

Santa Clara University External Catering Form

Bon Appetit is the exclusive caterer for annual traditional SCU community-wide events including (but not limited to) the annual Christmas party, faculty and staff appreciation events and fair, Commencement, Grand Reunion, Welcome Weekend, Preview Days, Family Weekend, Open House and 1st Year Orientation.

10 Days Prior to Event:

Submit completed external catering form and proposal from caterer.

After Event: Submit actual catering invoice and calculation of 7.5% (based on food, service, tax and delivery). Auxiliary Services will process FTAR.

Return all completed paperwork to:

(auxiliaryservices@scu.edu),
Auxiliary Services,
Benson 213, x4070.

Alcohol MUST be served by Bon Appetit. To arrange alcohol service call the Director of Catering at (408) 551-1792.

**\$200 exception for closed meetings (not open to the entire campus).
See Dining Policies online for more information.**

Today's Date: _____

Campus Department Sponsoring Event: _____

Campus Department Contact: _____

Campus Contact Phone # and email address: _____

Event Name: _____

Event Date: _____ Location(s): _____

Description of event:

Intended Caterer: _____

Intended Caterer Address: _____

Intended Caterer Phone #: _____

Department Accounting Distribution String _____

7.5% Paid to SCU Dining Services (based on food, service, tax & delivery) \$ _____

Signature of Budget Manager: _____

Signature of Campus Contact: _____ Print Name: _____