

Vendor Trucks / Carts / Delivery Services in Parks Policy

Purpose:

The following policy is adopted by the Borough of Emmaus Council to provide regulations and procedures for vendor trucks / carts / delivery services in Borough of Emmaus-owned parks. The purpose of this policy is to provide an equitable and consistent process in authorizing the Borough Manager and / or his / her designee to handle the above requests.

Scope:

This policy applies to all parties who desire to have vendor trucks / carts / delivery services in Borough of Emmaus parks and Emmaus Borough-owned property. The policy enacts regulations and procedures for such requests as well as procedures in handling unauthorized trucks.

This policy shall not repeal or amend any relevant provisions of any ordinance that may be in conflict with this policy.

Policy Statement:

It is the policy of the Borough of Emmaus that all requests for placement of vendor trucks / carts / delivery services in Borough-owned parks and property shall be made in writing to the Borough Manager and / or his / her designee. The Borough Manager and / or his / her designee shall be authorized to approve or reject any and all requests based on the procedures outlined below.

It is the policy of the Borough of Emmaus that any person who desires to appeal a decision made by the Borough Manager and / or his / her designee may do so in writing as per the procedure outlined below.

Procedures:

Vendor trucks / carts / delivery services for purposes of catering events are permitted to park in locations of pavilion rentals. Vendor trucks / carts / delivery services may only park in the location on a temporary basis, for the sole purpose of loading and unloading food. Vendor catering trucks / carts / delivery services are permitted to park in the location of the pavilion only if it is impossible to serve food otherwise. If food may be served from serving dishes or by other means, the vendor truck is not permitted to park at the location on a permanent basis. Pavilion requestors shall notify the Borough Manager and / or his / her designee upon reserving the vending service or upon reservation of the pavilion.

Vendor trucks parked at pavilions shall only be permitted to serve the party attending the pavilion. In no way is the vendor truck authorized to sell or give their product to any person or party not included in the request approval.

Council, Public Works, and Park Police shall be notified the week prior to the event in which the truck shall be parked for an event.

Vendor trucks shall be permitted for Borough-sponsored events.

All other vendor trucks shall request special permission and obtain special licensing to be eligible to operate in any park as outlined by Borough Ordinance.

Any persons operating vending trucks who violate all or any of the provisions of this policy shall immediately be required to vacate the premises at the direction of the Emmaus Police Department.

Any person who desires to appeal the decision made by the Borough Manager and / or his / her designee shall do so in writing to the Emmaus Parks and Recreation Committee. The individual shall be summoned to attend the next regular meeting of the committee. The individual shall be given the opportunity to plead their case with the committee. The committee shall make the final decision of the appeal. Failure to attend the committee meeting may result in automatic rejection of the request.