



Associated Students, Inc.

Funding Request Form

2017-18

...For the Students, by the Students!

- Necessary Documents:**
- Event Flyer w/ A.S.I. Logo
 - CSI Event Reg. Form
 - Estimates / Food Permits
 - Event Estimates / Invoices

Contact

Officer Name:
Officer Title:
Address:
City/State/Zip:
Phone & Email:
Officer Signature:

Organization

Club/Organization: Hermanos Unidos
Event Title: Hermanos Unidos Banquet
Date(s) of Event: 4/23/18 Semester Select One...
Location of Event: Quiet Cannon Montebello
Expected Total Attendance: 60
Expected Attendance of Cal State LA Students: 48

Event Description and Total Cost Breakdown

Briefly describe the event:

On May 4, 2018 Hermanos Unidos will celebrate the Hermanos that are going to graduate this coming up May. We will also acknowledge the hermanos that have played a crucial part in our success as an organization. This includes rewarding our most outstanding hermanos by giving them certificates of appreciation. Of course we cannot thrive without the support and help of all of our hermanos so it's nice to let them know we appreciate them. Our fellow graduates will also be allowed to give a speech detailing how Hermanos Unidos have played a part in their success in school and other aspects of their lives

Is the event open to all Cal State LA students?: Select One...

How will this program enhance the Cal State LA experience?:

This event is worth funding because it's an event that celebrates our CSULA community. This event emphasizes that if you come to CSULA and join our familia you can achieve success in academia and socially. ASI will also gain exposure due to the flyers that will be posted on social media to let our hermanos know about our banquet. ASI can be assured that Hermanos Unidos will represent CSULA and ASI with the upmost respect and with class.

Hospitality

Description	Amount
Food	\$349.50
Beverage	\$30.00
Set up and Service	\$50.00

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
Social Medias	\$0.00

Other

Description	Amount
Charges	\$2,147.50
Environmental fee	\$42.95
CA sales Tax	\$248.91

Event Summary

Total Cost of Event: \$2,868.86
Amount Requested from A.S.I.: \$1,500.00
Amount from other sources: \$1,368.86

For Office Use Only • Do Not Write Below

Important:

- (1) *All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.*
- (2) *Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.*
- (3) *Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.*

What other resources are you employing for this event?

We will have a DJ at the event so we can have some music.

must have a Time Stamp and

T.S.

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revised



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- Necessary Documents:**
- Event Flyer w/ A.S.I. Logo
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Contact

Officer Name:
Officer Title:
Address:
City/State/Zip:
Phone & Email:
Officer Signature:

Organization

Club/Organization: Hermanos Unidos
Event Title: 2018 HU Banquet
Date(s) of Event: 5/4/18 Semester Select One...
Location of Event: Quiet Cannon Sunset Room
Expected Total Attendance: 65
Expected Attendance of Cal State LA Students: 35

Event Description and Total Cost Breakdown

Briefly describe the event:

A celebration of our hermanos who are graduation this coming up May. Family and friends can come and celebrate this occasion with our hermanos. We will also recognize our members who have put in the effort to represent HU via fundraisers, community service, and academics. Our overall goal is to let our members know that they are appreciated.

Is the event open to all Cal State LA students?: Select One...

How will this program enhance the Cal State LA experience?:

This program will let our hermanos know just how much we appreciate them and their hard work. That with out them we would not be the organization that we are today. It will allow our members to create greater bonds with our members and with the cal state la community. ASI will gain from our banquet because our flyers will represent them well therefore getting more exposure.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount
Event order amount	\$2,868.86

Marketing

Description	Amount
	\$0.00

Other

Description	Amount

Event Summary

Total Cost of Event: \$2,868.86
Amount Requested from A.S.I.: \$2,200.00
Amount from other sources: \$668.86

For Office Use Only • Do Not Write Below

Important:

- (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- (2) Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- (3) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

All forms must have a Time Stamp and

al: **AM**

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What other resources are you employing for this event?
We will be charging 40 dollars a ticket in order to attend the banquet.

original

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



This form must be completed 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed. No publicity may be distributed or posted online until this form has been submitted for off campus events or until the reservation confirmation process has been completed for on campus events. **Signatures must be completed in blue or black ink.**

