

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.

Important Things to Know:

- Alcohol **MUST** be served by Bon Appetit. Contact the Director of Catering at (408) 551-1792 to arrange for bar service.
- Bon Appetit is the exclusive caterer to the Benson Memorial Bldg. (BMC). Food from food trucks, arranged for events inside the BMC, is considered external catering and must be consumed outside of the BMC.

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: _____