



Golden  
Eagle  
Hospitality

for: Event # E28437  
on: Tuesday, May 02, 2017

Client/Organization Veterans Resource Center	Event Date 5/2/2017 (Tue)	Booking Contact Dani Molina	Event # E28437
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (323) 343-5081
Party Name 2017-Veterans Graduation Dinner	Sales Rep Amanda Tapia	Theme Banquet	Category

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		4:00 pm	9:30 pm	Ballrm 1-2	Banquet 10

#### Setup Notes

Food & Beverage				Equipment/Miscellaneous			
Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
Dinner Plated **6:10pm**				Sign to read: 2017-Veterans Graduation Dinner			
-PRESET-(65)-Chocolate Ganache & (65)-Red Velvet (ALTERNATING)				(2) Table for guest Check-In with Skirting- set outside	Each		
-Traditional Caesar Salad				-2 chairs each			
(110) -Grilled Chicken with Tomatillo Salsa and Roasted Corn	Guest(s)	29.50	3,245.00	**ROUND TABLES- SET 6FT FROM STAGE**			
-Mashed Potatoes				**PROVIDE AISLE DOWN MIDDLE OF ROOM**			
-Sauteed Vegetables				(12) Black 132" Linen for Round Tables	Each	12.00	144.00
(5) -Vegan Option: Mock Tofu-Chicken with Tomatillo Salsa and Roasted Corn, Roasted of Red Potatoes and Vegetables	Guest(s)	25.50	127.50	(120) Grey Napkins	Each	1.00	120.00
-Dinner Rolls and Butter				(120) Grey Chair Covers	Each		
-Coffee Service				(1) Table Stands with Reserved Signs	Each		
Lemonade, Iced Tea and Water Service				(1) Podium and Microphone- set on stage corner - SOUTH	Each	25.00	25.00
				(1) Small Square Table w/ Linen- set on stage for Awards	Each		
				(4) Risers - (2X2) - South Wall	Each	75.00	300.00
				*Client providing 7 Flags for stage**			
				(1) Portable Speker with Mic (For National Anthem)-set in Southwest Corner	Each	125.00	125.00
				(1) AV Cord - FOR MUSIC	Each		

Authorized Signature & Date: \_\_\_\_\_

GEH Signature & Date: \_\_\_\_\_

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(1) Pipe and Drape - set behind the stage	Each	125.00	125.00
(1) 7ft Table for Photobooth- set on- BR2 East Wall	Each		
(1) 7ft Table for DJ- set on- Middle of BR1+BR2 West Wall	Each		
(1) My Fiesta Supplies	Each	305.03	305.03
(1) Photo Booth	Each	270.00	270.00
(1) Red, White and Blue Uplights	Each	300.00	300.00
(2) Lot 4 reservation	Each	3.50	7.00
(1) Loading Dock Permit (For Photobooth)	Each	6.50	6.50

**Notes**

Set-up: 4:00pm  
 Event Start: 6:00pm  
 Food Served: 6:00pm  
 End Time: 9:00pm

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	3,372.50	0.00	0.00	1,727.53	0.00	0.00	0.00	5,100.03
Service Charge	573.33	0.00	0.00	293.68	0.00	0.00	0.00	867.01
Taxes	345.26	0.00	0.00	0.00	0.00	0.00	0.00	345.26
<b>Total</b>	<b>4,291.09</b>	<b>0.00</b>	<b>0.00</b>	<b>2,021.21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,312.30</b>

Subtotal	5,100.03	Paid	0.00
Tax	345.26	Balance	6,312.30
Service Charge	867.01		
<b>Total Value</b>	<b>6,312.30</b>		

Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 8.75% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

Account # \_\_\_\_\_  
 Fund # \_\_\_\_\_  
 Dept # \_\_\_\_\_  
 Program Code # \_\_\_\_\_  
 Project ID # \_\_\_\_\_  
 Purchase Order # \_\_\_\_\_

Authorized Signature & Date: \_\_\_\_\_

GEH Signature & Date: \_\_\_\_\_