

Tennessee State University

Mobile Food Truck Policy

Tennessee State University (hereinafter referred to as “University”) and its food service vendor reserves the right of final approval of all outside caterers and any other food vendors.

The University has the first right of refusal for all off campus catering services on the University’s campus or at a facility the University is granted control through lease, rental and gratuitous. The food service vendor is the provider of all food and beverage services for the University and is the recommended cater for all catering functions or affairs. “First right of refusal” signifies that TSU food service vendor cannot match the price, menu, time requirements, etc., of the selected vendor.

Below are the policies for Mobile Food Trucks (hereinafter referred to as “Vendor”):

1. **Mobile Food Truck Request Form:** Vendor must submit request form to the Office of Events Management no later than **fourteen (14 days)** prior to the event.
2. **Permits, Licenses, and Health Score:** Vendor must provide proof of all necessary certifications, licenses and permits, as well as copies of the most recent public health scores required by the State of Tennessee. Must be submitted to the University **fourteen (14) days** prior to the event date.
3. **Insurance:** Vendor must provide proof of Public/Commercial General Liability Insurance in the amount of \$1,000,000. Must be submitted to the University **fourteen (14 days)** prior to the event date. Insurance should also include an additional endorsement that names the University as an additional insured party. Vehicle must be insured.
4. **General Rental Fee:** The fee for participation will be a **flat fee of \$200**, which must be paid to the University, at the time the Vendor signs and submits the application for execution (if applicable), or at least (2) days prior to the Vendor’s scheduled day of arrival on campus. This fee is non-refundable. No personal checks will be accepted for payment for an event.

The full payment of \$200 should be made online at <https://www.tnstate.edu/events/payments.aspx>. After the payment is processed, the vendor will receive a Payment Confirmation via email from the Bursars Office. The vendor is responsible for forwarding the Payment Confirmation email to the Office of Events Management at emanagement@tnstate.edu.

The fee does not include:

- a. Permits and licenses, including current driver’s license to operate a Mobile Food Truck
 - b. Equipment necessary and/or required to operate Vendor’s Mobile Food Truck
 - c. Use of University equipment tools or furnishings located in or around the designated locations.
 - d. Arrangement for the parking of private vehicles.
 - e. Sale or serving of alcoholic beverages. Vendor is not permitted to sell or serve alcohol under any circumstances.
5. **Vendor Location:** Vendors will be advised of their assigned location on campus in advance. The location of the Vendor may be subject to change so as not to interfere with campus and /or academic activities or disrupt or impede the flow of pedestrian traffic or University business and/or traffic. Should a different location be warranted, then alternate location will be determined. Vendor must arrive 1 hour before service starts to have equipment and services prepared.

6. **Vendor Parking:** The University will assign the parking location for the Vendor's secondary vehicle(s).
7. **Power and Generators:** Vendors must be self-contained; no electricity will be provided by the University. Generators must be quiet, and no generators may be placed on the ground. Food Trucks Vendor shall not refuel trucks or generators on the University's property.
8. **Accepted Payments:** Vendor must take credit card payments.
9. **Advertising and Marketing:** Vendor must submit any advertising or marketing to the University for review and approval prior to use.
10. **Equipment, Supplies and Staffing:** Vendor is responsible for all staffing, equipment, small ware (e.g., serving utensils, bowls, linens, etc.), proper food storage, preparation and holding. Linen and accompaniments are available for a cost from the University's food service vendor upon request. No goods or beverages in glass bottles or other glass containers may be sold or given by Vendor.
11. **University Pouring Rights Contract:** Vendor can use standard cups or cups/containers relating to Vendor's business. If Vendor is selling cans, the Vendor is permitted to sell only canned **Coca-Cola** products.
12. **Food Allergy Notice:** Vendor is requested to mark gluten free products and items containing nuts on their menus, so patrons are aware of such menu items.
13. **Music and Sound:** No music or amplified sound may be played by the Vendor on the University property.
14. **Garbage and Material Disposal:** Vendor must prevent the disposal of any materials, including but not limited to rinse or wash water, any spilled materials, or any waste on campus. Vendor shall be responsible for its own garbage and waste containers and disposal thereof. Immediately following the event, all areas of the University's property are expected to be left in the same condition as it was received.
15. **Damages:** Vendor assumes responsibility for any damage caused to any University location by Vendor's patrons. Reimbursement costs for damages will be solely determined by the University.

Tennessee State University Mobile Food Truck Request Form

Name of Event: _____

Contact/Organizer Name _____

Organization: _____

Name of Food Truck Vendor: _____

Primary Contact for Food Truck Vendor: _____

Address: _____

Date of Event: _____ Location: _____

Arrival/Setup Time: _____ Departure/Breakdown Time: _____

Items to be sold and cost: _____

Giveaway Items: _____

Telephone Number: _____ Email Address: _____

Attach the certifications, licenses, and permits, as well as copies of the most recent public health scores to this form.

By signing the application form agreement, MOBILE FOOD TRUCK VENDOR acknowledges that:

- a. Vendor has had the opportunity to review this agreement.*
- b. Vendor has enclosed ALL required documentation and payment receipt.*
- c. Vendor fully understands the terms and conditions set forth herein and agrees to be bound by the same.*

NAME OF MOBILE FOOD TRUCK VENDOR

SIGNED: _____

Date: _____

PRINT NAME: _____

TENNESSEE STATE UNIVERSITY

☐

Approved

☐

Disapproved

SIGNED: _____

Date: _____

Dr. Eddie Cribbs, Executive Director of Auxiliary Services



Off Campus Caterer

**Request to bring food on campus) Must be submitted 14 days before event date.
(Please Print)**

Submission Date_____

Name of department/organization _____

Requestor Name _____ Title _____

Phone Number _____ Email _____

Date(s) of event _____ FOAP _____

Event start time _____ Event end time _____ CBMS Reservation # _____

Building _____ Room Number _____

Purpose of event _____

Non-Employee Guests? Yes ☐ No ☐ How many _____ (See instructions under number 1. below and attach list)

Name of Catering Company/Person _____

Address _____ City _____ State_Zip _____

Contact Name _____ Title _____

Work Phone Number _____ Cell Phone Number _____ Email _____

(FIRST REFUSAL) This Section must be completed by Food Services Management

Can Match Cost? Yes ☐ No ☐

Print Name:	Signature:	Title:	Date:
-------------	------------	--------	-------

Before this request can be approved the following items must be attached:

1. List the names of the individuals attending the event. Place an asterisk (*) beside the name(s) of all guests who are non-affiliates or students of the University, and add a statement that their presence is necessary to the business discussion. Please attach an additional sheet with necessary information.
2. Attach a list of full menu including quantity and price.
3. Attach a list of supplies being provided, including quantity and price (i.e. utensils, linens, etc.).
4. Attach the certifications, licenses and permits, as well as copies of the most recent public health scores are required.

Approved Denied	☐ ☐	Auxiliary Services Signature:	Title:	Date:
--------------------	--	-------------------------------	--------	-------