (Health Department, D.O.R.A., Sales Tax, others as required). To apply for a Business License, visit Town’s website at [www.pagosasprings.co.gov](http://www.pagosasprings.co.gov) and click on **Business** in the upper banner. To apply for a Retail Food Permit from the health department, visit [www.sjbpublichealth.org](http://www.sjbpublichealth.org). To apply for a State of Colorado Sales Tax License, visit <https://tax.colorado.gov/how-to-apply-for-a-colorado-sales-tax-license>.
- \_\_\_\_\_ No additional structures or vehicles are allowed (sheds, storage boxes, shade curtains, tow vehicles, additional cars, tents, or other structures, enclosures, or other equipment.
- \_\_\_\_\_ Camping or overnight vehicle occupancy during the term of the permit, or outside the term, is prohibited.
- \_\_\_\_\_ Food Truck Vendors must comply with all other provisions of the Municipal Code, including but not limited to: noise, nuisance, animals, etc.
- \_\_\_\_\_ Each Food Truck Vendor will be required to pay \$300 fee for the month, and is due and payable to the Town of Pagosa Springs prior to occupying the site. Space rent is due on 1<sup>st</sup> day of the month each month. Failure of Food Truck vendors to pay the monthly fee may result in immediate termination of the Food Truck vendor permit.
- \_\_\_\_\_ Electricity is provided solely for the use of permitted Food Truck Vendors; no generators will be permitted on the site. If you have other types of cooking equipment, please describe in the space below.
- \_\_\_\_\_ Food Truck Vendors must vacate the site within 36 hours following the expiration of their term.
- \_\_\_\_\_ Food trucks must be fully self-contained as water and sanitary sewer hook ups are not available at the site.
- \_\_\_\_\_ Violation of the above listed terms or provisions of the Municipal Code will result in a revocation of your permit to operate on the Bell Tower Site, and will be prohibited from operating immediately and be required to remove all equipment from the site within 24 hours of notice to cease operations and vacate.
- \_\_\_\_\_ Food truck vendors shall also maintain broad form general liability, property damage, and automotive liability insurance the minimum amount of \$424,000 for bodily injury, death, or damage to property of any person and \$1,195,000 for bodily injury, death, or damage to property

***Please use this questionnaire to complete your application (or use your own paper to answer these questions).***

***Please attach a copy of your menu for the upcoming season or describe on a separate piece of paper.***

*Proposed operation dates during this season between April 15 – November 1, 2023* \_\_\_\_\_

*Proposed days and hours of operation* Days of week: \_\_\_\_\_ Hours of operation: \_\_\_\_\_

*Proposed or known nonoperational periods:* \_\_\_\_\_

***Equipment for use for this OCE:***

- Primary truck, trailer, enclosed trailer: \_\_\_\_\_ size: \_\_\_\_\_
- Attach a photo of the food truck or trailer with this application.
- Additional equipment (gas grill, cooktop etc.) \_\_\_\_\_
- Other \_\_\_\_\_

Food Truck Vendor/Operator

*The information provided here is true and accurate depiction of the proposed operation:*

**VENDOR/APPLICANT’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_