



CITY OF PALM COAST – PARKS & RECREATION NON-PROFIT FOOD TRUCK TUESDAYS’ PARTICIPATION Guidelines

Food Truck Tuesdays is presented by the City of Palm Coast on the third Tuesday of every month starting in March of each year. The event is held on Park Street, at the intersection with Lake Avenue. The event features a variety of food trucks, mobile kitchens and catering trucks that offer up appetizers, main dishes, side dishes and desserts. Many menus are kid-friendly. Entertainment is also provided to enhance the event. Proceeds from these Food Truck Tuesday events benefit various local non-profit organizations. As requests have increased for consideration as a Beneficiary of the Food Truck Tuesday events, these guidelines and application have been created to enhance the program and provide information for inclusion by our local non-profit community.

2017 Dates Available: March 21th, April 11th, May 16th, June 20th, August 15th, September 19th, October 17th and November 21st.

Note: The month of July is reserved for the Parks & Recreation Summer Camp Scholarship Fund campaign.

SECTION I – Eligibility

Organizations that are interested in being chosen as the beneficiary of a Food Truck Tuesday event must meet the following qualifications:

- Requesting organizations must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the agency must be tax deductible pursuant to 26 USC 170. (Agency must submit a copy of the IRS Determination Letter). Visit the following website for information on obtaining a 501(c)(3): www.irs.gov/charities/charitable/index.html or an business or organization where all proceeds will be donated to local Charity or Flagler County School board group, activity or function.
- Organization must be located in Flagler County and serve the residents of Palm Coast.
- Organization must submit IRS Determination Letter.
- Requesting Organization may submit one (1) application per year.

SECTION II – Submittal of Application & Deadline

A. Completed Application form must be submitted with the following documentation:

1. Cover letter on the organization’s letterhead.
2. Completed Food Truck Tuesday Approved Organization Application with signature of Executive Director/Officer of the Organization.
3. IRS Determination Letter (highlight effective date)
4. A copy of the organization’s W-9 IRS Form.
5. Signed Release of Liability
6. Minimum Insurance if required

7. Proposal of minimum entertainment and activities.

Completed applications must be submitted to:

***Palm Coast Parks & Recreation Department
Attn: Parks & Recreation
160 Lake Avenue
Palm Coast, Florida 32164***

- B. In our effort to reduce paper, completed applications will be accepted via email at:
aboyer@palmcoastgov.com
- C. Completed applications must be submitted by March 1, 2017 for consideration of dates available through November 2017.
- D. Applications submitted after the deadline date will be considered if Food Truck event dates are still available for the current calendar year.
- E. Incomplete applications will not be considered for eligibility.

SECTION III – Review and Recommendation

- A. Applications will be reviewed for eligibility.
- B. Eligible organizations will be notified of selection and event date by the City of Palm Coast Event Supervisor.

SECTION IV – Responsibility of Approved Organizations

- A. It is the responsibility of the **approved organization/beneficiary** to meet the minimum requirements (see below) in the provision of **quality** entertainment for participants and visitors to enjoy. (see NOTE below)
- B. It is the responsibility of the **approved organization/beneficiary** to assist with marketing of the Food Truck event via any means available.
- C. **Approved organizations/beneficiary** must acknowledge and recognize, in all marketing materials for the association Food Truck event, the City of Palm Coast with use of the approved City logo and/or name “City of Palm Coast”
 - i. **Minimum Requirements:**
 - a. **Entertainment**
 - i. Music – DJ, Live Band, or other musical activity as approved by Event Supervisor.
 - ii. Children’s Entertainment or Family Fun – arts & craft activity, magician, balloon art, face painting, games etc.
 1. Approved organization/beneficiary must submit a price list of any activity offered that will be charging a fee.
 - iii. General Family Entertainment (dance routines, comedian, singing groups, etc.)

NOTE: The quality of the entertainment directly affects event attendance and reciprocally the amount attendees will spend with each food truck. Remember, 10% of the proceeds of each food truck, less City expenses, is given to the Beneficiary.

- b. **Marketing**
 - i. Approved organization/beneficiary must participate in advertising of event to include:
 - 1. Distribution of event flier
 - 2. Inclusion in any news release or newsletter distributed by organization/beneficiary
 - 3. Email notification to organization members etc.
 - 4. Other as approved by Event Supervisor
- c. **Site Participation**
 - i. Approved organization/beneficiary must provide a list of any sponsors or vendors who will be on-site during the event 2 weeks prior actual event date.
 - ii. List to include sponsor/ vendors name, business, and affiliation with organization.
 - iii. Approved organizations/beneficiaries must provide a list with the number of displays and themes (tents, vehicles, etc.) and space requirements.
 - iv. Tents bigger than 12 x 12 will require a copy of the Flame Certificate from rental
- d. **Safety**
 - i. Any non-profit personnel, volunteers or vendors interacting with children who are under the age 18 on the event site **MUST** have a Level II Criminal Background screening with results submitted to the City of Palm Coast, Parks & Recreation, no later than ten (10) days before the event date.
- e. **All activities and entertainment must be approved by the City of Palm Coast, Parks & Recreation Event Supervisor.**

SECTION V – After Approval of Non-Profit Organization Application

- A. Approved/Non-Approved applicants will be contacted by the City of Palm Coast, Event Supervisor.
- B. Financial distribution will be paid post event (minus any city related expenses) to the approved Non-Profit.
 - i. 50% of Public Works Overtime Clean-Up Fees (Approx. \$175/event)



**CITY OF PALM COAST – PARKS & RECREATION
NON-PROFIT FOOD TRUCK TUESDAYS’ PARTICIPATION
Application**

ORGANIZATION NAME: _____

Name & Title of the Person completing application: _____

Organization address: _____

Phone: _____ **Fax:** _____ **E -Mail:** _____

Has the Organization been selected as a Food Truck Tuesday beneficiary in the past?

Yes No

If Yes- Please list the Month(s) and Year _____

Is there a preferred Food Truck Tuesdays’ month the organization would like to participate? If yes, please complete the following: (Note: Requested months are not guaranteed)

MONTH: _____

REASON: _____

On a separate page, (organization letterhead) please respond to each question. All submissions must be typed.

1. Describe the purpose of the organization.
2. If selected, describe how the proceeds from the Food Truck Tuesdays’ event will be utilized and how it benefits Palm Coast residents.

Signature

Print Name

Title

Date