KENT STATE UNIVERSITY

UNIVERSITY DINING SERVICES
Fork in the Road Food Truck Request Form

Submit a completed request form at least seven business days in advance of the event via email to Spencer Wurst wurst-spencer@aramark.com. A decision will be made at least four days prior to the scheduled event.

(Required) Please use this space to provide information regarding the event:

Date: _____ Event Name: _____

Department: _____ Dept. Address: _____

Telephone: _____ Email Address: _____

Contact Person: _____ Date of Event: _____

Start/End Time of Event: _____ Estimated Attendance: _____

***Food Truck requires minimum of four (4) hours on location**

Event Location & Address: _____

OFFICIAL USE ONLY PLEASE DO NOTE WRITE BELOW THIS LINE

☐ Approved ☐ Not Approved ☐ Returned for Additional Information

Date: _____ Approver: _____

Kent State University Dining Services has exclusive rights to the food truck on campus and has sole discretion to approve or not approve any request. Kent State University Dining Services can also cancel any previously approved requests due to but not limited to: *weather conditions or natural disasters, any changes to event from originally submitted request form, truck conditions that are deemed unsafe or unserviceable, or any other uncontrollable or extraordinary circumstances*. Event organizer or requesting organization understands and agrees that Kent State University Dining Services may refuse to award food truck services if Kent State University Dining Services determines in its sole discretion that an event associated with requested form would reflect adversely on Kent State University Dining Services.

Please note that a **minimum guarantee** of **$2,500.00** in sales is required for any approved event. In the event the food truck should fail to reach this minimum guarantee at approved event, the event organizer or requesting organization will be responsible to pay the difference to meet this minimum guarantee.