



**City of Cambridge
Community Development Department
2020 Food Truck Program**

APPLICATION

Note: Interested applicants will need to obtain and submit all required permits, licenses, and insurance prior to vending. See *Eligibility Criteria* in the Food Truck Program Guidelines for more information.

Updated January 2020

BUSINESS INFORMATION

1. Applicant's Name: _____
Applicant's Title: _____
Applicant's Primary Phone: _____

2. Business Name: _____
Business Legal Address: _____
Business E-Mail Address: _____
Business Website: _____
Commissary or Base of Operations Legal Address: _____

3. Truck/Trailer Manager's Name and Primary Phone: _____

4. Owner's Name and Primary Phone: _____

5. Does the food business self-identify as one or more of the following?
 A. minority-owned business
 B. women-owned business

6. Does the food business have any brick and mortar locations? _____ Y _____ N
List all locations: _____

7. Is the owner, or any corporate officers, a Cambridge resident? _____ YES _____ NO

8. What year did the food business launch? (YEAR) _____

TRUCK & OPERATIONS INFORMATION

1. Is your food business a truck or a trailer? _____ TRUCK _____ TRAILER
2. How many feet long is your trailer and towing vehicle? (FEET) _____

Note: Trailers will be considered if operator keeps trailer attached to towing vehicle during entire vending shift. Additionally, space constraints may prevent trailers from consideration if total measurement of trailer and towing vehicle exceeds space permitted.

3. Provide registered MA License plate numbers for all trucks or trailers in fleet.
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4. Provide copies of the following required supporting documents. Failure to include will delay application review.
- Proposed Menu** along with schedule for menu rotation.
 - ServeSafe Certification** from the National Restaurant Association.
 - Copy of **Health Permit for Commissary Kitchen or base of operations** (for restaurant kitchens located in Cambridge, this will be issued by the Inspectional Services Dept., and for commissary kitchens located in a different municipality, a valid permit from that municipality is required).
 - Copy of **Doing Business As (DBA) Certificate from the State of Massachusetts**.

5. Please describe your food business’s plan for trash and site cleanliness.
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SCHEDULE INFORMATION

Requested shifts for 2020 Season (May 1, 2020 – April 30, 2021)

Check which days of the week you wish to vend. **Blank schedules will not be accepted.**

	Cambridgeport	Central Square	North Point Park
*	Weekdays Mon – Fri, 10am – 3pm	Weekend Nights Thu – Sat, 8pm – 12am	Weekend days Sat & Sun, 10am – 6pm
Mon		N/A	N/A
Tue		N/A	N/A
Wed		N/A	N/A
Thu			N/A
Fri			N/A
Sat	N/A		
Sun	N/A	N/A	

* Times include 30 minutes of setup and breakdown. Food trucks may only be present and vend in the designated spaces during the designated times and the food trucks must be removed at the end of each shift.

For questions about shift availability, or the status of any shift requests submitted after the application deadline (February 21, 2020), please contact CDD staff noted at the bottom of this application.

1. List all locations where your business currently vends in Cambridge and include schedule.

2. For returning trucks, would you like your same shift? ___ YES ___ NO

Note: Preference will be given to businesses in operation 2 years or less at time of 2019 application and pending available space.

REQUIRED DOCUMENTS PRIOR TO VENDING

All applicants need to provide valid copies of the following **prior to vending**. Please plan accordingly as many permits and licenses take time to secure.

1. A **Certificate of Insurance** showing active dates and listing the City of Cambridge as a co-insured. See *Eligibility Criteria* in the Food Truck Program Guidelines for details.
2. A **Food Truck Permit** from the Cambridge Inspectional Services Department
3. A **Cambridge Hawkers & Peddlers License** from the Cambridge License Commission
4. A **Special Permit** from the Cambridge Traffic, Parking + Transportation Department

See *Eligibility Criteria* in the Food Truck Program Guidelines for detailed information about required documents prior to vending as well as information about deadlines for submitting materials.

CERTIFICATION

The undersigned hereby represents and certifies to the best of his/her knowledge and belief, and under the pains and penalties of perjury, that the information contained on this statement and any exhibits or attachments hereto are true and complete and accurately describe the proposed project, and the undersigned agrees to promptly inform the City of Cambridge Community Development Department of any changes in the proposed project which may occur.

Applicant's Name

Business Owner's Name (if different)

Tax ID #

Business Owner's Signature

Date

RETURN COMPLETED APPLICATION

Deliver, Mail, E-mail or Fax Completed Application to:

Economic Development Division
Cambridge Community Development Department
344 Broadway, 3rd Floor
Cambridge, MA 02139

Christina DiLisio, Associate Economic Development Specialist

Telephone: (617) 349-4601

FAX: (617) 349-4638

E-mail: cdilisio@cambridgema.gov

www.cambridgema.gov/foodtruckprogram