



Cheyenne Botanic Gardens Food Truck Guidelines 2023

The Cheyenne Botanic Gardens (CBG) will allow food truck vendors to park in a designated parking area outside of the Conservatory. All food trucks must comply with City of Cheyenne regulations, ordinances, and policies and with Cheyenne-Laramie County Health Department regulations.

1. Vendors will be approved if availability, size of truck, and type of food or beverage offered meet CBG criteria.
2. Vendors that owe the City of Cheyenne funds are not eligible.
3. All vendors must have the required permits from State, City, and Health Department agencies to participate.
4. Vendors must provide a copy of all permits prior to commencement of operation.
5. No smoking or vaping is allowed. All other policies and ordinances pertaining to the property also apply to food trucks.
6. CBG will market your truck with social media posts. Please email logos to bmckinley@cheyennecity.org to facilitate this process.

Electrical

You must provide your own power and must have quiet generator for electrical needs. Your generator must be contained and fenced off to prevent visitor contact with hot surfaces.

Fees

From May 1 through October 31, you must pay a \$150.00 monthly fee prior to the first of each month. This fee covers up to six days on the property. CBG staff will rotate vendors and will work with you on scheduling the days for your truck. Bring a check (payable to Cheyenne Botanic Gardens), cash, or credit/debit card to Cheyenne Botanic Gardens to complete payment. The fee may also be paid by phone with a credit/debit card.

From November 1 through April 30, the fee for vendors is \$25 per day. You must contact CBG at least three business days ahead of time to schedule the time you would like to have your truck here to ensure it will not be in conflict with other activities.

Fees for Special Events

For special high-traffic events such as Heirlooms and Blooms, Dia de los Muertos, and special educational events, the fee is \$100 per day. CBG staff will select vendors for these days based on the match of your food and beverage offerings to any theme applicable or will otherwise rotate vendors from event to event.



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Hours of Operation

Hours of operation are limited to 8 am to 5 pm Tuesday through Saturday throughout the year and 12 noon to 5 pm Sunday from June 1 through August 31. You may not sell items outside of this time period. Vendors will not be scheduled during any holidays for which the Conservatory is closed. Vendors may be scheduled outside of open hours for special events only.

No-Shows

You will not be penalized if you fail to show for a scheduled day if it is not a high-traffic event. If you fail to show at a high-traffic event, you will automatically forfeit your time slots for the following month, and those slots will be distributed by lottery to other vendors free of charge to them. If you have already paid for the following month, the fees you have paid will apply to the following month. We cannot refund fees you have paid for any reason. If the CBG must ask you to forfeit a time slot, you will be provided an additional day in lieu of the day you missed.

Insurance

The Cheyenne Botanic Gardens and the City of Cheyenne assume no responsibility for loss or damage to your truck, equipment, inventory, or property. Guest, staff, or vendor injury caused by operation of your food truck is your responsibility. Each food truck vendor must provide the necessary permits & insurance through the City of Cheyenne City Clerk's Office, which can be reached at 307.638.4301

Alcohol, Glass Bottles, and Trash

No alcoholic beverages may be sold or served by the food truck. Glass bottles are not allowed. You must provide your own trash receptacle outside of your food truck and you must take your trash with you.

Fire/First Aid

Each food truck must always have an approved fire extinguisher and first aid kit in the truck to comply with Cheyenne Fire Department guidelines.



Cheyenne Botanic Gardens Food Truck Application

Instructions:

Complete the following information, then print out the form and sign it. Scan the signed form and email to info@botanic.org or hand deliver to the Cheyenne Botanic Gardens.

Vendor Information

Contact Name: _____

Vendor Name: _____

Phone: _____ Address: _____

City/Town: _____ Postal Code: _____

Email: _____

Website: _____

Proposed Food Menu (If you need additional space to list all food, attach a separate page)

Brief Description of Your Cuisine:

Set-Up

Type of Setup (please circle one):

Truck Trailer Cart Tent Other: _____

Signature

Food Truck Vendor Printed Name: _____

Food Truck Vendors Signature: _____

Date: _____