



---

# City of Cambridge Community Development Department 2019 Food Truck Program GUIDELINES

---

*Updated January 2019*

## **INTRODUCTION**

The City of Cambridge Community Development Department (CDD) Food Truck Program is the result of a successful year long Food Truck Pilot which provided entrepreneurial opportunities to vendors, diverse food offerings to patrons, and additional street level amenities to Cambridge public spaces.

The Food Truck Program will continue in the spirit of the Pilot, helping to incubate and grow food truck businesses, with a focus on women- and minority-owned businesses as well as first-time food truck operators, businesses owned by Cambridge residents, food truck businesses without a brick-and-mortar restaurant operation in Cambridge and no more than one brick-and-mortar operation outside of Cambridge, and food trucks that are not vending in other outdoor Cambridge venues on a regular basis.

The Food Truck Program will provide access to three public vending locations for fully permitted and licensed food truck operators.

- **Central Square/City Hall (795 Massachusetts Avenue) 2 spaces**
  - Weekend Dinner (Thu, Fri and Sat 8PM to 12AM)\*
- **Cambridgeport (160 Sydney Street at Erie Street) 3 spaces**
  - Weekday Lunch (Mon – Fri 10AM to 3PM)\*
- **North Point Park (Education Street) 2 spaces**
  - Weekend Lunch and Dinner (Sat and Sun 10AM to 6PM)\*

\* **Please Note:** Actual vending time will be shorter. Please allow at least 30 minutes for 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.

**Trucks do not need to be licensed or permitted in Cambridge at the time of application, however trucks will need to be licensed and permitted in the City of Cambridge by the start of the vending season (see Timeline below) to participate.**

## **ELIGIBILITY CRITERIA**

The following criteria must be met for interested food truck businesses to be considered:

- Signed and completed Food Truck Program application which includes:
  1. **Food truck License Plate Number(s)** (can list up to 2).
  2. **Copies of menus** for each truck (and dates of menu changes, if applicable)
  3. **Copy of Certificate of Insurance** showing active dates.
    - a. The applicant shall maintain insurance coverage and list the City of Cambridge as an additional insured. The policy shall contain limits of at least One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate and shall contain a 30-day Notice of Cancellation, Change or Non-Renewal. A Certificate of Insurance for this coverage is not required at the time of application, but is required prior to issuance of a Traffic, Parking & Transportation permit to vend.
  4. Copy of the **National Restaurant Association ServeSafe Certification**.
  5. Copy of **Commissary or Restaurant Kitchen Health Permit** (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).
  6. Copy of **Doing Business As (DBA) Certificate from the State of Massachusetts** showing date of business incorporation.

After a program application is reviewed, the following criteria must be met for eligible food truck businesses to be accepted into the Program and assigned shifts. These permits and licenses are not required at the time of application but are required prior to issuance of a set schedule. After an application is reviewed, you will be asked to provide license numbers or copies of the documents below:

1. Valid **City of Cambridge Hawkers & Peddlers License** (License Commission)
2. Valid **City of Cambridge Mobile Food Truck Permit** (Inspectional Services Dept.)

**Please note:** Allow ample time to obtain and secure the above permits and licenses as on-site inspections or hearings need to be scheduled.

Mobile Food Truck inspections typically occur at the end of March and are conducted alongside Fire Department inspections. An inspection is required prior to the issuance of a Mobile Food Truck Permit. Contact Kristen Fernandes in the Inspectional Services Department at [kfernandes@cambridgema.gov](mailto:kfernandes@cambridgema.gov) or (617) 349 6121 to learn more about scheduling for food truck inspections. The Cambridge License Commission holds hearings on a regular basis for the Cambridge Hawkers & Peddlers License and new food truck businesses applying for the first time should submit an application two weeks prior to a hearing date. For the first half of the year, hearing dates scheduled are: 1/30, 2/13, 2/27, 3/13, 3/27, 4/10, 4/24, 5/8, 5/22, 6/5 and 6/19. Contact Kara Armstrong at the License Commission at [karmstrong@cambridgema.gov](mailto:karmstrong@cambridgema.gov) or (617) 349 6140 for more information.

The City of Cambridge reserves the right to apply additional criteria before accepting interested food trucks if the Program demand exceeds available spaces.

## **SPECIAL CONSIDERATIONS**

While all food truck operators are encouraged to apply, the Food Truck Program is a business incubator initiative and as such special consideration will be given to the following operators:

- Women and minority-owned food businesses.
- Food businesses with no more than one brick and mortar location outside of Cambridge. Qualifying locations are any establishment in which direct to consumer sales are conducted (i.e. restaurants, cafes, seasonal concession stands, and food halls).
- Food businesses with no brick and mortar locations at all in Cambridge.
- Food businesses not presently vending in other outdoor venues on a regular basis (e.g. the Cambridge Redevelopment Authority Food Truck Program).
- Cambridge resident food businesses.

## **LOCATIONS & SCHEDULE CONSIDERATIONS**

While all food truck operators are encouraged to apply for any public space in the Program, the following will be considered when siting trucks:

- Direct competition with existing brick and mortar food businesses, based on:
  - a. Review of food truck menu.
    - i. The menu focuses on an item (e.g. burritos) or a cuisine (e.g. Mexican).
    - ii. The menu offers a broad range of items (e.g. variety of vegetarian dishes across different cuisine).
  - b. Review of how frequently menu rotates.
- Consideration of “People’s Choice” voting results
  - a. Utilized for high demand locations.
  - b. “People’s Choice” voting consists of an online survey allowing the public to vote on select shifts and locations. Winning trucks from the “People’s Choice” will be considered when setting final schedules.

