

Food Truck Circuit and Lakefront

Summer 2024/25 – Information Sheet

The inclusion of regular food truck offerings in local public spaces began with the development of the Rotorua Lakefront in December 2021.

The success of those vendors, alongside the completion of the Rotorua Lakefront, has led to the possibility of new opportunities for food and beverage food trucks over the 2024/25 summer period (November 2024 – April 2025) ;

Possible opportunities:

1. Additional Lakefront Food Trucks (West side). Three extra food trucks are required to supplement the two operators already located on the Memorial Drive (East side) of the Lakefront over the 2024/2025 summer period.
2. Food Truck Circuit. This is a new initiative to place food trucks in some of our popular public locations over the 2024/25 summer period to enhance the experience at each new destination for our local community and visitors to Rotorua.

Rotorua Lakes Council are asking all interested vendors to complete an Expressions of Interest Application Form so we can gauge interest. Prior to completing the Expressions of Interest Application Form, please carefully read over then information below to see if you would be applicable.

1. Additional Lakefront Food Trucks

These new operators need to complement the existing Lakefront operators and need to provide offerings that are different to what is already for sale, and a menu that will appeal to the majority of visitors.

The Lakefront is a prime location gifted by Ngāti Whakaue and we are confident the demand will be high.

2. Food Truck Circuit

We are also working with Iwi to introduce regular food trucks at several some of our popular public locations. We are still finalising these locations. When completing the Expressions of Interest Application please tick yes if you are interested in learning more about these locations.

REQUIREMENTS AND CONDITIONS

We are looking for diverse range of operators that are committed to providing consistent food and beverage service.

You and your team must have great personalities, excellent presentation, and pride in your food offering to achieve potential financial success.

Food Trucks

All food trucks must be self-sufficient and free-standing. Any generators used must be silent.

In most locations there will not be access to power or water so you must supply all amenities to run your food truck.

Sites are not transferable to other operators and food trucks.

Trading Day and Hours

The summer season is late-November 2024 until the end of April 2025 (with the possibility to extend by mutual decision). We want locations to be covered seven days a week (weather dependant) for the agreed hours (flexible). Based on your offering there may be staggered opening times between food trucks located at the same location.

Individual food trucks do not need to do all days or all locations. In the Expressions of Interest form you can note your preferred dates and locations (we cannot confirm you will get your selections, but we will do our best).

Safety and Hygiene Standards

All food offered to be sold must be prepared, transported, served and stored as per the Ministry of Primary Industries' Food Control Plan <https://www.mpi.govt.nz/food-safety/food-act-2014/food-control-plans/>

Disclaimer of Liability

The Food Truck Circuit Team and Rotorua Lakes Council will not be liable for any loss or damage to the property of operators due to fire, robbery, accidents or any cause whatsoever that may arise from use and occupancy of the site.

RLC assumes no liability for any damages or losses resulting from or relating to the failure of the operator to comply with the Circuit Rules & Information

Set-up and Pack-down

All set-up must be completed and ready to serve by agreed opening times.

At the end of each day operators must pack-up at the agreed times and depart the area; unless those operators are remaining in that location to trade the following day. In those cases the food truck may remain in situ at your own risk.

What documentation is required:

Each operator will require

1. a current Mobile Shop license
2. Own wifi and alternative payment method if out of coverage
3. Sufficient product to cover the hours of trading
4. Cash float
5. Professional signage
6. Handwashing facilities within food truck
7. Ability to ensure food is free of allergens on your menu
8. Mats to cover cables if they are going to a power supply
9. Current WOF
10. Certificates for Code of Compliance with gas, Tagged and certified electrical cables. cooking equipment and fires extinguisher and fire blankets
11. Evidence of Public Liability Insurance
12. Cleanliness of site at all times

Audits will be carried out on a regular basis

Rubbish and Recycling

Operators must remove all their rubbish and materials from the site at the close of trading. We require all food trucks to use only biodegradable packaging. Please have your own bin for your waste and that of your customers and please remove it after each day of trade. Public rubbish bins are limited in most parks and not for the use of the food trucks and their customers. All grey water and fluids must also be taken away and disposed of safely.

Access and Parking

You must observe all parking and traffic regulations as all locations are shared spaces. Take utmost care driving, parking and reverses at a speed of 10 mm/h.

Standards of Behaviour for Operators and their staff

In order to provide a fun and friendly vibe for all, operators and their staff are expected to conduct themselves and their business with honesty, transparency and in the spirit of cooperation.

Be professional, kind and considerate towards, other operators, customers and our staff

Attendance Requirements, Cancellations & Termination

Operators are required to attend on the days they have committed to trade and if you do not attend there will be no refund. In the event of a cancellation due to heavy rain, high winds or other extreme unforeseen events a message will be sent to the 'Food Truck Circuit What's App Group'

If notice is given in advance the site can be roster to another food truck.

If you intend to leave the Food Truck Circuit indefinitely, written notice must be given a month prior to departure.

Fees and Payment Terms

The site schedule is still to be confirmed.

Site fee's will be charged by a daily rate which will need to be paid monthly in advance of trade. There will be a difference in some location daily rates to allow for the expected traffic flow.

Site fees contribute towards maintaining each location, day-to-day operations, infrastructure, administration, management and marketing of the circuit. The first month of trading is conducted on a trial basis and may be reviewed.

Fees are reviewed annually by Rotorua Lakes Council in accordance with the Food Truck Circuits financial obligations.

Eftpos payments may be accepted in some instances, but cash payments are not permitted

Payment of site fees does not create any form of tenancy or imply a guaranteed right to a future licence.

The Food Truck Circuit team reserves the right to cancel any booking at any time.

Marketing

Promotion of the Food Truck Circuit will happen on the Rotorua Nui events website and socials and the Rotorua Lakes Council website and socials. It is also important that vendors promote through their own social channels.