


DEPARTMENTAL STANDARDS & PROCEDURES		
TITLE: FOOD TRUCKS		
EFFECTIVE DATE: June 4, 2014	REVISED DATE: November 23, 2014	POLICY NO: FT 11.01.12
APPROVED BY: Bill McFadden		AUTHORIZED BY: Chris Roberts
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Purpose:

The purpose of this policy is to outline a McMaster Hospitality Services (MHS) approach to groups/organizations requesting the utilization of external food trucks for their events occurring on the grounds of the McMaster campus.

Limited utilization of food trucks will be permitted on campus in support of specific approved special events. The intent is to focus on large group events where additional service capacity, specialty products or specific atmosphere is being sought. The approval is at the discretion of the Director, Hospitality Services.

Procedure:


The event organizer will put a request in writing to the Director, Hospitality Services. This will include:

- Event name
- Event organizer
- Department
- Main contact and contact information
- Date of event
- Length and time of event
- Location of event
- Expected number of attendees
- Why the food trucks are required
- Operational hours of the food trucks

The Director will review the request with members of the Hospitality management team to determine if the request will be approved or denied based upon the Hospitality Services business model and this will be communicated to the event organizer.

Once there is written approval from the Director that the food trucks have been approved for an event, the following will apply:

- Each food truck providing service to the event is required to pay a \$425 fee to Hospitality Services in order to sell food for each 6 hour period of operation on campus.
- This fee is payable to Hospitality Services prior to the trucks being operational at the event.
- Food trucks will only be allowed in designated areas. A review of these areas is to be completed with risk management and campus security to establish the locations which are most suited to this purpose

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- Each food truck must supply a current passing food safety inspection certificate to Hospitality Services prior to being operational at the event.

Responsibilities:

The event organizers are responsible for arranging the coordination of grounds, safety and security, risk management, caretaking, parking, liaison with the public health department and inspections of the vehicles to ensure a safe event. The incremental costs of these services will be the responsibility of the event organizer.

The event organizers will be responsible for providing Hospitality Services with a copy of each food trucks Health inspection report and fee payment prior to the event.

General Notes:

The payment of the fee to Hospitality Services Department is a contribution to the legitimate costs incurred in the provision of the opportunity for these food trucks to operate. The fee to Hospitality Services is for lost opportunity to cover fixed costs and university operating overhead.