

CATERER, FOOD TRUCK & FOOD CART INFORMATION

Director Park 503-823-8087 • Gateway Discovery Park 503-823-4116

Caters, Food Trucks and Food Carts are required to follow all park rules and city codes while on-site

GENERAL INFORMATION

Preferred Caterer & Food Truck List

- We do not have a preferred caterer or food truck list; any caterer(s) or food truck(s) may be used.

Grey Water and Garbage Disposal

- Grey water consists of wine buckets, ice, cooking water, handwashing, or fecally contaminated water.
- Grey water must be disposed of in a grey water receptacle and not in tree wells, bioswales, fountains, splash pads, streets, etc.
- All food and alcohol events may be required to rent grey water receptacles and garbage/recycling bins. If required for your event, it is nonnegotiable.
- Caterers and Food Carts are required to remove all food, beverage and garbage created by their services unless an onsite disposal receptacle have been provided by Permittee.
- Grey water, trash, recycling bins will be ordered by Park Coordinator for all food and alcohol events if required. Park staff will coordinate these services and add costs to permittee invoices.
- Permittee is responsible for coordinating a trash removal plan with all vendors, caterers and food trucks.
- Event Permittee will be fined for any grease/food/garbage/beverage left behind by vendors, food carts or caterers.

Licenses and Permits

- Caterers, Food Truck, and Food Carts are required to have a business/catering license with the Health Department and a City of Portland Business License.
- Permittee is responsible for ensuring all food carts, caterers and vendors have all required permits.
- Visit Multnomah county website for a list of the most up to date requirements or call 503.988.3400
<https://multco.us/services/food-carts-mobile-food-units>

OUTDOOR RENTAL & EVENT CONSIDERATIONS IN URBAN PLAZAS

Wind Tent weights, tablecloth clips, ties or heavy table decorations are recommended.

Rain None of the Urban Plazas have waterproof spaces and refunds are not issued due to weather.

Tents Tents are required to have shims under legs & use tent weights (water barrels, sand bags, cement blocks).

Signs, Banners and Decorations:

- Signs may NOT be hung from or attached to any permanent structures, pillars, trees, rain chains or buildings.

Public Use

- All park areas are open-to-the-public unless rented for private use.

Alcohol

- Alcohol is limited to beer and wine, except under certain circumstances where limited sales/service of other alcoholic drinks may be allowed as part of event, with advanced permission.
- Permission to serve/sell alcohol is subject to Oregon Liquor Control Commissions (OLCC) rules and regulations.
- All events open-to-the-public with alcohol (Rates A, B1 & B2) require wristbands and OLCC monitors.

Security

- Public and private rentals and events may be required to have security from Load-in to Load-out based on size and nature of the event. If required, this is nonnegotiable.
- OLCC certified security will be required for all events with alcohol.

Vending

- Vending outside of the permitted event/rental times is not allowed in Director Park or Gateway Discovery Park.

Cooking and Ground Protection:

- Our Parks requires ground protection where food is made, prepped and served. This can be a rubber floor mat, tarp, plywood sheet, etc., and must cover the entire cooking area and area of food delivery.
- Ground areas include, but are not limited to: concrete, pavers, brick, grass, gravel and streets.
- All cooking devices including, but not limited to: barbeques, ovens, deep fryers, smokers, rotisseries, grills; are required to have a double layer of protection underneath and around surrounding cooking areas.
- Damage charges will apply if grease, charcoal or food stains occur in any Urban Park including Festival Streets.

Open Flame

- Any open flame must be approved by staff and a permit will be required by the Fire Bureau.
- Candles and wax less candles are not allowed.

Site Maps

- Yes, visit our websites at DirectorPark.org, and Gatewaydiscoverypdx.org and click on the Rentals tab to find the maps.

FOOD TRUCK & FOOD CART INFORMATION

Food Trucks & Food Carts

- Food Trucks/Carts are allowed when pre-approved and meet park requirements.
- All Food Trucks/Carts and vehicles are required to use drip pans.
- Food Trucks/Carts selling outside of a Permitted event are not allowed.
- Food Trucks are not allowed on Director Park – Festival streets must be rented. There is no electrical access in the Director Park Festival Streets or the streets adjacent to Gateway Discovery Park for Food Trucks.
- Food Trucks/Carts cannot be placed in parking spaces unless Festival streets are rented at Director Park.
- Smaller non-motorized Food Carts & Food Bikes may be allowed on Director Park with pre-approval.

LOAD-IN & LOAD-OUT INFORMATION

Load-In & Load-Out Information

- Food services and Caterers are required to coordinate all load-in and load-out times and information, in advance, with the Event Permittee to ensure it is within rented park time.
- Event Permittee is required to have staff on site when the food carts/caterers arrive to manage site placement.
- PP&R Park staff cannot accept deliveries, sign off for, or place Food Trucks/Carts for the Permittee.
- Vehicle access in our Parks must be pre-approved.
- Vehicles/Food Trucks may not block streets, public sidewalks, or public transportation routes.
- Vehicles/Food Trucks may use the loading zones for load-in/load-out but must follow posted time limits and rules.
- Vehicles/Food Trucks are not allowed on Director Park, only on Festival Streets.
- To rent a designated parking space for load-in and load-out for your event, please go online to tsup.info. If you have any questions, you can contact the City of Portland Transportation Permit Center at 503-823-7365 (option 7). Plan and reserve a minimum of 21 business days in advance.

SITE AMENITIES

Electricity - Vendor of Record – Hollywood Lights 503-232-8855

- Permittee can have one quiet generator. Electricity needs beyond on-site capacity and one quiet generator, requires Permittee to contact Hollywood Lights, Vendor of Record for Electricity at the three parks.
- **Director Park**
 - Three Circuits of 110V/20Amp electricity is available in the entire park – two of the circuits are shared.
 - Director Park power is unable to sustain Ice Machines, ATM'S, Freezers, Barista Stations, Mixers larger than 12 channels & more than 4 microphones, Stage Lighting, Microwaves, Blow Up Screens, and/or Projector Set Ups, etc., with existing park power.
 - Festival streets have no electricity, Food Trucks must be self-contained.
- **Gateway Discovery Park**
 - The Plaza has one 50Amp circuit and one 20Amp circuit available.
 - Picnic Area has one circuit of 110V/20Amps available.
 - The north end of the grassy field has 20Amps and the South end has 50Amps of electricity.
 - The East side of the lawn adjacent to 106th street has one circuit of 110V/20Amps available.

Water Access

- Gateway Discovery Park and Director Park have water by hose access upon request.
- If you want the water to be potable, bring your own new hose to attach to the hose access point.

Tables & Chairs Available

- Furniture varies by park. Rental Coordinator will inform you of available furniture and allowed locations.
- A site plan indicating furniture placement will be required 21 days prior to your event.

Park Lighting

- Trees may not be strung with light in any Urban Park. Up lighting is allowed, though there is no tree well electricity.
- **Director Park**
 - The glass canopy in the Lower Terrace is on from sundown to 11pm daily with a full rainbow of colors.
 - Canned lighting on the Lower Terrace may be turned on or off with advance notification.
 - Gels may be placed on canned lighting with advanced approval by PP&R staff.
- **Gateway Discovery Park**
 - Has pathway park lighting that turns on automatically at sundown that cannot be controlled by onsite staff.

Director Park & Gateway Discovery Park Furniture – Call to find out if included in your rental area

- Round Park Café Tables: 24 inches in diameter & 30 inches in height
- Park Café Chairs: Height: 32 inches Length: 21 inches Width: 18.5 inches
- Surfaces of tables must be protected from direct contact with hot items so as not to burn the table finish.