

Stanford

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Food and Beverage Permits



Linda A. Cicero / Stanford News Service

A Temporary Food Facility (TFF) permit is required for ALL non-permanent event booths, [food trucks](#) [1], or tents used in which food or beverage (unpackaged or pre-packaged) is:

- Being sold
- Being prepared on site
- Given away free as samples to attendees

ALL [application](#) [2] forms and fees must be submitted together by the Stanford event organizer, to the Santa Clara County Department of Environmental Health, at least 2 weeks prior to the event in person or by mail.

Stanford Event Organizers are also responsible for contacting the [Stanford Fire Marshal](#) [3] for any related booth, tent and fire permits that may be required.

The Stanford Event Organizer must be on site during the event and has oversight responsibility to ensure university policies and proper food service protocols are followed.

- Food and beverages may be sold OR given away in connection with a campus event if the proper food and facility permits are obtained.
- Sales of food and beverages on campus must include all applicable federal, state, county and local tax fees,

laws and ordinances.

- Departments and student groups planning to give free food away to attendees ALSO need a permit from the County of Santa Clara, and must follow the same prudent guidelines as if food and beverages were being sold.
- Catering companies participating in your event should also have all applicable permits. Please ensure that these vendors have the appropriate paperwork.
- Student groups MUST obtain initial approval for their event from [Office of Student Engagement \(OSE\)](#). [4]

Tools for successful planning

- [Santa Clara County Rules and Fees related to food and beverage set up and permits](#). [5]
- [Permit Application for Booths/Food Facility](#) [2] (pdf)
- [Temporary Events Facilities and Food Handling Requirements](#) [6] which includes the County of Santa Clara setup requirements and important health information about required food preparation, handling and waste disposal.
- All food and beverage vendors hired must have appropriate [insurance coverage](#) [7].

For further information regarding permits and other food service requirements, please contact:

Santa Clara County Department of Environmental Health

1555 Berger Drive, Suite 300

San Jose, CA 95112-2716

Phone: 408-918-3400

www.ehinfo.org [8]

Please note: Certain risk management and university policies may apply depending on the event. If you have questions, please contact:

Office of Special Events & Protocol

stanfordevents@stanford.edu [9]

650-724-1387

Source URL: <https://osep.stanford.edu/policies/food-and-beverage-permits>

Links

[1] <https://osep.stanford.edu/mobile-food-trucks-and-vendors>

[2] https://www.sccgov.org/sites/cpd/programs/TE/Documents/TE_Coordinator.pdf

[3] <https://ehs.stanford.edu/about-us/fire-safety>

[4] <https://sal.stanford.edu/>

[5] <https://www.sccgov.org/sites/cpd/programs/TE/Pages/home.aspx>

[6] https://www.sccgov.org/sites/cpd/programs/TE/Documents/TE_Requirements.pdf

[7] <https://osep.stanford.edu/standard-insurance-requirements-events>

[8] <http://www.ehinfo.org/>

[9] <mailto:stanfordevents@stanford.edu>