

Food Truck Court Vendor Onboarding Packet

City of Port Lavaca | Working draft for staff review

This packet outlines the proposed monthly rates, site rules and documents needed before a food truck opens at the court near the Commerce Street entrance to Bayfront Peninsula Park. A vendor must have an assigned pad and a signed site-use agreement before operating. Rates and terms below are proposed until approved by the City.

1 Court overview

Location: Commerce Street at the Bayfront Peninsula Park entrance, Port Lavaca. Final street address to be confirmed.

Hours: Each vendor will provide proposed operating days and hours. The City will record the approved schedule in the site-use agreement; vendors must notify the City of extended closures or changes to that schedule.

Shared features: assigned pads, approved electrical connections, shared seating, site lighting and designated trash facilities. The City maintains common areas; each vendor maintains its assigned pad, unit and immediate service area.

2 Proposed monthly rates

Electrical service at assigned pad	Monthly rate	Includes
Standard 120V outlet	\$300	Pad rental and approved electricity
30 amp hookup	\$350	Pad rental and approved electricity
50 amp hookup	\$400	Pad rental and approved electricity

Select one service level based on the truck's electrical requirements and the approved pad. Electricity is included in that tier; it is not a separate add-on charge. Vendors may connect only to the assigned outlet using City-approved cords and equipment. No unauthorized splitters, additional loads or connections to another pad.

Payment is due on the first day of each month. Any late charge or deposit must appear in the approved rate schedule and signed agreement; none is stated in this draft.

3 Documents to submit before opening

The City will confirm any separate site or location approval and current local documentation requirements before publishing this checklist. A state food license does not replace applicable fire, location or other laws.

- ☐ Current Texas DSHS mobile food vendor license for this vehicle, or documentation DSHS permits during its licensing transition.
- ☐ Proof of required food-handler or food-manager credentials, as applicable to the operation.
- ☐ Proof of fire inspection or clearance required for the unit and its equipment.
- ☐ Texas sales tax permit, valid vehicle registration, driver's license for the operator and vehicle liability insurance, as applicable.
- ☐ Proof of general liability insurance meeting City agreement requirements. I am thinking \$1 million minimum; Please confirm the final amount.
- ☐ Completed vendor information and emergency contact forms.
- ☐ Signed site-use agreement and rules acknowledgment; assigned pad and approved power level confirmed by the City.

4 Rules and regulations

Site use and access

- Operate only from the assigned pad and within the approved operating schedule. Keep the truck ready to move when required for site operations or emergencies.

- Serve toward the shared seating area. Keep the walking route across the park side of the pad, the stairs, ramp, sidewalks, doors, fire access and utility equipment clear at all times.
- Place signs, lines, menus and any vendor furniture only where approved. No drive-through service or sales from a public street or sidewalk unless separately authorized.

Power and generators

- Routine operation must use the City-approved electrical connection at the selected service level. Vendors must report outages or unsafe outlets promptly and must not alter site wiring.
- Generators are backup power only. Prior City approval is required for an outage or another approved circumstance. The City may set placement, operating time, exhaust direction, noise and fire-safety conditions. Generator use does not reduce the monthly rate.
- Do not run cords through a pedestrian route or make an unapproved extension to another pad. Do not use a temporary potable-water connection to the site; carry water in the unit's approved onboard system.

Food safety and waste

- Maintain the DSHS license and all applicable food-safety requirements. Keep a lidded customer trash receptacle at the truck and remove litter from the pad and immediate service area daily.
- Use designated trash facilities. Collect cooking grease, food waste, gray water and wastewater for lawful off-site disposal; never discharge them onto the ground, into landscaping or into storm drains.

Safety and conduct

- Maintain accessible fire extinguishers, safe fuel storage and functioning safety equipment. Report hazards, spills, power problems and damage to City staff promptly.
- Treat guests, neighboring vendors and City staff respectfully. No harassment, unsafe conduct or excessive noise. Alcohol sales require the City's written authorization and all applicable licenses.
- The City may inspect the site and require correction of site-rule violations. Suspension or termination of pad use follows the signed agreement and applicable law; an immediate safety hazard may require operations to stop while it is addressed.

5 Agreement term and responsibilities

Proposed term: six months initially, then month-to-month. Either party may end a month-to-month arrangement with 30 days' written notice under the signed agreement. The agreement should also address early action for nonpayment, loss of required licensing or insurance, and serious safety violations.

Vendor: operate the unit, maintain permits and insurance, keep its pad clean, dispose of its waste, pay rent on time and provide accurate contact and operating-schedule information.

City: assign pads and electrical service, maintain common seating and site lighting, provide designated trash facilities and communicate planned closures or maintenance when possible.

6 Emergencies and City contacts

For an emergency, call 911 first. Then notify the City contact below. Follow directions from first responders and City staff; stop serving and disconnect equipment when instructed.

Primary City contact: _____ Phone: _____ Email: _____

After-hours contact or procedure: _____

7 Vendor information and selections

Business name: _____ Owner/operator: _____

Phone: _____ Email: _____

Truck description/plate: _____ Food type: _____

Proposed days and hours: _____

Emergency contact and phone: _____

Electrical tier requested (choose one):

☐ Standard 120V — \$300/month ☐ 30 amp — \$350/month ☐ 50 amp — \$400/month

Truck's maximum expected electrical demand and plug type: _____

I understand that the City must confirm the assigned pad and service tier, that electricity is included in the selected monthly rate, and that a generator requires prior City approval for backup use.

Vendor signature: _____ Date: _____

8 Rules acknowledgment

I have received and read these proposed site rules. I understand that my right to operate depends on the final signed site-use agreement, required licensing and City approval of a pad and utility connection.

Vendor signature: _____ Date: _____

9 Final City opening checklist

- ☐ State license or qualifying transition documentation verified; applicable credentials on file.
- ☐ Fire review completed and insurance and required vehicle/tax documents verified.
- ☐ Site-use agreement signed; first payment received; pad, electrical tier and operating schedule recorded.
- ☐ Electrical connection and unit setup approved; generator backup procedure discussed.
- ☐ Stairs, ramp, walkways, exits and power access checked and kept clear.
- ☐ Emergency contacts received; opening date confirmed with City staff.