

## ***Cambridge Riverfront – Mobile Food Program***

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### ***Information for Applicants – 2013 Season***

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**The City of Cambridge invites applications from qualified Mobile Food Vendors to sell freshly-prepared food and beverages on designated City streets adjacent to parks along the Charles River.**

Public parking spaces will be made available to approved, permitted and licensed mobile food and beverage vendors on Saturdays and Sundays from late April to mid-November, 2013. Operators will apply to participate in the program and qualifying operators will be offered spaces to lease for the duration of the program. A single fee will be charged to participate in the program and to cover all required City of Cambridge licenses and permits.

#### **Important Notes**

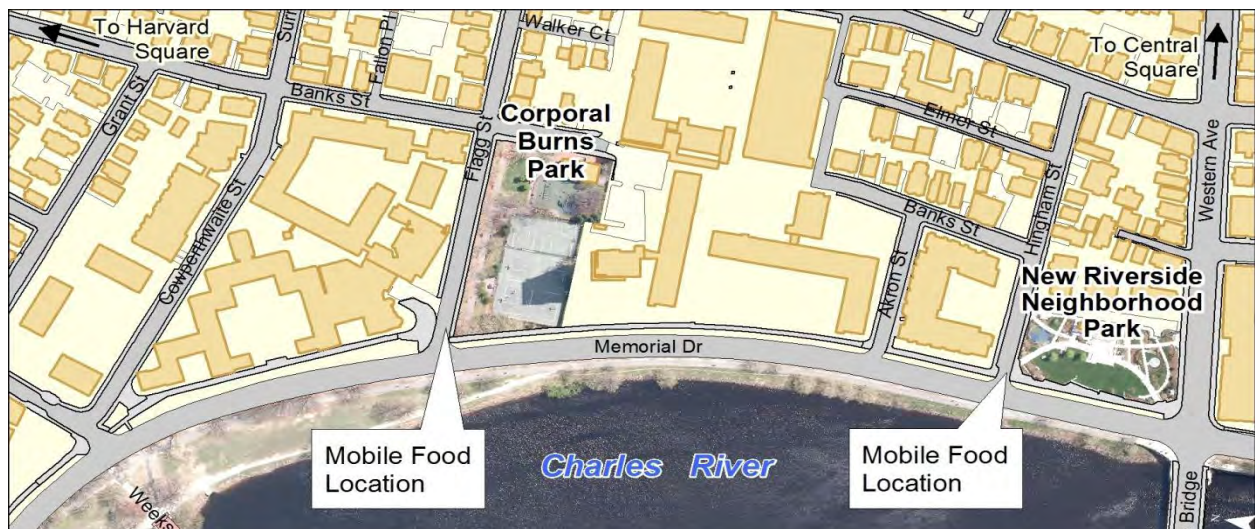
- The deadline for first-round review of applications is Thursday, March 21 at 5:00pm. After that time, applications will still be accepted and reviewed, but participation will depend on whether spaces remain available.
- This application pertains to the 2013 program only. Acceptance and participation in the program is not guaranteed for future years
- This document and the application document can be downloaded at [www.cambridgema.gov/mobilefood](http://www.cambridgema.gov/mobilefood)
- Questions should be directed to [mobilefood@cambridgema.gov](mailto:mobilefood@cambridgema.gov)

## Background: Cambridge Riverfront Mobile Food Program

In spring 2011, the Cambridge Community Development Department published the *Cambridge Riverfront Plan: Reconnecting People to the Water*. This plan provides a vision for how the Charles River can become an even better resource by providing a richer and more valuable experience for the Cambridge community. One of the study recommendations that grew from community feedback was to support the availability of fresh food and beverages along the riverfront. Mobile food trucks and carts can meet this demand while providing opportunities for food entrepreneurs looking for new customers at relatively low cost. The Cambridge Riverfront is a desirable place to support mobile food because it attracts many users at various times, but provides few nearby options for freshly prepared food.

## Locations

The City of Cambridge will reserve on-street parking spaces for mobile food vendors on Flagg Street (adjacent to Corporal Burns Park), Hingham Street (adjacent to Riverside Neighborhood Park) and on North Point Boulevard (adjacent to North Point Park). At present, these locations attract many weekend users, but there are no nearby establishments serving fresh food or beverages to the public.



## Dates of Operation

The Riverfront Mobile Food Program will reserve spaces for vendors to operate at the following dates and times.

### Weekends at North Point

The City of Cambridge is designating 2 spaces for Approved Food Truck Participants to operate next to the North Point Park on **SATURDAYS & SUNDAYS**. These two parking spaces on North Point Boulevard will be reserved from 8:00am to 7:00pm. Approved mobile food providers may operate for any period within those time constraints.

#### Weekends at North Point Dates

- April 27, 28
- May 4, 5, 11, 12, 18, 19, 25, 26
- June 1, 2, 8, 9, 15, 16, 22, 23, 29, 30
- July 6, 7, 13, 14, 20, 21, 27, 28
- August 3, 4, 10, 11, 17, 18, 24, 25, 31
- September 1, 7, 8, 14, 15, 21, 22, 28, 29
- October 5, 6, 12, 13, 19, 20, 26, 27
- November 2, 3, 9, 10

*The City of Cambridge reserves the right to change the dates and locations offered under the Mobile Food Program.*

### Riverbend Park Sundays

Days on which the Mass. Department of Conservation and Recreation closes Memorial Drive to vehicular traffic, and the road is open for recreational use by pedestrians and cyclists only. Parking spaces on City of Cambridge streets will be reserved from 10:00am to 7:00pm. Approved mobile food providers may operate for any period within those time constraints. *Note: Coordination with State Police may be required to access spaces after the Memorial Drive closures begin.*

