



FOOD TRUCK REQUEST FORM
IN CONJUNCTION WITH PARK LODGE RESERVATIONS

NOTICE:

- Food trucks are to be used in conjunction with a Pineway Ponds Park Lodge reservation. The account holder of the lodge must complete the following paperwork.
- A food truck is classified as a motorized vehicle or pushcart acting as caterer (a person or company providing food and drink at a social event or other gathering). All food items must be purchased through prior procurement by the lodge renter. Foods may not be available for individual sale to event guests or general public.
- Full payment must accompany this form. Payment may be made using cash or check (credit card processing not available for food trucks at this time).
- Fee: \$50 for the duration. A separate food truck security deposit will be collected at time of key pickup in the amount of \$15. We reserve the right to withhold any/all portions of the Security Deposit if the policies below are not followed.

Name of Applicant (must match name on Lodge Reservation): _____

Applicant Email: _____

Phone: _____

Name of Lodge Reserved: _____

Date of Rental: _____

Name of Food Truck: _____ Type: Pushcart Motorized Other _____

Time of Food Truck Usage (include set up and clean up; max 3 hrs): From _____ To _____

Check that the following items are included with this request:

- Proof of Liability Insurance in amounts of \$1 million per occurrence and \$2 million aggregated, naming the Town of Ogden as additional insured.
- Copy of Monroe County food truck operating license
- Payment of \$50 cash/check (additional \$15 Security Deposit to be collected when picking up Lodge key)

Food trucks will be allowed in accordance with the policy outlined by the Ogden Town Board and the regulations herein provided. Applicant must initial agreement with the following policies:

- ____1. The food truck is only allowed on the day/time specified above. Special events, holidays, or multiple park events may impact allowance of the food truck.
- ____2. Only one (1) food truck is allowed per lodge rental.
- ____3. Food trucks are allowed between the hours of 10:00am-8:00pm. Set up and clean up must occur between these times. This will be strictly enforced.
- ____4. Food trucks will be allowed for a maximum time of 3 hours each day. This time includes set up and clean up.
- ____5. The food truck must park in the lot adjacent to the rented Lodge, avoiding all accessible parking spaces. Food trucks may not block sidewalks, access paths, or fire hydrants. No shrubs, trees, grass, or other vegetation may be damaged, moved, or otherwise disturbed because of the food truck activity.

- ___6. Cancellations: All cancellations must be made in writing or via email. A processing fee of \$15 applies to the refund.
- ___7. Insurance: Food truck vendor must provide liability insurance in the amounts of \$1 million per occurrence, \$2 million aggregate. The Town of Ogden must be listed as additional insured.
- ___8. A sign must be posted at the food truck indicating food is provided for PRIVATE EVENT GUESTS ONLY and not offered or available to the general public.
- ___9. Any music or announcements broadcasted by the food truck must remain an acceptable volume level and should not interfered with the general public's enjoyment of Town grounds.
- ___10. The food truck must be self-contained and require no electricity, water, or other service from the Town.
- ___11. Food trucks may not sell or disperse alcoholic products.
- ___12. Food truck must be licensed by Monroe County. A copy of the license must be attached to this form.
- ___13. It is the responsibility of the food truck and the lodge renter to protect and clean any surface that is unprotected on the reservation day. Should Town of Ogden staff be required to clean the designated space, the user will forfeit the Food Truck Security Deposit and may be charged additional fees.
- ___14. OPR reserves the right to prohibit certain activities/events on Town grounds.
- ___15. The Town of Ogden reserves the right to modify or cancel any and all functions/reservations now or in the future based on local, state, or federal guidelines.

The Applicant hereby agrees to indemnify and hold harmless the Town of Ogden from any and all claims or actions based upon property damage, personal injury, or death resulting from any acts, omissions, or any other matter whatsoever of the above-mentioned group/organization, its members, guests, invitees, and food truck while on the premises of the Pineway Ponds Park located in the Town of Ogden.

This agreement shall include indemnity to the Town of Ogden for all costs, counsel fees, expenses, or any other liability whatsoever which may be incurred by the Town of Ogden as a result of Applicant's use of the Town of Ogden facilities.

By signing this agreement, the Applicant agrees to be bound by the above terms and conditions, to abide by all Park rules and regulations, as well as the ordinances of the Town of Ogden. The applicant accepts responsibility for any violations and agrees to forfeit security deposit and/or pay fees charged and to pay the cost of repair or replacement of any and all Town of Ogden Parks and Recreation property damaged as a result of the food truck.

Signature of Applicant: _____

Date: _____