

Santa Clara University
Food Truck - External Catering Form

Fees for having a food truck at SCU:

- \$250 per food truck paid to Bon Appetit directly and
- 7.5% commission based on food sold is paid to SCU Dining Services

10 Days Prior to Event:

Submit completed external catering form and proposal. Invoice for food truck(s) will be sent directly to you from Bon Appetit.

After Event:

Submit actual invoice of food sold and calculation of 7.5% commission. Auxiliary Services will process FTAR.

Return external catering form and invoices to:

auxiliaryservices@scu.edu,

Auxiliary Services,
Benson 213, x4070.

Alcohol MUST be served by Bon Appetit. Contact the Director of Catering at (408) 551-1792 to arrange for bar service.

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:

Number of food trucks at event: _____

Food Truck Name(s): _____

Department Accounting Distribution String _____

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

Signature of Budget Manager: _____

Signature of Campus Contact: _____ Print Name: _____