



# FOR DEPARTMENTS OR GROUPS WANTING TO RESERVE A FOOD TRUCK

## Looking to reserve a food truck/food stand?

Review the below to determine if your food truck needs fall under the purview of Carolina Dining Services (CDS).

## HOW WILL THE TRUCKS BE COMPENSATED?

The department or student group will pay the truck (either before or after the event) for providing food and/or beverages at the event. The truck will **NOT** be collecting payment in any form at their 'window' or for individual transactions while on campus. This type of arrangement is considered a 'catered event'. CDS has no responsibility for oversight of the food trucks at this type of event. The department or student group can contract with any food truck they like (whether on the CDS Approved Food Truck list or not). The department or student group will need to contact UNC Parking to reserve parking at **919.962.3951** for the food truck per Parking policies. Once completed, contact **CDS Manager Pam Sheppard** at **psheppard@aux-services.unc.edu**.

CDS does suggest the department or student group verify the truck has a current and appropriate grade on their county health inspection and also verify that the truck has appropriate business insurance (including potentially having the University, department and/or student group named as "additional insured" for the date of the event.)

or

The food truck will be collecting payment at its 'window' for individual orders and/or from individual customers. Since the food truck is selling to individuals on campus, these types of events fall under the authority of CDS. Below is the process to secure a truck(s) for this type of event:

- Review the list of CDS Approved Food Trucks [here](#)
- Contact the desired approved food truck(s) regarding availability for the desired event.
- Once the food truck(s) is confirmed, contact Transportation & Parking at **919.962.3951** to reserve parking per Parking policies.
- Email **CDS Manager Pam Sheppard** at **psheppard@aux-services.unc.edu** with details regarding the event.
  - Food truck(s) reserved
  - Date/time of event
  - Location

## NOTES

Food trucks on CDS Approved Food Trucks list are contracted with CDS and vetted with regard to background checks of employees, acceptable Orange County Health Inspection, and appropriate and adequate insurance and coverages per university policies.

CDS maintains an approved fleet of 15 - 20 food trucks each academic year. CDS tries to ensure this list is comprised of variety of trucks for interested parties. CDS contracts with these trucks for interested parties. CDS contracts with these trucks on an annual basis from July 1 - June 30. If you would like for CDS to add a truck not on the list for the next contract year, please contact **Pam Sheppard** at **psheppard@aux-services.unc.edu** regarding your request.

