



# Food Truck Locations

## City of Courtenay Parks

Food trucks licenced for use in City of Courtenay parks are permitted to operate at the following sites (see City Park Location Maps on next page). You must reserve the sites ahead of time (see booking instructions below).

Location	Total Food Truck Spots	Details
Lewis Park	4	<ul style="list-style-type: none"><li>• West of playing field near river and washrooms</li><li>• North of playing field to the right of the park entrance</li></ul> <p><i>Please note: (On selected dates, food truck spots would be unavailable due to special events in the park)</i></p>
Airpark	2	Grassy median off Mansfield Drive, south of Rotary Skypark
Standard Park	1	Gravel parking area

### How do I reserve a park location?

Food trucks interested in operating at City of Courtenay parks must first obtain a Mobile Food Vending Licence for use in City parks. Food truck park bookings are coordinated through the City of Courtenay.

A Food Truck Schedule Calendar will be maintained at [www.courtenay.ca/foodtrucks](http://www.courtenay.ca/foodtrucks)

Please email [businesslicence@courtenay.ca](mailto:businesslicence@courtenay.ca) and provide the following information:

1. Name of Food Truck or Trailer
2. Requested park location(s)
3. Date(s) requested for each location

Staff will review your request; if there are no scheduling issues, we will send you an approval email and update the scheduling calendar accordingly.

Scheduling can be done up to two months in advance, and will be booked on a first-come, first-served basis. Vendors can choose to book any number of days at a time within the 2 month availability period. As a courtesy to other vendors, please cancel any park bookings you are not able to use.

Opening dates for scheduling are at 8:30 am on the first regular business day in each month as follows:

Booking Opening Date (8:30 am) *	Period Available for Booking
January 1	January 1 to February 28
February 1	February 1 to March 31
March 1	March 1 to April 30
April 1	April 1 to May 31
May 1	May 1 to June 30
June 1	June 1 to July 31
July 1	July 1 to August 31
August 1	August 1 to September 30
September 1	September 1 to October 31
October 1	October 1 to November 30
November 1	November 1 to December 31

**\*Requests that are received before 8:30 am on the opening date will not be accepted.**

Vendors must wait to receive approval from staff before moving food trucks to park locations. **Please note:** staff can only approve park location requests during the business week, Monday to Friday, not including statutory holidays. It may take up to 3 business days to receive an approval email.