## **The following spaces will be available from May 2019 to April 2020**

To promote diverse food offerings around each of these spots, we will not be offering spots to indicated ineligible menu items.

<b>Location</b>	<b>Time of Day</b>	<b>Number of Trucks</b>	<b>Price Per Shift</b>	<b>Ineligible Menu Items</b>
<b>Cambridgeport:</b> Sidney Street at Erie Street	Weekdays 10am – 3pm Monday to Friday	3	\$50	Sandwiches, Pizza
<b>Central Square:</b> Mass Ave at Bigelow Street (City Hall)	Weekend Nights 8pm – 12am Thursday, Friday, Saturday	2	\$30	Salads/Smoothies/Grain Bowls, Hamburgers, Pizza, Coffee
<b>North Point Park</b> Education Street	Weekend Days 10am – 6pm Saturday and Sunday	2	\$40	Salads

Payment for shifts secured through the Food Truck Program will be made on a monthly basis, one month in advance. Food truck operators will be invoiced by the Traffic, Parking & Transportation Department and issued a Special Permit for use of the road. Food trucks are not responsible for paying parking fees via parking meters as shift fee includes cost of parking at a public parking spot. Additionally, food trucks will be issued a credit for any vending days in which a snow emergency was declared (to be redeemed in the following month only) and will not be charged a fee for any vending days in which City of Cambridge meters are not in effect: New Year's Day, Martin Luther King Jr's Birthday, Presidents' Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day/Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

Note: Failure to pay for the Traffic, Parking & Transportation Special Permit in advance of vending will result in shift forfeiture. Operators cannot pay for a partial month nor pay on a day-to-day basis. Vendors will not be credited for missed shifts nor can vendors apply funds towards the next month's vending for any shifts forfeited due to any reason, including but not limited to, truck malfunction or inclement weather. Vendors can arrange to pay for multiple months in advance if preferred.

## Other Regulations

Food truck businesses operating in the City of Cambridge are required to follow all the same regulations applicable to their brick-and-mortar counterparts. The following may be new to some food truck businesses and does not represent the full list of regulations that may apply to a food truck business. Directly consult city departments and agencies for questions.

- **Sidewalk obstruction:** No materials of any kind may be placed on the public sidewalk. This includes, but is not limited to, tables, chairs or other seating, A-frame signs, coolers, trash cans, or promotional materials. Additionally, a free path of travel must be maintained for the public during customer queuing on sidewalks and customers may not queue on private property to alleviate sidewalk congestion. Consult the [Department of Public Works](#) for more information about the permitting of sidewalk use.
- **Single-use plastic bags:** No single-use plastic bags of any kind may be used during vending. This includes, but is not limited to, single-use plastic take-out bags. Consult the [Department of Public Works for more information about the Bring Your Own Bag \(BYOB\) Ordinance](#).
- **Single-use disposable service-ware:** No single-use disposable service-ware of any kind may be used during vending. This includes, but is not limited to, cups, plates, bowls, hinged or lidded containers, straws, cup lids, and utensils. Consult the [Department of Public Works for more information about the Cambridge Polystyrene Ordinance](#) and the service-ware options available.
- **Live or recorded music:** No entertainment of any kind may be offered on the public way. Consult the Cambridge License Commission for more information about the [Noise Ordinance](#).
- **Alcohol:** No alcohol of any kind may be sold or distributed. Consult the Cambridge License Commission for more information.

## **TIMELINE**

**February 22, 2019:** Applications due. Vendors who participated in the Food Truck Pilot must apply to the May 2019 season using the Food Truck Program application form. Food Truck Pilot applications will not be accepted.

Note: completed applications will be accepted after this date but schedule requests may not be possible to accommodate due to limited space at select public locations.

**February 25 – March 1, 2019:** People’s Choice voting for high-demand locations.

Note: to be included in the People’s Choice voting, applicants must have submitted all of the following by February 22, 2019: a complete application with a signature and tax ID, truck license plate number, a menu, ServeSafe Certification, a health permit for restaurant or commissary where food is prepped, and a copy of a Doing Business As (DBA) Certificate from the State of Massachusetts showing date of business incorporation.

**March 7, 2019:** Eligible applicants assigned a shift(s), pending obtaining necessary permits and licenses and proof of necessary insurance coverage.

**March 15, 2019:** Truck operators contacted and tentatively scheduled.

**End of March 2019:** Food Truck Inspections conducted by Inspectional Services Department (ISD) and Fire Department for the Mobile Food Truck Permit. See Eligibility Criteria.

**April 2019:** Supporting documents submitted (if pending at time of application). See Eligibility Criteria.

Note: both the Mobile Food Truck Permit (ISD) and the Cambridge Hawkers & Peddlers License (License Commission) renew in April.

**April 2019:** Truck schedules announced to the public.

**May 1<sup>st</sup>, 2019:** Vending begins.

**April 30<sup>th</sup>, 2020:** Vending season ends.