#### Riverbend Park Dates

- April 28
- May 5, 12, 19, 26
- June 2, 9, 16, 23, 30
- July 7, 14, 21, 28
- August 4, 11, 18, 25
- September 1, 8, 15, 22, 29
- October 6, 13, 20, 27
- November 3, 10

*The City of Cambridge reserves the right to change the dates and locations offered under the Mobile Food Program.*

### Cambridge River Festival: Saturday, June 1

Memorial Drive will be closed for the Cambridge Arts Council's annual community-wide arts festival featuring performances, art/craft vendors and other activities taking place in the Riverbend Park area. Approved participants in the Riverfront Mobile Food Program that have operated during at least three of the previous Sundays may be eligible to participate in this event for a reduced fee (50% off the normal \$450 fee for food vendors). Participating vendors will be subject to additional rules and requirements specific to this event.

### Program Requirements

1. The mobile food service vehicle must be licensed to operate within the City of Cambridge, and must meet all applicable health and safety codes at the local, state and federal level. (*See licensing and permitting requirements below.*)
2. The mobile food service vehicle must provide all necessary water, energy, and waste handling functions necessary to prepare and serve food to the public. Trash barrels and water service within the parks are for use by park visitors/customers only and are not to be used for mobile food operations. Areas surrounding the mobile food vehicle must be kept free of litter.
3. At least 80% of food/beverage offerings by the vendor must be freshly-prepared, *not* pre-packaged items. Healthy menu options are encouraged.

### Licensing and Permitting Requirements

Before beginning operation, a vendor will need the following permits and licenses. A vendor may be approved for the Riverfront Mobile Food Program without having received these permits and licenses. Approved vendors will be given an application packet with all of the necessary forms to complete and file with the appropriate departments.

- **Massachusetts Hawker and Peddler License** (issued by the city or town in which the vendor resides)
- **Annual Peddler/Vendor License** (issued by Cambridge License Commission)
  - If the vehicle uses propane, the vehicle must be inspected by the Cambridge Fire Department for compliance with Department of Transportation and 527-CMR guidelines.
- **Mobile Food Truck Permit** (issued by the Inspectional Services Department), which requires:
  - The license for the restaurant or commercial kitchen in which food is prepared
  - Servsafe Certificate
  - Allergy Awareness Certificate
- **Valet, Food Truck or Jitney Permit** (issued by the Traffic, Parking and Transportation Department)

### Program Fees and Cancellation

Vendors in the Riverfront Mobile Food Program must pay a flat fee of **\$200 for the entire season** to the City before being allowed to operate. The fee will cover all of the Cambridge-issued licenses and permits listed above, and is non-refundable.

A vendor may decide at any point to discontinue participation in the program by informing the Mobile Food Committee in writing. If a vendor fails to operate at its assigned space and time on three consecutive occasions, that vendor's participation in the program may be revoked, unless the vendor provides a reasonable explanation to the Mobile Food Committee. The City of Cambridge also reserves the right to revoke any permits at any time if the program requirements, municipal ordinances or other applicable regulations are violated, or for any other reason if it is determined to be in the best interest of the City.

If a vendor's participation in the program is cancelled, that vendor's parking space is forfeited and another approved vendor may take the space.



## How to Participate

1. Complete and submit a Cambridge Riverfront Mobile Food Program Application with information about your mobile food operation and location preferences.
  - The application form can be downloaded at [www.cambridgema.gov/mobilefood](http://www.cambridgema.gov/mobilefood)
  - Applications may be submitted to the Cambridge Mobile Food Committee electronically (to [mobilefood@cambridgema.gov](mailto:mobilefood@cambridgema.gov)) or by mail (to Community Development Department, 344 Broadway, Cambridge, MA 02139).
  - Applications must be received by Thursday, March 21, at 5:00pm to be considered in the first round of assignments. After that date, applications will still be accepted and reviewed, but new vendors may only be accepted if spaces are available.
2. The Cambridge Mobile Food Committee will inform the first round of applicants whether they have been accepted into the program by the end of March.
  - Acceptance into the program will include an assignment specifying the approved location and dates of operation. The Mobile Food Committee will consider a variety of factors in assigning locations, including the preferences of accepted vendors, space constraints, and the goal of clustering vendors with complementary offerings. *Location assignments may not be changed or “swapped” without prior permission of the Mobile Food Committee.*
  - In the event that the number of applications from qualifying vendors exceeds the number of spaces that can be made available, accepted vendors will be chosen by the Mobile Food Committee based on a combination of criteria, including the variety of freshly-prepared offerings, quality and uniqueness of items, nutritional value, price-point, sustainability of the operation, and compatibility with the program goals.
  - Qualifying vendors that are not accepted to the program based on space availability will be kept on a waiting list, and may be invited to participate if spaces become available throughout the season.
3. If your operation has not received all necessary City of Cambridge permits, inspections and licenses prior to acceptance, you will proceed to the appropriate City departments to complete the approval process. Accepted vendors will receive a package containing all required City paperwork to be completed and instructions on how to obtain the necessary approvals.
  - This process may take several weeks, depending on when inspections can be scheduled. Vendors may not begin operation until all approvals are granted. If a vendor cannot operate at an assigned time due to scheduling delays, it will not restrict their ability to participate in the program after completion of the required inspections.
4. To complete the approvals process above, accepted vendors must pay the \$200 per-year fee to the City.
5. After receiving all approvals and paying the required fee, accepted vendors may begin operating at their assigned locations and dates.