

Food Truck Operating Instructions & Requirements

1. Permits & Licensing

- All food trucks must obtain:
 - A valid **Mobile Food Vendor License** from the local jurisdiction
 - A current **Health Department Permit** (county or state)
 - Any required **fire inspection approval** (if using propane, grills, fryers, etc.)
 - Permits must be visibly displayed on the truck at all times.
 - Vendors must comply with all applicable **state and local health codes**.
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2. Approved Locations & Zoning

- Food trucks may only operate in:
 - Designated commercial or approved public areas
 - Special events with prior authorization
 - Trucks are **prohibited** from:
 - Blocking sidewalks, fire lanes, or ADA access points
 - Operating within a specified distance (e.g., 100–300 feet) of brick-and-mortar restaurants unless permitted
 - Written permission is required when operating on private property.
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3. Hours of Operation

- Standard operating hours: *(customize as needed)*
Example: 7:00 AM – 10:00 PM
 - Extended hours may be allowed for special events with approval.
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4. Health & Sanitation Requirements

- Handwashing station required inside the truck.

- Proper food storage temperatures must be maintained:
 - Hot foods: 135°F or above
 - Cold foods: 41°F or below
 - Wastewater must be disposed of in approved sanitary facilities—**never into storm drains.**
 - Trash and recycling must be contained and removed daily.
 - Staff must follow safe food handling practices (gloves, hair restraints, etc.).
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5. Fire & Safety Regulations

- Trucks using cooking equipment must:
 - Have a **Class K fire extinguisher**
 - Install proper ventilation/hood systems
 - Propane tanks must be secured and inspected regularly.
 - No open flames outside the vehicle unless specifically approved.
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6. Parking & Mobility

- Trucks must be:
 - Legally parked at all times in one of the 13 available spots. Refer to the attached map.
 - Capable of moving immediately if required for safety or emergency.
 - Trucks will be asked to moved if not in an approved parking spot.
 - No overnight parking unless specifically authorized.
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7. Noise & Conduct

- No excessive noise, including:
 - Loud generators
 - Amplified music without permits

- Vendors must maintain a clean, orderly, and respectful environment.
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8. Insurance Requirements

- Vendors must carry:
 - General liability insurance (e.g., \$1,000,000 per occurrence)
 - Additional insured listing for the municipality (if required)
 - Proof of insurance must be submitted prior to operation.
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9. Inspections & Compliance

- Trucks are subject to:
 - Random health inspections
 - Fire inspections
 - Code enforcement checks
 - Violations may result in:
 - Fines
 - Suspension or revocation of permits
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10. Special Events

- Food trucks participating in festivals or community events must:
 - Register in advance
 - Follow event-specific guidelines
 - Coordinate with event organizers for setup and breakdown times
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11. Prohibited Activities

- Selling alcohol without proper licensing
- Dumping grease or waste improperly

- Operating without valid permits
- Obstructing traffic or pedestrian flow

Food Truck Fee Schedule

Season Dates: May 3 – October 3

Event Schedule

- The food truck season consists of **20 scheduled weekly events** occurring between May 3 and October 3.
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Fee Structure

Per Event Rate:

- \$100 per event

Full Season Rate (Discounted):

- \$1,800 if paid in full prior to the first scheduled event
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Payment Options

- **Pay-As-You-Go:**
Vendors may pay \$100 prior to each individual event.
 - **Season Commitment (Discounted):**
Vendors may secure participation for the full 20-week season at a discounted rate of \$1,800 if paid in full before the first event.
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Terms & Conditions

- All fees must be paid in advance of participation.
- Full-season payments are **non-refundable**, except in the event of cancellation by the municipality.
- Vendors who miss scheduled events are not entitled to refunds or credits.
- Event participation is not guaranteed until payment is received.
- The municipality reserves the right to cancel or reschedule events due to weather, safety concerns, or other unforeseen circumstances.

**VILLAGE OF OAKWOOD EVENT REGISTRATION FORM AND
VENDOR CONTRACT**

This Contract must be fully completed and accurate in order for this application to be accepted. Incomplete applications will be returned. **THIS CONTRACT MUST BE SIGNED BY BOTH THE VENDOR AND THE VILLAGE OF OAKWOOD TO BE VALID.**

VENDOR COMPANY/ORGANIZATION NAME: _____

NAME: _____ **CAPACITY OF PERSON RESPONSIBLE:** _____

ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP CODE:** _____ **CELL PHONE:** _____ **FAX NO:** _____

EMAIL: _____ **OTHER:** _____

VENDOR TYPE: ____Food ____Game ____Informational ____Entertainment (type): _____

VENDOR DESIGNATION: ____Business ____Non-Profit ____Civic Organization ____Other: _____

Provide a description of vendor services: _____

This contract, including applicable event fees, is to be dropped off or mailed to the Village of Oakwood Mayor's Office, 24800 Broadway Ave., Oakwood, OH 44146. Please include your **CERTIFICATE OF INSURANCE** for general business coverage.

