

Food Truck Request

The College's food vendor is the preferred partner for providing cafeteria and catering services at Palm Beach State College. Palm Beach State College departments/organizations may request permission to use another licensed caterer/food truck for special events.

Date of Event:	<input type="text"/>	Time:	<input type="text"/>
Campus:	<input type="text"/>		
Sponsoring Dept/Organization:	<input type="text"/>		
Staff Contact Name:	<input type="text"/>	Phone:	<input type="text"/>
Name of Food Truck License Holder (or DBA)	<input type="text"/>		
Address:	<input type="text"/>		
Phone:	<input type="text"/>		
Menu to be available:	<input type="text"/>		

Has the College's food vendor been given an opportunity to provide the food for this event? Yes / No

Please provide rationale for obtaining food outside of the College's on-campus provider:

The following documents must be submitted with this request form before the request can be reviewed:

- Business License to operate a mobile food dispensing vehicle in state of Florida
- Proof of Business Tax Receipt from Palm Beach County
- Proof of Insurance:
 - Palm Beach State College and its District Board of Trustees named as additional insured
 - General liability coverage minimum of \$1,000,000
 - Automobile liability coverage minimum of \$500,000
- A copy of most recent inspection
- Detailed description of location for food truck event and evidence of approval by Facilities Department

I have read and understand the Food Truck procedure and will ensure that all guidelines are followed. I understand that Food Trucks on campus must be completely self-contained and require no use of electric, water, or other utilities or facilities belonging to Palm Beach State College.

Signature: _____

Printed Name: _____

Date: _____

Food Truck Requests should be faxed or emailed to Auxiliary Services at least **2 weeks prior** to the event. Requests received without all of the documents listed above will not be considered until all documents have been submitted. Fax: 561-868-3859 or email: Benderj@palmbeachstate.edu