

Occidental College - CEAC  
Food Truck Policy

1. Food trucks must be in support of a larger event. A food truck cannot be brought to campus as the event itself.
2. If a food truck from the approved vendors list is used, a minimum of 3 weeks' notice prior to event is required to obtain current insurance information.
3. If a food truck used is not from the approved vendors list, a minimum of 6 weeks prior to event is required to meet insurance requirements
4. The office of risk management needs to have on file for each food truck:
  - a. A Certificate of Insurance that shows current General Liability, Automobile, and Worker's Compensation insurance, and that names Occidental College as an additional insured. (See Catering Policy for specific requirements)
  - b. Current Los Angeles County Public Health Permit
  - c. A copy of the most recent LA County Public Health field inspection report with an "A" rating. The report must be dated within the previous 12 months
5. Register the event through Master Calendar (student groups must go through the SLICE Office).
6. Use the Request for Event Services to request trash receptacles and other necessary items (student groups must go through SLICE)
7. Submit an event site plan with the location of the food truck to Facilities and Risk Management. Note that all vehicles, including food trucks, are prohibited from parking on grass or in fire lanes.
8. Make an appointment to attend a CEAC meeting to discuss logistics at least 2 weeks prior to event.

In addition to the above, No-Host food trucks (i.e., cash sales) must abide by the following:-

1. The sponsoring organization must get approval from SLICE (for student events) or the AVP for Hospitality Services (for department events)
2. 20% of gross sales (not including sales tax) must be returned to the College General Fund [via [A001-7409-1520](tel:31074091520)]. The sponsoring organization does not recoup revenue generated by the food truck event.
3. Vendor must provide register receipts showing proof of sales within 30 days after close of event. Checks to be sent to:

Occidental College  
Business Office % CEAC ACCOUNT  
1600 Campus Road - M20 Los Angeles, CA 90041