Vendor agrees that this Contract becomes a contract ONLY when signed and accepted by the Village of Oakwood. A space reservation is required by vendors to participate in any Village of Oakwood events.

Requirements are as follows:

WHAT ARE BOOTH/TRAILER/TRUCK DIMENSIONS: Booth (standard is 10x10): _____ **OR Trailer/Truck (Dimensions):** _____
TYPE(s) OF FOOD THAT WILL BE SERVED (if applicable): _____

ELECTRICAL HOOK-UP NEEDED? YES _____ NO _____ **WATTS/AMPERES** _____
THE VILLAGE OF OAKWOOD WILL PROVIDE EACH VENDOR A TABLE AND TWO CHAIRS IF NEEDED FOR A \$20 FEE: YES _____ NO _____
OUTDOOR EVENTS: TENTS ARE PERMITTED IF DESIRED AND MUST BE WEIGHTED AND/OR PROPERLY ANCHORED TO THE GROUND.

GENERATORS AVAILABLE UPON REQUEST. GENERATOR NEEDED: YES _____ NO _____

ANY AND ALL PERMITS/LICENSES THAT ARE REQUIRED BY CITY/COUNTY/STATE AGENCIES ARE THE RESPONSIBILITY OF THE VENDOR.

Health permit applications are available from the County Health Permit Information at ccbh.net/food-forms-apps/

COUNTY FOOD SERVICE/VENDOR'S TEMPORARY FOOD PERMIT NO: _____

****Vendors who are required to complete a fire safety inspection prior to the start of operation must obtain and follow the Village of Oakwood Event Safety Checklist Form. An inspection must be scheduled prior to the event with the Village of Oakwood Fire Prevention office. Please call (440) 232-6695 to schedule an appointment****
Note – Fire inspections from other municipalities accepted.

REGULATIONS: Vendor agrees that it/they and their employees will abide by the Rules and Regulations attached hereto and incorporated by way of reference herein. Failure to follow the attached rules and regulations is considered a breach of this Contract and any Vendor failing to follow the attached Rules and Regulations will be prohibited from further participation in Village of Oakwood events. Additionally, failure to follow the attached Rules and Regulations, which are an integral part of this Contract, shall be considered a breach entitling the Village of Oakwood to recover any damages it has incurred.

A signed accepted copy of this Contract will be returned as evidence of a contract and acknowledgement of reservation and fee. The Village of Oakwood reserves the right to accept or reject any Application/Contract for any reason that is determined not to be in the best interest of The Village of Oakwood.

VENDOR SIGNATURE: _____ **DATE:** _____

VILLAGE SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY

PLEASE CONFIRM RECEIPT OF: ____BOH LICENSE ____COI ____FIRE INSPECTION

The Village of Oakwood - 24800 Broadway Ave. - Oakwood, OH 44146 - (440) 232-9988 - www.oakwoodvillageoh.com



Oakwood Village Fire Department

Fire Chief Dave Tapp
24800 Broadway Avenue
Oakwood Village, Ohio 44146
(440) 232-6695

Mobile Food Unit / Cooking Tent Inspection Form

Date of Inspection: _____ Time of Inspection: _____

Name of the Mobile Food Unit / Tent: _____

Operator's Email / Cell Phone: _____

Location / Event: _____

Type of Unit: ☐ Motorized Vehicle ☐ Trailer ☐ Hand Propelled Cart ☐ Cooking Tent

Cooking Method: ☐ Propane ☐ Electric (Connected to the Grid) ☐ Electric (Generator)

Mobile Food Unit

Yes	No	N/A		Yes	No	N/A	
			Carbon Monoxide Detector				Fire Extinguisher (5# ABC)
			No Smoking Sign Inside				Separation Distance (~ 10 feet)
			Class-K Fire Extinguisher				Quarter Turn Shut-Off Valve (Labeled)
			No Smoking Sign Outside				Propane Containers Secured
			Propane Containers, Piping, Appliances Free From Defect (Container within Test Date)				Propane Appliance Burners Checked For Mostly Blue Flame (No Rich or Lean Burn Detected)
			Interior / Exterior Checked for Propane Leaks				Fryers Separated From Open Flame (16" Gap or Metal Spacer)
			Portable Generators Kept Proper Distance From Unit (Exhaust Pointed Away)				Operators Advised Not to Refill Portable or Built-In Generators While Is Running or Still Warm

Cooking Tent

Yes	No	N/A		Yes	No	N/A	
			Fire Extinguisher (5# ABC)				Class-K Fire Extinguisher
			Propane Containers Secured				Propane Containers, Piping, Appliances Free From Defect

Overall Findings: ☐ Okay to Operate (No Violations Found)
☐ Okay to Operate (Minor Violation(s) Found – Correct Prior to the Next Event)
☐ Cease Operations (Major Violation Found)

Inspector Comments: _____

Inspector's Signature: _____ Badge #: _____