NAME OF ORGANIZATION: Hermanos Unidos PHONE: [REDACTED] DATE: 3-15-18
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: Hermanos Unidos Banquet LOCATION: Quiet Cannon
 EVENT DATE: May 4-18 BEGIN TIME: 3:00pm END TIME: 12:00am ESTIMATED ATTENDANCE: 65

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- | | | | |
|-----------------------|---------------------|-------------------|-----------------------|
| BENEFITS TO PROCEED | EDUCATIONAL PROGRAM | SPIRITUAL PROGRAM | RECREATIONAL PROGRAM |
| DANCE/PARTY | SOCIAL PROGRAM | COMMUNITY SERVICE | CONFERENCE/CONVENTION |
| OTHER: <u>Banquet</u> | | | |

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

- | | | |
|---|---|---|
| <input type="checkbox"/> SPORTS ACTIVITY OR COMPETITION | <input type="checkbox"/> FOREST/PARK CLEAN-UP | <input type="checkbox"/> INTERNATIONAL TRAVEL |
| <input type="checkbox"/> BEACH CLEAN-UP | <input type="checkbox"/> INDOOR/OUTDOOR COOKING | <input type="checkbox"/> DOMESTIC TRAVEL |
| <input type="checkbox"/> BEACH BONFIRE | | |

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

On May 4th 2018 we will hold our Annual Banquet to celebrate our Hermanos that will be graduating. We will give them Hermanos Unidos Shashes. There will be food, and friends and families are welcome to come. Each graduating Hermano will have a chance to give a speech stating how Hermanos Unidos have played a part in their evolution of the Nuevo Hombre. There will be dancing and music. We will not consume alcohol however, Quiet Cannon does have alcohol available.

WHO IS INVITED (CHECK ALL THAT APPLY):

- STUDENT ORG. MEMBERS CAL STATE LA COMMUNITY OTHER COLLEGES & UNIV. GENERAL PUBLIC GUEST LIST

Events intended for the general Cal State LA campus will be listed in the Student Organization Calendar of Events distributed in a bi-weekly email by the Center for Student Involvement. I DO NOT WISH FOR MY EVENT TO BE POSTED.

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION, PARTICIPATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGANIZATION? (If yes, please complete statement regarding proceeds to benefit transactions on the back of this form) NO YES

WILL A MOVIE BE SHOWN? NO YES (If yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY? NO YES If yes, please explain

WILL FOOD BE SERVED AT THE EVENT? NO YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: Quiet Cannon

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

WILL ALCOHOL BE PRESENT AT THE EVENT? NO YES. Please attach a completed request to serve alcoholic beverages. (This form may take up to two weeks for review and possible approval.)

WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE? NO YES Initials AL PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? NO YES, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT? NO YES

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

RECEIVED
3/15/18 CA

STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy.

Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization.

Please include how much the organization will be charging for any of these proceeds. *At this event we will be charging 40 dollars for each ticket in order to attend the Banquet this includes members, family, and friends. Some of the individuals attending are TIPS certified. Jose Martinez, Alexis Lewis.*

PRESIDENT: [Redacted]
TREASURER: [Redacted]

SIGNATURE: *[Signature]* DATE: *3-15-18*
SIGNATURE: *[Signature]* DATE: *3-15-18*

EVENT GUIDELINES

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities. More information can be found online in the Student Organization Handbook.

- CONDUCT:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or Student Conduct.
- ALCOHOL:** In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TIPS certified members to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material must have the name of the sponsoring group and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State LA."
- GENERAL RELEASE:** If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

MY SIGNATURE BELOW INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

ORGANIZATION'S NAME: [Redacted] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): *[Signature]* DATE: *3-15-18*
ADVISOR'S NAME: [Redacted] SIGNATURE: *[Signature]* DATE: *3-15-18*

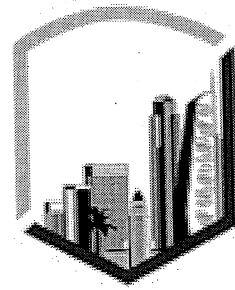
ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: *3/15/18*
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY
ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT
GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: _____

NOTIFICATIONS:
 PUBLIC AFFAIRS DATE: _____ ATHLETICS DATE: _____
 DEPT. OF PUBLIC SAFETY DATE: _____ FACILITIES USE COORDINATOR DATE: _____

