

# Administrative Approval Form for Food Vendors

**Per the District, the following items are required for consideration of food vendors on campus. Please note that the following steps have been provided already to Student Services:**

- Authorized signature from Food Service Supervisor, Vince Margetta, [vmargett@sdccd.edu](mailto:vmargett@sdccd.edu) or phone: (619) 388-3850; located on the Request for Use of Facilities form under Food Services
- Temporary Food Facility Permit
- Food handler Certificates for vendor staff who will be working at the site
- Liability insurance in the minimum amount of \$1mm must be provided. The District must be listed as co-insured or certificate holder on the certificate of insurance
- Hold Harmless Agreement - completed by the vendor
- Vendor-Seller Agreement - completed by the vendor
- Administrative approval (Vice President or designee signature is pending)

**Approved:** \_\_\_\_\_  
VP of Student Services Date

**Requested by:** \_\_\_\_\_  
Dean of Student Affairs Date

**Date of Event:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

# Hold Harmless Statement

\_\_\_\_\_  
Individual or Company Name

Agrees to same and hold harmless the San Diego Community College District, it's employees, trustees, and students from any and all liability, costs, litigation or claims for injury or death to any person, including, Vendor or Vendor's employees; or for damage to any property, including but not limited to that of Vendor or the San Diego Community College District arising from any cause related to Vendor's direct or indirect participation on City College. Vendor will arrange insurance to insure this potential liability in amounts sufficient to protect itself and the San Diego Community College District.

I agree with the above information and have read and understand City College's Procedures and Rules for Selling and the Hold Harmless Statement.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Seller's Permit #/ Tax I.D.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Seller's CDL#

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Food Handling Card #

\_\_\_\_\_  
Dean of Student Affairs

**\*IMPORTANT TO NOTE:**

**THIS FORM MUST BE IN POSSESSION OF VENDOR WHILE ON CAMPUS AND MUST BE PRODUCED WHEN ASKED BY COLLEGE OFFICIALS**

**SAN DIEGO CITY COLLEGE  
ASSOCIATED STUDENT GOVERNMENT  
VENDOR AGREEMENT**

The \_\_\_\_\_ (Club/Organization) agrees to sponsor \_\_\_\_\_ (Business) to sell their merchandise which includes: \_\_\_\_\_ to the students of San Diego City College.

As part of the following activity the Vendor will be allowed on campus on the following date(s): \_\_\_\_\_, during the hours of \_\_\_\_\_.

In exchange for this right, the Vendor agrees to pay \$\_\_\_\_\_ (**\$100 Non-profit**), (**\$150 Small business**), (**\$150 Food Vendor**), (**\$200 Corporate**) per day for a total of \$\_\_\_\_\_. This amount must be paid at the Cashier/Accounting Office (B-203) at least 5 working days IN ADVANCE of the scheduled event.

**VENDOR INFORMATION:**

**Representative Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Tax I.D.:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Print Vendor Name

**Signature:** \_\_\_\_\_  
A.S. President  
A.S. Vice President  
A.S. Public Events Coordinator

**Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
Dean of Student Affairs

**Date:** \_\_\_\_\_

**Vendor Agreement Checklist – Copy Submitted:**

- **Caterer’s License**                      Yes                      No
- **Restaurant License**                      Yes                      No
- **Proof of Insurance**                      Yes                      No
- **Food Handler Certificate**                      Yes \_\_\_\_                      No

**Special Note: Vendors MUST pay first in order to set up for the scheduled event.**

- Copy Distribution:**
- 1) Original - Student Affairs
  - 2) Cashiers