



PORT of KENNEWICK

COMMISSIONERS | DON BARNES | THOMAS MOAK | SKIP NOVAKOVICH

August 21, 2018

Hello!

Thank you for your interest in the Port of Kennewick's Columbia Gardens Food Truck Plaza; a new and exciting place for the public to enjoy great food and a waterfront experience.

Applications are now being accepted through **5:00 p.m., Wednesday, September 12, 2018** for pilot program tenant spaces in the Columbia Gardens Food Truck Plaza. Applications can be found at **PortOfKennewick.org** and returned along with supporting documents via email (with phone call confirmation) or dropped off in person at:

Port of Kennewick
Attn: Amber Hanchette
Director | Real Estate & Operations
350 Clover Island Drive Suite 200
Kennewick, WA 99336
(509) 586-1186
Amber@PortofKennewick.org

How long is the Pilot Program?

The Columbia Gardens Food Truck Plaza pilot program will begin fall 2018 and continue through calendar year 2019.

What is the selection process?

A Port of Kennewick Board of Commission-approved committee will review applications, make impromptu visits to applicant locations in the month of September and present committee recommendations to commissioners for their final approval and direction. Leases will then be finalized with each new tenant. Start date for the pilot program lease term is dependent upon construction and any commission directives.

Where is the Columbia Gardens Food Truck Plaza located?

The Columbia Gardens Food Truck Plaza will be located on the north side of Columbia Gardens to take advantage of the waterfront, walking path, new wineries and a future tasting room building.

Access to the Columbia Gardens Food Truck Plaza will be from Columbia Drive.

Columbia Drive Traffic Count: Approximately 20,000 cars per day. See City of Kennewick Traffic Volume Map for current data.

Will this be a rotating food truck plaza?

The Columbia Gardens Food Truck Plaza concept is intended to offer the public a place to visit permanently-located food businesses and an opportunity for those businesses to generate daily revenue year-round.

What are the rules and regulations for the Columbia Gardens Food Truck Plaza?

Tenants must comply with all federal, state and local regulations including but not limited to City of Kennewick codes, Benton Franklin Health District compliance and Port of Kennewick lease terms. Further operation rules and regulations pending.

What are the Columbia Gardens Food Truck Plaza Amenities?

- Each tenant space will have access to 50 amp electricity pedestal and grey water sewer dump.
- Nearby potable water hydrant, common area dumpster and grease dump station will be available to tenants.
- Nearby public restrooms will be available and maintained by the Landlord.

Feel free to give me a call if you have questions at (509) 586-1186.

Kind Regards



Amber Hanchette
Director | Real Estate & Operations



LEASE APPLICATION – FOOD TRUCK PLAZA

Company Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone: _____ Email: _____

Nature of Business _____

Federal ID# _____

State of Incorporation _____

UBI# _____

Date Business Started: _____

Years/Months Under Current Ownership _____

_____ S Corporation _____ Corporation

_____ Partnership _____ Sole Proprietorship _____ LLC

INFORMATION ON BUSINESS OWNERS:

Name _____

Title _____

Address _____

Name _____

Title _____

Address _____

(For additional business owners, attach pages as needed)

BANK INFORMATION:

Business Bank _____

Bank Address _____

Phone# _____ Officer: _____

Business Checking Acct# _____ Email: _____

Business Savings Acct# _____

CREDIT REFERENCES (Principal(s) may not be owner or shareholder in reference):

Name _____	Phone _____
Contact _____	Email _____
Name _____	Phone _____
Contact _____	Email _____

PLEASE PROVIDE COPIES OF THE FOLLOWING DOCUMENTS:

- City of Kennewick business license.
- Proof of registration with the State of Washington.
- Proof of Benton Franklin Health District compliance for food truck/cart/equipment.

TENANT OPERATION INFORMATION:

Please answer the following questions about your proposed operations on Port properties, attaching additional sheet(s) as needed.

- 1) Why do you want to be part of the Columbia Gardens Food Truck Plaza?
- 2) How long have you been continuously in business as a food truck operator? Did you take any breaks?
- 3) Have you taken or do you plan to take the Food Truck Academy certificate program at Columbia Basin College? Explain.
- 4) Do you have direct culinary experience or formal culinary training? Explain.
- 5) Are you willing to commit to a year-round location in Columbia Gardens Food Truck Plaza?
- 6) What hours of operation & days of the week would you commit to be open?
- 7) What months, weeks or days of the year are you unable or unwilling to be at the Columbia Gardens Food Truck Plaza?
- 8) What other written or verbal commitments have you made during the pilot program time period (Fall 2018 – December 2019) that would impact your presence at the Columbia Gardens Food Truck Plaza?
- 9) Which type of mobile unit do you use for your business? Truck, trailer, cart, pop-up tent, other? Please give dimensions of your mobile unit.
- 10) What electric service do you use? 40, 50, 60 amp? 120 or 240 volt?
- 11) Do you have a generator for stand-alone use as backup to electric power?
- 12) Will you be offering special promotions or food specials?
- 13) Describe your food safety procedures.
- 14) How will you market/advertise/promote your food truck business and the Columbia Gardens Food Truck Plaza? Explain in detail.
- 15) What is your social media/presence? List platforms.
- 16) How often will you update your social media related to Columbia Gardens Food Truck Plaza?

Indicate your food category. Circle all that apply and attach a menu:

Americano—burgers & fries	Indian
Asian—specify type	Italian
Barbecue—specify region	Mexican
Beverages Only—specify	Russian
Central American	Southern
Desserts Only--specify	Soups & Sandwiches
Hot Dogs	Breakfast
Island—specify	Other—specify

Application must be signed and completed in its entirety or may be subject to disqualification.

I authorize the Port of Kennewick to obtain information concerning the statements and/or accounts on this application. Applicant acknowledges that all leases are subject to approval by the Port of Kennewick Commission and that any verbal or email communications between port staff and applicant do not constitute an oral agreement between the two parties.

Signature – Applicant

Date