

Stanford University Mobile Food Truck, Food Stand, Construction Food Truck and Food Cart policies and procedures

Mobile Food Vendor Policy for Department and Student Event Planners

Updated November 13, 2023

Thank you for your interest in booking a Food Truck, Food Cart or Food Stand on Stanford's campuses. R&DE Stanford Dining, Hospitality & Auxiliaries (SDHA) manages the Stanford Mobile Food Program for the Stanford University historic and Redwood City campuses to offer an expansive variety of campus dining and catering options. A diverse range of flavorful cuisines from mobile food operators are available on a recurring basis, or for your one-time special event.

SDHA, a division of Residential & Dining Enterprises, is proud to offer mobile food services to the Stanford community. Revenue from these programs helps to offset student room and board rates, and supports student programs. By using our services, you are directly supporting Stanford students. Thank you!

Office Hours: Monday - Friday, 9am-5pm
Email Contact: foodtrucks@stanford.edu

How To Book

Email foodtrucks@stanford.edu and an event expert will reach out to you within 24 business hours, Monday - Friday. Please reference our [website](#) which showcases approved food trucks.

Email your request a **minimum of two weeks prior to the event date** to allow R&DE SDHA to review with the appropriate campus resources.

Only Stanford students, faculty and staff may hire the services of a Food Truck for a special event. Food Trucks may only be hired to serve at university sponsored events. **Student groups must first consult with the [Office of Student Engagement](#) before requesting any Food Trucks.** Food Trucks, Food Stands and Food Carts may only serve on the Stanford historic and Redwood City campuses with prior written approval by R&DE SDHA.

Confirmation Requirements

We require acknowledgement in writing of hiring our Food Truck services seven days prior to the event date. Signing a contract with SDHA confirms our services for your requested event date and time. If the contract is not signed by the deadline your request is not guaranteed and the requested services will not be available for your event.

Please note that all proposals are considered quotes until after your event has concluded. The costs of goods and labor secured may change up until your event and additional revisions may be made by SDHA during your event, if additional services are required.

Payment Options

SDHA gladly accepts PTAs, Cost Centers, and credit cards.

When using a PTA or cost center your journal will be expensed to the following codes:

Food and Non-Alcoholic Beverage - 58380
Alcohol - 58385
Set up and Service, Equipment, Labor - 58510

We highly suggest internal payments through the University PTA system. When paying with university funds by PTA, you avoid being required to pay Santa Clara County sales tax. Credit card payments will also require a PTA on file in addition to any credit card information to comply with university policies. If payment is unable to be processed or received by the provided credit card within 30 days of the end of the event, we will charge the PTA provided. Checks, money orders, cash and money transfers are not accepted.

University Guidelines on Business Meals

The University Admin Guide Policy 5.4.3, to include using university funds on business meals, is defined here, [Expense Guidance for Business Meals](#).

SDHA is well-versed in the guidelines and we frame our menu pricing around the policy. We will collaborate with you and your team, providing guidance on how to get the best menu and services for your program within your budget parameters.

PTA/Cost Centers

When paying by PTA, a 5% administrative service charge is applied to all orders.

If paying with a University PTA with these awards beginning with "AR," "AS," or "AT," or cost centers (i.e. hospital/clinic accounts), a 5% administrative service charge *plus Santa Clara County sales tax* will be applied.

Credit Cards

When paying by credit card a 25% administrative service charge and Santa Clara County sales tax will be applied.

Student Groups

Student groups must receive prior approval from the Office of Student Engagement and must pay with an ASSU Account (Student Account). A 5% administrative service charge and Santa Clara County sales tax will be applied.

Arrival and Departure Time

Food Trucks will generally arrive 30 minutes before service starts and will leave at the scheduled event end time. Additional costs will be incurred if an extended departure time is requested.

Cancellation Policy (under development)

Alcohol

You may opt to add alcohol as an additional service for your Food Truck event. Please note: Food Trucks must comply with all R&DE policies, California laws and [Stanford University policies](#) related to serving alcohol at events.

Guests must be 21 years of age or older and in possession of valid government issued identification to purchase, handle, or consume alcoholic beverages. The event organizer

is solely responsible for monitoring, liability, and compliance of alcohol policies and laws. SDHA reserves the right to refuse service to guests who appear to be showing signs of impairment and/or who are disturbing other guests from their enjoyment of the event.

Sustainability

SDHA is proud to be a leader in sustainability and pioneering efforts to promote a sustainable Campus. As such, food trucks will adhere to Stanford's zero waste guidelines on Campus and are responsible for disposing of all their waste responsibly during their event.

More information

Visit our [website](#) or email foodtrucks@stanford.edu with any additional questions.

FAQs (under development)

Disclaimer

Please be advised that the terms and conditions governing any of R&DE and SDHA services, products, offerings, benefits, features, or any other conditions related to them are subject to change without prior notice. This includes any aspects related to SDHA services, such as menu offerings, pricing, schedules, and any other features or benefits that SDHA provides. As we continuously strive to enhance our offerings, adapt to industry trends, or respond to the university or other conditions or requirements, we may update these terms from time to time. By contracting any R&DE SDHA service, you acknowledge and agree that this is considered as your acceptance of these terms.