NOTES OR UPDATES:
Pending TIPS completion of

Quiet Cannon



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES



Hermanos Unidos de Cal State LA Banquet 2018

May 4, 2018
Sunset Room
6pm-1:30am

ASI ASSOCIATED STUDENTS, INC.
THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

Quiet Cannon Montebello

EVENT ORDER: 49447-1
Event Date: Friday, May 4, 2018
Event Name: HERMANOS UNIDOS- CAL STATE LA
Site: Quiet Cannon Montebello
Salesperson

Primary Contact	Address	Email Address	Telephone
Marco Hernandez	3307 East 6th Street Apt #10 Los Angeles, Ca 90023	marcoher486@gmail.com	M: (323) 508-8518

HERMANOS UNIDOS- CAL STATE LA				
Date	Time	Location	Function	#
Fri, 5/04/18	6:00pm-12:00am	Sunset	Client must us 2018 Banquet Dinner Menu- \$1.00 off per person	50

Start Date	Start Time	Timeline Item	Description
5/04/2018	6:00pm	Guest Arrival	
5/04/2018	6:00pm	Bar	
5/04/2018	6:45pm	Dinner Buffet	
5/05/2018	12:00am	Depart	

Food			
Menu	Qty	Price	Total
5/04/18 / 6:00pm / Sunset / Client must us 2018 Banquet Dinner Menu- \$1.00 off per person Dinner Buffet			
Package Details	50	\$34.95	\$1,747.50
Salads Southwestern Jicama Salad Fresh Seasonal Fruits Grilled Vegetable Salad Cucumber Salad			
Entrées Chicken Marsala Vegetable Lasagna Beef Stroganoff Salmon Florentine			
Accompaniments Roasted Red Potatoes Spanish Rice			
Dessert Assorted Desserts			

Food			
Menu	Qty	Price	Total
5/04/18 / 6:00pm / Sunset / Client must us 2018 Banquet Dinner Menu- \$1.00 off per person Dinner Buffet			
Fresh Coffee & Decaf, Assorted Herbal Teas Sourdough Rolls & Butter			

Beverage			
Menu	Qty	Price	Total
5/04/18 / 6:00pm / Sunset / Client must us 2018 Banquet Dinner Menu- \$1.00 off per person Beverages (2018)			
Beverage Service 6:00pm- 12:00am- Cash Bar Host Soft Drinks (Unlimited)- Available at the bar.	50	\$3.00	\$150.00

Setup and Service			
Menu	Qty	Price	Total
5/04/18 / 6:00pm / Sunset / Client must us 2018 Banquet Dinner Menu- \$1.00 off per person Setup and Service Details			
Linen White Tablecloths Gold Napkins			
Registration Table One skirted 8' table with two chairs inside entrance.			
Seating Seating - Custom Rounds of 9			
AV Equipment 10' Screen set on Southeast corner. Podium with Mic set on 6' x 16' on East wall.	1	\$50.00	\$50.00
Additional Service Fees Bartender Charge Fee to set up private bar with a bartender	1	\$100.00	\$100.00
Dance Floor Dance Floor - Sunset 15x21	1	\$100.00	\$100.00
Stations DJ Station Client supplied DJ to set on South wall.			
Tables Audio/Visual Table			

Setup and Service			
Menu	Qty	Price	Total
5/04/18 / 6:00pm / Sunset / Client must us 2018 Banquet Dinner Menu- \$1.00 off per person Setup and Service Details			
Set in front of screen with extension cord and power strip for client supplied laptop, projector and connection cables Display Table One skirted 8' table set on stage.			

CHARGES					
	Charges	Hospitality Fee (20 %)	Environmental Fee (2 %)	CA Sales Tax	Total
Food	\$1,747.50	\$349.50	\$34.95	\$202.54	\$2,334.49
Beverage	\$150.00	\$30.00	\$3.00	\$17.39	\$200.39
Setup and Service	\$250.00	\$50.00	\$5.00	\$28.98	\$333.98
Totals	\$2,147.50	\$429.50	\$42.95	\$248.91	\$2,868.86
				Payments Received	\$0.00
				Balance Due	\$2,868.86

Payment Arrangements: 4 Days Prior to Event-Cash or Cashier's Check Only

Deposit Due Date	Amount	Description
3/24/2018	\$1,000.00	
4/24/2018	\$1,000.00	

CUSTOMER ACCEPTANCE: The undersigned accepts the responsibility for the service and prices listed in this agreement.

