



COUNTY OF HENRICO, VIRGINIA DIVISION OF RECREATION AND PARKS

Mobile Food Vending in the Parks Guidelines

- As a service for Park patrons the Division may allow mobile food vendors the opportunity to provide food services to customers in select Parks.
- A mobile food vendor is defined as a licensed, motorized or towed mobile food unit which is temporarily located in a Henrico County Park where food items are sold to the general public. Mobile food vendors may be permitted on select Park properties provided certain standards are met and appropriate permits are obtained.

Who is Eligible

- The Division seeks vendors that can provide quality representation of the County's cultural diversity with unique and specialty food items. Vendors must have a self-contained truck with the ability to provide mobile food vending services. Mobile food carts and trailers can be considered for select locations. Any other vending alternatives are not permitted. Vendors must provide all required documentation listed in the "How to Apply" section prior to obtaining a permit from Henrico County Division of Recreation and Parks.

When is Vending Permitted

- The Mobile Food Vending season is April 1-October 31. Permit holders will be assigned to Parks on specific days based on the sites requested on their application for the season. Only one vendor will be assigned to serve in a Park per day. Vendors may set their own working hours but may not be in the Park before dawn or after dusk. The Division expects vendors to provide consistent and frequent service. Mobile vending trucks and all associated equipment and trash must be removed from the Park at the end of each day. Equipment is not permitted in the Park overnight at any time.

How to Apply

- Step 1: Apply for a Park Mobile Food Vending Permit.
Complete all questions and submit necessary documentation by March 1 to be considered. All mobile food vendors must also obtain additional licensing from other agencies to be considered for a Park Mobile Food Vendor Permit. Any person or organization engaging in any business in the County (even for one day) is required to have a [Henrico County business license](#) and collect Henrico County meals tax. The Henrico County Health Department will require food trucks to carry either a [Temporary Foodservice Permit or Mobile Food Unit Permit](#).

- **Step 2: Vending Locations**

There are currently seven Parks approved to host Mobile Food Vendors: Crump, Deep Run, Dorey, Short Pump, Taylor Farm, Three Lakes, and Twin Hickory. Vendors will be provided a map for their assigned Parks that identify authorized locations for the vendor to operate their truck. At all times the vendor must stage their truck or equipment to safely serve the public without the public being on a road or in the parking lot inhibiting traffic. Parking on grass, sidewalks or other unauthorized areas is prohibited. Failure to follow these instructions may lead to the immediate termination of vending permissions. Only one vendor will be assigned to each Park per day.

- At its discretion, the Division can, at any time, add additional vending spaces and permitted vendors to any park location, select additional parks to offer mobile food vending or terminate any vending location.

Fees

- There is no fee to be a Mobile Food Vendor in the Parks for the 2025 season.

If Selected

Park Use Agreement:

- Once approved, a Park Use Agreement will be sent to each vendor listing the parks and dates assigned for the season. If there are other permitted special events scheduled in the park that have food vendors, Mobile Food Vendors will NOT be allowed to serve during the scheduled special event no matter where the event is located in the park. If there is an athletic tournament in the park that has secured food vendors, Mobile Food Vendors may still serve in the park, however, must be distanced from the tournament. Vendors will be given at least a two-week notice if there is a change in the approved schedule. A signed Park Use Agreement must be returned no later than two weeks prior to the assigned start date. A final signed Agreement will be sent to the applicant to be used as the permit.

Insurance:

- A valid Certificate of Insurance for a \$1,000,000 Commercial General Liability policy listing County of Henrico as additional insured is required with the signed Park Use Agreement. The County of Henrico should also be listed as the Certificate Holder; County of Henrico, PO Box 90775, Henrico, Va. 23273. For food trucks, proof of auto insurance is also required in the form of a COI or a copy of the auto policy declaration page.