

# Food Vendor Agreement



VENDOR NAME

CONTACT NAME

EMAIL ADDRESS

ADDRESS

PHONE NUMBER

NAME OF EVENT

EVENT DATE(S)

EVENT TIME

CURRENT OR PAST  
REED EMPLOYEE?

☐ YES ☐ NO

CURRENT OR PAST  
REED STUDENT?

☐ YES ☐ NO

FOREIGN NATIONAL?  
(FOR TAX PURPOSES)

☐ YES ☐ NO

## PURPOSE

Reed College to contract with Food Vendors (Food Carts/Caterer) to supply food and non-alcoholic beverage services, in certain areas of the Reed College campus, for a specified amount of time, and under the conditions detailed below.

## OPERATION

- 1. APPLICATION & FEES.** Vendor must complete all application/acceptance procedures as set forth in this contract.
- 2. PERMITTING.** Vendor must have a temporary restaurant permit (finite time), a mobile cart permit (yearly renewal), or a catering license. License should be posted in a visible location. When the only food item vended is exempt from licensure, as specified by Multnomah County, Vendor will need to be prepared to provide evidence of exemption in place of a permit or license.
- 3. PARKING.** Tent, trailer, and other structures must be approved by Reed and placed in the location designated by Reed.
- 4. ADVERTISING & REED NAME.** There will be no public advertising (e.g. social media, website schedule) of food vendor location. Vendor acknowledges that Reed is the sole owner of the name Reed College and all marks, slogans, mascots, and any other marks which refer to or are associated with Reed ("Reed Marks"). Vendor shall not use Reed Marks.

- 5. SITE AVAILABILITY.** Food Vendor can move onto site between:

Food Vendor must remove cart, vehicles, and all equipment by:

START DATE

END DATE

START TIME

DEPARTURE TIME

Vendor staying past their departure time will be subject to towing at the owner's expense.

6. **VENDOR OPERATION.** Cart/Booth will be appropriately staffed during the hours set forth in this contract. Vendor will inform all personnel of site rules & layout. Provide all serving and display equipment, including preparation, refrigeration, and storage. Vendor will adhere strictly to the approved menu. Reed has the right to deny display, sale, and signage for unapproved or inappropriate items. Vendor will provide appropriate connections for standard electrical power. Vendor will provide own hoses and extension cords as needed. (50-foot items are recommended.)
7. **BEHAVIOR.** Vendor or any person admitted to the Reed campus by the vendor shall agree to respect others' rights and persons. Intimidation, harassment, and threatening behavior will result in immediate removal from the Reed College campus.
8. **HEALTH CODE.** Vendor must comply with and/or exceed applicable health codes and the highest standards for best practices for neatness, cleanliness, and sanitation.
9. **SANITATION & WASTE DISPOSAL.** Vendor must clean cart/booth location after event, utilizing recycling and refuse disposal at designated sites. There is no dumping of gray water or grease anywhere on Reed campus. Vendors must remove their own gray water and grease.
10. **DAMAGE AND DEFACEMENT.** If, during the term of this Agreement, the Facilities or any portion of the building or grounds are damaged by the act, default, or negligence of the Vendor or any other person or persons admitted to the Facilities by the Vendor, Vendor shall pay to Reed such a sum as shall be necessary to restore the Facilities to their pre use condition.
11. **REED COLLEGE OBLIGATIONS.** Provide space, and access to water and power as listed in this contract, within reason; priority is given to those that contract first.
12. **OTHER.** All structures must be secured with weights; staking will not be permitted.

## GENERAL TERMS

1. **INDEMNITY BY VENDOR.** Vendor shall defend, indemnify and hold harmless Reed, its trustees, officers, employees, agents, insurers, successors and assigns (the "Released Parties"), from and against any and all claims, demands, actions, or causes of action on account of any damage to real or personal property or any personal injury or death arising out of the acts or omissions of Vendor or its subcontractors, agents or employees relating to the Event, Vendor's use of the Facilities, or this Agreement, whether or not such damage, injury or death is caused by the fault or negligence of any Released Party. Any and all changes to this contract or other agreements between Vendor and Reed must be submitted in writing, signed by both parties, and attached to this document.
2. **INSURANCE.** Vendor must carry commercial general liability, workers compensation liability, and automobile liability insurance coverage. Vendors will provide Reed with a Certificate of Liability Insurance showing amount of coverage not less than \$1,000,000 (one million dollars) with "The Reed Institute" listed as an additional insured.
3. **NOTICES.** All notices required by this contract shall be in writing and sent to the addresses listed below.
4. **FAILURES.** Noncompliance with requirements may preclude participation in future Reed events.

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## ITEMS TO BE SUPPLIED:

(specify quantity and menu; attach invoice if provided).

## AGREEMENT

Please include guaranteed minimums, additional expenses, services vendor will provide, and/or services Reed will provide.

## FOOD CART SPECIFICS

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CART LENGTH

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POWER NEEDS

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WATER NEEDS

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OTHER SETUP NEEDS

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ADDITIONAL NOTES

# Food Vendor Agreement



## DEPARTMENT/STUDENT ORGANIZATION

\_\_\_\_\_  
SIGNED BY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

## REED COLLEGE STUDENT SENATE (IF APPLICABLE)

\_\_\_\_\_  
SIGNED BY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

## VENDOR REPRESENTATIVE

\_\_\_\_\_  
SIGNED BY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

## THE REED INSTITUTE

\_\_\_\_\_  
SIGNED BY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE