



# Mobile Food Truck Application Packet for the Elm St Plaza





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## Getting Started

Thank you for choosing the City of Westfield as your desired mobile food truck destination. This packet was designed to help guide you through the process to get approval to do business at the Elm Street Plaza. This packet includes information on what you need for your initial approval to have your food truck in the plaza, and an application for each time you intend on being present in the plaza. This is so you do not need to provide us with your insurance, board of health license, and other related documents each time you want to be at the plaza.

Checks may be made out to City of Westfield once your application to have your food truck at the plaza is approved.

If you have any questions regarding food trucks in general, please visit <https://www.mass.gov/info-details/mobile-food-establishment-questions-and-answers>.

If you have any questions about the application, please contact the Office of Community development at 413-572-6240, or at [p.miller@cityofwestfield.org](mailto:p.miller@cityofwestfield.org).

We look forward to doing business with you!



## Required Documents Checklist

- Class 2 Driver's License
- Board of Health Inspection Proof
- Mobile Food Establishment License
- Business License
- Insurance policy
- State Hawker/Peddler License
- List of all facilities in the food truck



## Local Approvals & Applications

- Mobile Food Establishment License:

<https://www.cityofwestfield.org/708/Application-Fee-Schedule>

- Business License:

<https://www.cityofwestfield.org/351/Business-License>

- Hawker/Peddler License:

<https://www.mass.gov/how-to/hawker-and-peddler-application>



## Policies and Procedures

Below are the rules, regulations, and expectations mobile food truck owners looking to use the Elm St Plaza in the City of Westfield. Please carefully review each statement.

1. **Liability Insurance.** All applicants must have liability insurance of at least \$1,000,000. Proof of insurance with the City of Westfield added must be submitted with completed application.
2. **You are not permitted to do business at the plaza until you have received a confirmation letter.** Please allow for up to two weeks for your initial approval application to be processed and for a confirmation letter to be sent.
3. **Usage fees.** There is a **\$30 fee per day** you are requesting to use the plaza.
4. **Changes to your request.** If you need to make changes to your original request, please contact the City of Westfield at least 5 business days prior to the event.
5. **Prohibited substances and activities.** Use of confetti, glitter, candles, paintball guns, fireworks, and weapons are not allowed. Smoking and vaping are strictly prohibited. Alcohol only allowed under license from the Westfield License Commission.
6. **Food.** If you are selling food at your event or hiring food vendors, you must provide their license to the City prior to the event date.
7. **Camping.** Setting up or constructing temporary structures or enclosures, including but not limited to: tents, canopies, and sleeping bags is prohibited.
8. **Amusement devices and activities.** Pony rides, livestock, bounce houses, or related amusement activities are prohibited.
9. **Parking.** Motor vehicles and trailers may only park in designated parking areas. The parking area for the Elm Street Plaza is clearly designated, and there is additional parking on the street if needed.
10. **Trash.** You are responsible for cleaning up any trash, debris, or litter left as a result of the event. If you fail to properly clean up the plaza, your security deposit will not be refunded.
11. **Pets.** No pets shall be left unsupervised or unattended in the plaza. You must clean up after your pet's waste. The pet's owner is responsible for the pet's behavior at all times while they are in the plaza. Pets must be secured on a leash or in a carriage.
12. **Vandalism.** No person shall deface, mutilate, damage, remove, alter any property, materials, or plants within the plaza.



## Acknowledgements

Please initial each statement below:

\_\_\_\_\_ I have read and understand the City of Westfield's rules and Regulations for having my mobile food truck at the Elm Street Plaza.

\_\_\_\_\_ I understand that I must respond in a timely manner to requests for additional information.

\_\_\_\_\_ I understand there is a \$30 fee per day to have my mobile food truck at the plaza.

\_\_\_\_\_ The responsible organization shall indemnify and hold harmless the City, its officers, officials, and employees from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions, or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting or arising out of the dates you are utilizing the plaza.

\_\_\_\_\_ The responsible organization shall procure and maintain at its own cost, liability insurance of at least \$1,000,000 with the City listed as additional insured. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands, or other obligations by reason of its failure to procure or maintain insurance in insufficient amounts, durations, or types. A copy of the insurance policy must be provided to the City and approved by the City as condition of the event being approved.

\_\_\_\_\_ The City of Westfield cannot guarantee availability of the Elm Street Plaza for special events.

\_\_\_\_\_ The City of Westfield cannot issue permits on behalf of other jurisdictions. It is the responsibility of the organization or event planner to secure the necessary approval from other entities and to demonstrate said permission to the City of Westfield.

**I acknowledge that the information contained in my application is true, correct, and complete to the best of my knowledge.**

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Signature

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Date



# Initial Use Request Application

## Mobile Food Truck Vendor Information

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Home address or mailing address:

\_\_\_\_\_

## Please attach the following items to this application:

- A copy of your class 2 driver's license
- Board of Health inspection proof
- Mobile food establishment license
- Business license
- Insurance policy
- State hawker/peddler license
- List of all facilities in the food truck
- Proposed Menu
- Signed acknowledgements form



## Dates Request Form

Please submit your dates request form at least two weeks prior to your desired start date to utilize the plaza. There is a \$30 fee per day per truck. This \$30 must be paid by check upon approval of your requested dates to utilize the plaza.

Today's date: \_\_\_\_\_

### Mobile Food Truck Vendor Information

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Home address or mailing address:

\_\_\_\_\_

### Request Details

Requested Date(s): \_\_\_\_\_

Hours of Operation: Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

### Please Attach the following items

- Approval letter for initial use of your food truck at the plaza
- Anything else you feel is relevant to your request