



**BUFFALO BAYOU
PARTNERSHIP**

Buffalo Bayou Partnership

105 Sabine Street
Houston, Texas 77002
Phone: 713.752.0314 ext. 304
buffalobayou.org

Buffalo Bayou Park: Food Truck and Pushcart Program Policies

Guidelines for The Water Works Entry Court:

- **All trucks and pushcarts must operate off their medallion.**
- Four 50 amp power outlets are available for your use. They are NEMA 14-50 compatible and are located on the north side of the entry court in each of the four pillars. If your plug is incompatible, we recommend purchasing an adaptor.
- **WE REQUEST THAT ALL TRUCKS ARE PLUGGED IN TO AID WITH NOISE POLLUTION.** If you require assistance with plugging in, please let us know. Short, two-foot extensions are available to sign-out and borrow. If extension cords are not returned you will be charged a \$100.00 replacement fee.
- Water spouts are located on the north side of the entry court in each of the four pillars.
- There are 15 amp outlets located in three of the tree beds in the entry court, these are available for your use.
- When using cables in and around public areas, cable ramps **MUST BE** used for safety.
- **There is no dumping of any kind. Vendors are responsible for clean-up associated with their operation.**
- Vendors will be notified by email if scheduled times are adjusted due to events.
- **Vendors are expected to be on site for the entire duration of the scheduled shift.**
- BBP will assign and place vendors based on the best interest of the park users. We will consider the needs of the vendors and will accommodate them to the extent possible.
- Trucks may park on the decomposed granite areas just outside the entry court circle and comply with assigned spaces. The entrance to the Cistern, bathrooms, visitor center, and Bike Barn must remain open and visible to the public.
- Vendors will only serve walk-up customers. Customers inside motor vehicles will not be served.
- Trucks with propane must be 60 feet from one another.
- Vendors must remove all trash and litter when they leave the park grounds.
- Vendors must adhere to all City of Houston operating guidelines.

Guidelines for Wortham Grove & Eleanor Tinsley Park:

- All pushcarts must operate off their medallion - please note this location is not restroom compliant for mobile food units.
- The Eleanor Tinsley Park location is located next to Nau Pavilion. Do not set up under the pavilion.
- **There is no dumping of any kind. Vendors are responsible for clean-up associated with their operation.**
- Vendors will be notified by email if scheduled times are adjusted due to events.
- BBP will assign and place vendors based on the best interest of the park users. We will consider the needs of the vendors and will accommodate them to the extent possible.
- Vendors must remove all trash and litter when they leave the park grounds.
- All City of Houston operating guidelines must be adhered to.

Schedule:

- The schedule is on a Google Doc, you will be sent a request to edit the calendar as soon as we have received the necessary documents.
- There are 2 shift times 10:00 a.m. - 3:00 p.m. and 3:00 p.m. - 8:00 p.m. You must be present for the entirety of your shift.
- **If you need to change a date or are unable to attend due to another booking, you MUST make the edit to the schedule online and email mguenther@buffalobayou.org to confirm your cancellation if it is within 1 week of the scheduled date.**
- We want you to be successful, so please make adjustments based on your needs.
- Buffalo Bayou Partnership may adjust the schedule due to park events, weather, other activities, etc.
- In order to provide variety, we do not allow vendors of the same type of food to sign up for the same shift. For example, we can have 2 dessert trucks on the same shift, but not 2 ice cream trucks.

Sign-in Sheet:

- The sign-in sheet is located at the front desk of the Wortham Insurance Visitor Center.
- The vendor must sign in at the beginning of their shift.

Cancellation Policy:

- **Cancellations must be done 48 hours prior to the scheduled arrival time.**
- Buffalo Bayou Partnership must be notified by Thursday at 10:00 a.m. for weekend (Saturday and Sunday) cancellations.
- **A cancellation within 48 hours of a shift or without a notice will result in a \$25.00 cancellation fee per missed date.**
- In event of an unforeseen circumstance, such as extreme weather or unexpected street closure, Buffalo Bayou Partnership will waive the cancellation fee.

Fees:

- There is an annual \$50.00 application fee to participate in the food truck program.
- 10% of gross monthly sales to be paid to Buffalo Bayou Partnership no later than 10 days after the last operation date of the month. If this fee is not paid on time, you will not be able to sign up for the following month until paid.
- A monthly gross sales report must be emailed to mguenther@buffalobayou.org or dropped off with your check.
- When operating as part of a BBP special event, additional fees may apply.

A link will be provided to pay monthly dues online.

You may hand deliver checks or mail to:

Buffalo Bayou Partnership
105 Sabine Street
Houston, TX 77007

Vendor Signature _____ Date _____



Buffalo Bayou Partnership

Office Location:
105 Sabine Street
Houston, TX 77007

713-752-0314
buffalobayou.org

FOR OFFICE USE ONLY

Food Truck and Pushcart Permit Application

	Daily Program	Special Events
Application Fee:	\$50	\$50
User Fee:	10% Gross Revenue	20% Gross Revenue
Cancellation Fee:	\$25	\$100

Application fee will be in accordance to the calendar year, and will be waived for special events if you participate in the Daily Program.

Food Truck or Pushcart Name:			
Cuisine Description:			
Recurrence Pattern:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> 10:00 a.m. - 3:00 p.m. <input type="checkbox"/> 3:00 p.m. - 8:00 p.m.		
Requirements:	<input type="checkbox"/> Photograph of Mobile Vendor <input type="checkbox"/> Photocopy of Medallion <input type="checkbox"/> Photocopy of Insurance <input type="checkbox"/> Signed Copy of BBP Food Truck and Pushcart Program Policies		
Location:	<input type="checkbox"/> The Water Works Entry Court <input type="checkbox"/> Wortham Foundation Grove Inlet <input type="checkbox"/> Eleanor Tinsley Park		
Applicant Name: _____			
Address: _____ City/State/Zip: _____			
Phone: _____ Email: _____			
Onsite Contact Name & Phone (if different from applicant): _____			
Equipment:	<input type="checkbox"/> Type of Mobile Unit _____ <input type="checkbox"/> Type of Unit Plug _____		
Social Media:	Facebook:	Instagram:	Twitter:
Fees:	<input type="checkbox"/> By checking here, I acknowledge that User Fees are due to BBP no later than 10 days after the end of each calendar month. <input type="checkbox"/> By checking here, I acknowledge that if user fees are late, BBP observes the right to revoke the applicant from the calendar and retain all fees collected.		

I hereby certify that the above information is complete and correct and agree to all requirements set forth.

Applicant Signature: _____ Date: _____