

2024

OUR.DW.TN

Mobile Food Vendor Guidelines for Ship Point



The City of Victoria reserves the right to update information and requirements found within this document. Contact bizhub@victoria.ca with any questions or for information about your application.

Program Overview

The City of Victoria is excited to offer designated food vending spaces that will permit mobile food vendors to operate during set days at Ship Point as part of the OUR DWTN program.

Most Tuesdays, Wednesdays and Thursdays from June 4 to September 12, there will be programming from 4-8 p.m., outdoor games, as well as new decorative lighting and an expanded seating area, where locals and tourists can enjoy Victoria's spectacular Inner Harbour. On most Tuesdays and Thursdays, the Victoria Beer Society will also be on site.

Operating hours are 4-8 p.m., with the option to extend one additional hour to 9 p.m. if there is adequate customer demand. Site takedown is permitted 30 minutes after operating hours. There are no permit costs associated with the application for use of these designated spaces.

Additionally, successful applicants will have access to their designated space for additional vending opportunities as outlined below.

Program Details and Selection Process

The City of Victoria will have the following opportunities available:

- Two spots for Monday to Sunday vending (except blackout dates in Schedule A) for the duration of the program. The successful applicant(s) must attend during programmed hours (Tuesday, Wednesday and Thursday from 4-8 p.m.) and may vend on additional days / hours beyond these hours at their own discretion (within the hours of 9 a.m.-9 p.m.). The City is seeking vendors which serve meal-type foods with multiple menu options for these spots.
- One spot for vending on Monday, Wednesday and Friday to Sunday (except blackout dates in Schedule A), for up to four consecutive weeks within the duration of the program. The successful applicant(s) must attend during programmed hours (Wednesday 4-8 p.m.) and may vend on additional days / hours beyond these hours at their own discretion (within the hours of 9 a.m.-9 p.m.). The City is seeking vendors which serve treat-style offerings (i.e., ice cream, candy, etc.) for this spot.
- One spot for Tuesday and Thursday from 4-8 p.m. vending (except blackout dates in Schedule A) for a bicycle vendor for up to four consecutive weeks. The City is seeking vendors which serve treat-style offerings (i.e., ice cream, candy, etc.) for this spot.

City staff will assign vendors to sites based on vendor type, availability and product variety. Staff will contact successful applicants by email to confirm their assigned dates and site number.

The following site map identifies available designated mobile vendor and food trucks / cart sites by the black rectangles. The sites measure 16' x 7' and vehicle movement areas are shown in red and will be left unencumbered for pull-in and out movements.



Eligibility and Application Requirements

Business activities in mobile food vendor spaces are subject to the uses permitted by the applicant's approved and active business licence and health and safety requirements. This is a temporary program, set to expire on September 12, 2024, and the City reserves the right to conclude the program / amend requirements or change rules in future years.

Applications must include:

- Your completed online application form.
- The following corresponding documentation to be emailed to bizhub@victoria.ca:
 - Certificate of Insurance identifying required insurance coverage for the program duration
 - A drawing or site map that includes accurate measurements of the food truck / cart and equipment
 - Signed Terms and Conditions

Submissions will be accepted until 11:59 p.m. on May 12, 2024.

Schedule A

No mobile vending is permitted on the dates below. Dates are subject to change, with as much advance notice provided as possible.

- Wednesday, June 19 – Friday, June 28
- Saturday, July 13 and Sunday, July 14
- Saturday, August 3 and Sunday, August 4
- Friday, August 9 and Saturday, August 10
- Thursday, August 22 – Sunday, August 25
- Wednesday, August 28 – Saturday, August 31