

# SCU Catering Form - Over \$750

updated 8/7/25

**This form must be completed 14 business days prior to the event.**

Bon Appetit has the first right of refusal for ALL events using food/drink with a dollar amount over **\$750**. When planning an event, please contact Bon Appetit FIRST and describe to them what kind of food you would like at your event. If Bon Appetit is unable to accommodate your catering request then an external caterer or food truck may be used. A fee of 7.5% based on the food/drink/service/delivery invoice is to be paid to Dining Services. If serving alcohol at your event, it must be served by Bon Appetit. **FOOD THAT IS CATERED IS NOT TO BE RESOLD FOR PROFIT OR FUNDRAISING.**

Department/Organization Name: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

## **Bon Appetit Notification Request**

Bon Appetit Catering: [catering@scu.edu](mailto:catering@scu.edu) Phone: (408) 554-1792

Bon Appetit Notification Date: \_\_\_\_\_ ☐ Bon Appetit cannot accommodate this event.

If Bon Appetit is unable to accommodate your catering request, provide a signature from Bon Appetit below or an email from Bon Appetit stating they cannot accommodate your request.

Bon Appetit GM or Catering Mgr Signature (or attach email)

### **External Caterer**

1. Complete this form.
2. Invoice from caterer.
3. Email to [auxiliaryservices@scu.edu](mailto:auxiliaryservices@scu.edu)
4. If all complete, Auxiliary Services will email you approved External Catering Form and will prepare the transfer of 7.5% external catering fee.

### **Food Truck**

1. Complete this form.
2. Complete Food Truck Agreement - found online at Dining Services - Food and Dining Policies (requires you to countersign). Keep copy for yourself.
3. Copy of food truck's Certificate of Insurance.
4. Invoice from food truck.
5. Email all the above to [auxiliaryservices@scu.edu](mailto:auxiliaryservices@scu.edu).
6. If all complete, Auxiliary Services will email you approved External Catering Form and will prepare transfer of 7.5% external catering fee.
7. Contact Parking & Transportation (P&T) - (408) 554-7092 to arrange parking. P&T charges \$100 per truck.

1. Name of external caterer or food truck: \_\_\_\_\_

2. Workday Budget String (example: FD30020 AUXSVC AUX) \_\_\_\_\_

3. Approved location of food truck: \_\_\_\_\_

AUXILIARY SERVICES APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_