

Caterer, Food Truck & Food Cart Information

Director Park, Gateway Discovery Park, and Holladay Park

For questions, please call 503-823-8087

GENERAL INFORMATION

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

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.
- Portland has a vibrant food carts community, Google "Portland food carts for events."

Grey Water and Garbage Disposal

- Grey water consists of wine buckets, 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, etc.
- All food and alcohol events are required to rent grey water receptacles and garbage/recycling bins.
- Caterers and Food Carts are required to remove all food, beverage and garbage created by their services or coordinate with rental Permittee to ensure they have rented garbage dumpsters, glass, and cardboard recycling.
- Grey water, trash, recycling bins will be ordered for all food and alcohol events. Park staff will coordinate these services and add costs to permittee invoices.
- Event Permittee will be fined for any grease/food/garbage/beverage left behind by 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 City of Portland Business License.
- 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>

Rental Equipment Available

- Ask the site Rental Coordinator you are renting at about current available equipment for rent.

OUTDOOR RENTAL & EVENT CONSIDERATIONS IN URBAN PLAZAS

Wind Tent weights, table cloth clips, ties and low-centered, heavy table decorations are recommended.

Rain The three Urban Plazas do not 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 in any way 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 (Rates A, B1 & B2) require wristbands and OLCC monitors.

Security

- Private rentals are required to have security and event fencing for permitted area from Load-in to Load-out.
- Public events are required to have security from Load-in to Load-out based on size and nature of the event.
- OLCC certified security will be required for all events with alcohol.

Vending

- Vending outside of a permitted event/rental is not allowed in Director Park.

Pavement Protection:

- Our Parks requires paver protection where food is made 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.

Cooking

- BBQ's, ovens, fryers, smokers and grills are required to have a double layer of protection underneath and around surrounding cooking areas.
- No grease, ash, charcoal or food waste stains are allowed in Director Park or the Festival Streets or damage charges will apply.
- All food carts and vehicles are required to use drip pans.

Open Flame

- Any open flame must be approved by staff and a permit will be required by the Fire Bureau.
- Candles and waxless candles are not allowed in hardscaped or cement areas of the three parks.

Site Maps

- Yes, visit our parks websites at DirectorPark.org, Holladaypark.com and Gatewaydiscoverypx.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 for Food Trucks.
- Food Trucks/Carts cannot be placed in parking spaces unless Festival streets are rented. City Code-17.26
- Smaller non-motorized Food Carts & Food Bikes food bikes may be allowed on Director Park with pre-approval.
- Holladay Park: Food Trucks/Carts are allowed for permitted rentals but when driving in/or out of park, must drive slowly with one wheel in the middle of the sidewalk and one wheel on the turf so to not break the red brick decorative sidewalk edging.

LOAD-IN & LOAD-OUT INFORMATION

Load-In & Load-Out Information

- Load-in time for food service and caterers must be during Permittees rented park time.
- The 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 or place Food Trucks/Carts.
- 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 loading zone rules.
- Vehicles/Food Trucks are not allowed on Director Park, only on Festival Streets.
- Director Park is very difficult to load-in and load-out from, please let me know

Parking Space Reservations - 503.823.7365

- To rent a designated parking space for load-in and load-out for your event, please contact the City of Portland Transportation Permit Center at 503.823.7365. Plan ahead and reserve in advance.

SITE AMENITIES

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

- Permittee can have one whisper light generator. Electricity needs beyond on-site capacity and one Whisperlight 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 – As a new park, below is subject to change once construction is completed.**
 - 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.
- **Holladay Park**
 - One circuit of 110V/20Amp available on the SE side of the park.

Water Access

- Gateway Discovery Park and Director Park have Potable water by hose access upon request.

Tables & Chairs Available

- Furniture varies by park. Rental Coordinator will inform you of available furniture.
- A site plan indicating furniture placement will be required 14 days prior to your event.

Park Lighting

- Trees may not be strung with lights at Director Park, Gateway Discovery Park or Holladay Park.
 - **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.
 - Trees may not be strung with lights. Up lighting is allowed, though there is no electricity in tree wells
 - **Holladay Park**
 - Has park lighting that turns on automatically at sundown. Our Parks staff cannot control the lighting.

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.