

## Special Event Food Cart Requestor Responsibilities

1. Contact the Campus Event Services Office (CESO) to start planning your event that potentially includes food carts **no less than 45 days prior** to the event.
2. Review the documents sent by Campus Event Services to ensure the following policies are met:
  - a. Event takes place in an approved location (See Food Cart Entire Campus Location Map)
  - b. Event takes place after 5:00 PM Monday – Friday, or any time on Saturday and Sunday
  - c. Food Cart is from a City Approved Vendor List
3. Contact and make arrangements with the food cart from the Approved Food Cart Vendor List no less than 30 days prior to the event. Report your cart selections to the Campus Event Services Office.
4. CESO will record your event, and send out a Campus Event Alert. Please note that locations near the Wisconsin Union or Housing locations require extra approvals.
5. Environmental Health and Safety will reach out to you with directions to apply for a Temporary Food Stand (link below). Email [ehs@fpm.wisc.edu](mailto:ehs@fpm.wisc.edu) for support. This application will prompt a review of your food cart to make sure they are appropriately licensed to serve and sell food in the State of Wisconsin. It will also trigger an inspection from campus EHS, if applicable. You will receive an email from EHS once this portion of your event is approved.

<https://ehs.wisc.edu/campus-health-safety/food-safety-licensing/>

Risk Management is part of EHS Temporary Food Stand approval process. Vendors shall meet insurance requirements listed in Section 1 below under “Other helpful information.” Vendor’s certificates of insurance evidencing insurance coverage shall be provided to Risk Management at [foodstandpermits@bussvc.wisc.edu](mailto:foodstandpermits@bussvc.wisc.edu) with event title, date, and UW Madison Supplier Information or if not an existing UW-Madison Supplier a completed Facility Use agreement.

6. If the Food Cart tow vehicle needs parking in proximity to the Food Cart, reach out to [Transportation Services](#) to arrange an appropriate parking permit.
7. Site Management: Ensure that your event follows all University Guidelines on the day of your event, including, but not limited to:
  - a. Ensuring that all food cart vendors leave the site as clean as they find it, including cleaning grease or oil stains on the pavement
  - b. Ensuring that noise from generators is minimized after 7pm if in proximity to dormitories or other residences
  - c. Ensure that vendors are responsible for their own power supply and waste removal

- d. Ensuring that vendors vehicles are in legal parking spaces
- e. Ensuring that EHS Special Event Sanitary Facility Requirements are met  
[https://www.uhs.wisc.edu/wp-content/uploads/TFS\\_Toilet\\_Requirements.pdf](https://www.uhs.wisc.edu/wp-content/uploads/TFS_Toilet_Requirements.pdf)

**Other helpful information**

**1. What are the insurance requirements for a cart?**

Food cart vendor will be required to submit certificate of their insurance meeting the following requirements -

***Food Service-***

<b>Coverage Type</b>	<b>Minimum Limit</b>
<b>A. Worker’s Compensation</b>	Meet State of WI Statutory WC Requirements
<b>B. Commercial General Liability Each Occurrence</b>	\$1,000,000
General Aggregate Incl. Products & Completed Operations	\$2,000,000
<b>C. Liquor Liability (When applicable)</b>	\$1,000,000
<b>D. Automobile Liability Combined Single Limit</b>	\$1,000,000
Additional Insured Provision:	
<b>E. The contractor vendor shall add the, “Board of Regents of the University of Wisconsin System, its officers, employees, and agents” as an additional insured under the commercial general liability policy. The <i>Certificate Holder</i> should read: <b>University of Wisconsin-Madison;</b></b>	
<b>F. ATTN: Risk Management; 21 N Park St, Ste 5301; Madison, WI 53715</b>	

**2. What are the guidelines for fundraising?**

If you are an RSO, please utilize these guidelines: <https://guide.cfli.wisc.edu/finances/>

**3. Who is responsible for site management?**

The event sponsor will ensure the safe load in and removal of all carts that have been approved. The event sponsor will also be responsible for any and all additional permits required for the event, and compliance with university policies. These include the proper amount of lavatory facilities, trash removal, and any other event related components. CESO will generally utilize the Campus Event Alert system to alert all interested parties such as EHS and Campus Police of the event. Those entities may have questions or concerns which will be routed to the event organizer.