



# Village of Hartland Mobile Food Facilities Application

210 Cottonwood Ave, Hartland, WI 53029  
Office: (262) 367-2714 Fax: (262) 367-2430

## Contact Information

Business Name \_\_\_\_\_

Business Owner Name \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Copy of Proof of Insurance Provided

Copy of Mobile Retail Food Facilities issued by Waukesha County or State of Wisconsin

## Rental Information

Person/Group Reserving Park Facility \_\_\_\_\_

Event Date \_\_\_\_\_ Event Type \_\_\_\_\_

Arrival Time (include set-up time) \_\_\_\_\_ Departure Time (include clean-up time) \_\_\_\_\_

## Rental Fees

### Rental Fee \$75

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of application.

### Park Shelter/Open Space

Bark River Park

Fine Arts Center

Nixon Park

Open Space Reserved (describe area below)

Centennial Park

Hartbrook Park

Penbrook Park

Application must be approved by the Village's Park and Recreation Board. I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Name (please print)

Rental Fee \_\_\_\_\_

Tax (5% on Rental Fee) \_\_\_\_\_

Total Due \_\_\_\_\_

Office Use Only: Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Processed \_\_\_\_\_

# Village of Hartland Parks Food Truck Policy

## **Policy Statement**

Mobile food facilities (MFF) are allowed in the Village of Hartland parks only with an approved park use form IE: Fine arts center, Park shelter etc. and approval of the Village Park board prior to the event or park use. Mobile food facilities include, but are not limited to trucks, trailers, carts, bicycles and may include auxiliary equipment such as portable fryers, stoves and grills that are located adjacent to the MFF during operation.

## **Requirements**

MFFs must have prior approval from the Village Park board.

All MFFs operating in the Village of Hartland shall comply with Chapter 9 of the Wisconsin Food Code, entitled "Mobile Food Establishments" as adopted in ATCP § 75.112.

All MFFs shall have a valid mobile retail food facility license issued by Waukesha County or a valid equivalent license issued by a Wisconsin municipality or county.

The location of the MFF must be approved in advance by the Village Department of Public Works.

MFFs may not manufacture, distribute, dispense, possess, use or sell alcoholic beverages.

MFFs must provide proof of a comprehensive liability insurance policy –in an amount not less than \$1 million, and must also provide proof of vehicle insurance and worker's compensation insurance in a form acceptable to the Village of Hartland. Proof of insurance must be provided at the time of application to the Park Board.

All MFFs must be totally self-contained, no electricity will be provided.

MFFs are responsible for disposing of all trash and litter prior to leaving the park.

Only 2 MFFs will be allowed in a park at a time. The Park Board must approve any requests for MFFs in excess of this requirement.

Park bathrooms will only be open during normal park hours.

The Village of Hartland will impose a fee of \$75.00 for each application made by an MFF to use the park.

**Payment Method**  
**(Check all that apply.)**

Checks Payable to:  
*Village of Hartland*

Cash

Credit Card

If for any reason a check is returned as "insufficient funds" a service fee of \$25 is charged. Full payment plus service fee must be paid in full to become registered. For credit and debit card payments, a convenience fee of 2.75% (+\$.50 if under \$100) will be added to your payment.

**Required Information for Credit Card Transactions (write legibly)**

**Circle One:** Visa    MasterCard    Discover    American Express    **Total Amount:** \$ \_\_\_\_\_

**Card #:** \_\_\_\_\_    **Expiration Date:** \_\_\_\_\_

Entire **name is it appears on the credit card** (please print legibly): \_\_\_\_\_

\_\_\_\_\_  
*Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer.*

**Signature (REQUIRED):**  
**(This portion of the form will be destroyed after transaction is complete.)**

\_\_\_\_\_