

CATERER, FOOD TRUCK & FOOD CART INFORMATION

Gateway Discovery Park: 10520 NE Halsey Street 971-275-3081

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

GENERAL INFORMATION

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.

Grey Water and Garbage Disposal

- Grey water consists of wine buckets, ice, cooking water, handwashing, or fecally contaminated water.
- Grey water must be disposed of in a grey water receptacle and not in tree wells, splash pads, streets, etc.
- All food and alcohol events may be required to rent grey water receptacles and garbage/recycling bins. If required for your event, it is nonnegotiable.
- Caterers and Food Carts are required to remove all food, beverage and garbage created by their services unless an onsite disposal receptacle have been provided by Permittee.
- Grey water, trash, recycling bins will be ordered by Park Coordinator if required. Permittee will be invoiced.
- Permittee is responsible for coordinating a trash removal plan with all vendors, caterers, and food trucks.
- 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 a City of Portland Business License.
- Permittee is responsible for ensuring all food carts, caterers and vendors have all required permits.
- Visit Multnomah county website for a list of the most up to date requirements or call 503.988.3400
<https://multco.us/services/temporary-food-events>

OUTDOOR RENTAL & EVENT CONSIDERATIONS IN URBAN PLAZAS

Wind Tent weights, tablecloth clips, ties or heavy table decorations are recommended.

Rain Gateway Discovery Park does 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, sandbags, cement blocks).

Signs, Banners and Decorations:

- Signs may NOT be hung from or attached 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 with alcohol (Rates A, B1 & B2) require wristbands and OLCC monitors.

Security

- Public and private rentals and events may be required to have security from Load-in to Load-out based on size and nature of the event. If required, this is nonnegotiable.
- OLCC certified security will be required for all events with alcohol.

Vending

- Vending outside of the permitted event/rental times is not allowed at Gateway Discovery Park.

Cooking and Ground Protection:

- Gateway Discovery Park requires ground protection where food is made, prepped 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.
- Ground areas include, but are not limited to concrete, pavers, brick, grass, gravel and streets.
- All cooking devices including, but not limited to barbeques, ovens, deep fryers, smokers, rotisseries, grills; are required to have a double layer of protection underneath and around surrounding cooking areas.
- Damage charges will apply if grease, charcoal, or food stains occur at Gateway Discovery Park.

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.

Site Maps

- Yes, visit our website at Gatewaydiscoverypdx.org and click Map under the “On This Page” section.

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 must be in the Plaza or on the W. side of the lawn during events. Park staff will inform you of location.
- Food Trucks must enter the park from the bollard curb jump area on 104th street.
- Food Trucks entering the park must have (2) PP&R employees walk them in/out of the park. Kids are everywhere!
- There is no electrical access for Food Trucks on the West side lawn location at Gateway Discovery Park.
- Food Trucks/Carts cannot be placed in parking spaces unless the streets are rented by the event/rental.
- Smaller non-motorized Food Carts & Food Bikes may be allowed in other parts of the park with pre-approval.

LOAD-IN & LOAD-OUT INFORMATION

Load-In & Load-Out Information

- Food services and Caterers are required to coordinate all load-in and load-out times and information, in advance, with the Event Permittee to ensure it is within rented park time.
- 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, sign off for, or place Food Trucks/Carts for the Permittee.
- 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 parking spots for load-in/load-out but must follow posted time limits and rules.
- To rent a designated parking space for load-in and load-out for your event, please go online to tsup.info. If you have any questions, you can contact the City of Portland Transportation Permit Center at 503-823-7365 (option 7). Plan and reserve (a minimum of 21 business days).

SITE AMENITIES

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

- Permittee can have one quiet generator. Electricity needs beyond on-site capacity and one quiet generator, requires Permittee to contact Hollywood Lights, Vendor of Record for Electricity at Gateway Discovery Park.
- **Gateway Discovery Park**
 - The Plaza has (4) circuits of 110V/20Amps available, and (1) 50Amp circuit accessible with a spider box.
 - The Picnic Area has (2) circuits of 110V/20Amps available.
 - The NE end of the Lawn has (1) circuit of 110V/20Amps
 - The SE end of the Lawn has (1) circuit of 110V/20Amps
 - The South end of the Lawn has 50Amps of electricity accessible with a spider box.
 - The SW end of the grassy field has 50Amps of electricity accessible with a spider box.
 - The West side of the lawn has (1) circuit of 110V/20Amps available.

Water Access

- Gateway Discovery Park has water by hose access upon request. Potable if you have a “Potable approved hose”

Tables & Chairs Available

- Rental Coordinator will inform you of available furniture. Furniture is only allowed in Plaza, Porch Areas.
- A site plan indicating furniture placement will be required 21 days prior to your event

Park Lighting

- Trees may not be strung with lights. Up lighting is allowed. Trees in the Plaza have electricity access.
- Gateway Discovery Park has pathway park lighting that automatically turns on at sundown and can't be controlled by onsite staff.

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
- Cranberry 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.