



May 18, 2016

Subject: Mobile Food and Beverage Sales in City of Henderson Park Facilities.

Thank you for your interest in food and beverage sales at City of Henderson facilities. The City understands individuals or organizations may have the desire to provide food and beverage services to friends, family or customers. This letter explains who the permitting authority is for food service and how to request a permit to provide these services.

Permitting Authority

The City of Henderson, Public Works – Parks and Recreation Department is the permitting authority for food and beverage services in the City's Parks and Recreation Facilities. Those who reserve fields do not have the authority to allow a vendor to provide food and beverage services. Food and/or beverage vendors operating in the City of Henderson park system without a permit or agreement with the Public Works – Parks and Recreation Department are in violation of municipal code 2.27.030, section G.

Permitting Eligibility and Requirements

We do have some opportunities for vendors who operate a self-contained mobile system. Examples include: pre-planned Parks and Recreation events, 3rd party events and tournaments in the parks. What is not eligible for a permit is anytime, anywhere access to the parks. Locations, days, and times of interest are processed under a feasibility assessment to determine the viability to provide service without diminishing the park experience for park visitors. Prospective vendors interested to provide food and beverage services must provide the following as a part of the permit process.

- Copy of City of Henderson Business License,
- Copy of Southern Nevada Health District Permit with proof of Grade A status.
- Commercial liability insurance policy listing the City of Henderson, 240 Water St., Henderson, NV 89015 as Additional Insured in the amount of \$1,000,000.00
- Menu with prices and photo(s) of the mobile operation in service
- Business contact information – phone, address, and the name of authorized signature authority for an agreement or permit. This must match the business information on file with the State of Nevada.
- Information on whether the vendor has the ability to provide mobile hand wash stations for park locations without hot water.

Arroyo Grande, Stephanie Lynn Craig, Heritage, Morrell, and Pecos-Legacy are locations served from a concession stand and as a result are generally not eligible for additional mobile food vendors.

Fees, donations, and eligible locations

The City of Henderson does assess a permit fee to recover some of the costs associated with authorizing these services. The City does not require the vendor to provide a donation to the field user.

Those interested to obtain a permit are welcome to call me at (702) 267-4093 or e-mail me at corey.clark@cityofhenderson.com.

Sincerely,

Corey Clark
Recreation Manager
City of Henderson, Public Works, Parks and Recreation Department