PLEASE SIGN THE ORIGINAL AND RETURN TO THE EVENTS OFFICE BY 4/30/2018. Customer has read and agreed to all terms and conditions of this agreement and received a copy thereof.

Signature: *Maria Hernandez*

Date: _____

Restaurant Signature: _____

Date: _____

TERMS & CONDITIONS

The terms and conditions of this confirmation agreement are incorporated herein by references as though fully set forth herein. Customer acknowledges that he/she (and business entity if named) has read all of the terms and conditions of this confirmation agreement and warrants that he/she (and business entity if named) understands all such terms and conditions, has authority to sign and agrees to be bound thereby, personally in addition to binding the business entity named. Initials _____

The MINIMUM GUARANTEE of guests: 50 or

The MINIMUM GUARANTEE of food revenue \$0.00:

NOTE: This minimum must be at least the minimum number of adult guests or food revenue, customer guarantees will be paid for per the confirmation agreement. Please read this contract for additional terms and conditions.

The minimum and maximum capacity of Sunset is: Minimum: 50 and Maximum: 130

A 20% hospitality fee, 2% environment fee, and applicable sales tax will be added, see below for additional terms and conditions.

Release and Indemnity Agreement

1. The customer, on behalf of customer and all customers' guests, expressly agrees to indemnify, release and hold Restaurant harmless of, from and against any and all loss, costs of collection, damage, attorneys fees, expenses, and all claims & liability growing out of, or resulting from this agreement, customer and customer's guests, or third parties' personal injury associated with use of said premises (including but not limited to slips and falls), the service and consumption of alcoholic beverages and or food, and any act of negligence by the Restaurant. The Restaurant is not liable for utility outages including but not limited to water, natural gas and electricity. No refunds will be made should utility service be interrupted.
2. Should the Restaurant find that any customer or guest has brought any type of alcohol onto the premises without prior written Management approval, or allows any minor to consume any alcoholic beverage, the Restaurant reserves the right to close the bar immediately and/or terminate the function entirely at the customer's expense. In addition, the customer will be responsible for all fines, loss of business, assessments and liability as a result of the above.
3. Deposits are 25% refundable if reservation is cancelled in writing by customer 271 days or more prior to the event. If customer cancels in writing, between 91 and 270 days prior to the event, all amounts paid to date are nonrefundable. If customer books function within 270 days of the scheduled event, all amounts paid to date are nonrefundable. Customer cancellations within 90 days of the scheduled event will be subject to full charges as contained in number 5 below. Deposits are nontransferable.
4. All deposits must be paid on or before the agreed deposit scheduled dates. If customer neglects to pay on time, the Restaurant reserves the right to cancel customer's function and all deposits will be handled in accordance with number 3 above and number 5 below as if customer cancelled on the date the customer failed to pay per the deposit schedule.
5. Customer cancellation within 90 days of the scheduled event will be subject to the greater of the following full charges:
a) the minimum food revenue guarantee plus beverages OR b) the minimum number of guests customer guarantees will be paid for times the lowest priced breakfast, lunch or dinner entree plus beverages applicable to the confirmed meal period, or the contracted menu plus beverages based on the published menu price the date of cancellation; whichever is greater. Service charge and taxes (see number 6 below) will be added and the total amount (less the nonrefundable deposits paid to date) is due and payable by the customer within three days of cancellation.
6. Prices DO NOT include Federal, State and Municipal taxes which may be applicable. A service charge will be added to the prices then all applicable taxes, including sales tax will be added. Prices are subject to change prior to the function. (State Board of Equalization Regulation 1603)

7. The final guarantee of the number of people attending your function must be phoned, faxed or provided in person to the catering office at least four (4) days PRIOR to the event. Please note the minimum number of guests' customer guarantees or the minimum guarantee of food revenue as stated on the confirmation agreement cannot be reduced. Customer will be charged and pay the greater of the following numbers:
 - a. The full charge as calculated for cancellation within 60 days in number 5 above.
 - b. The minimum number of guests (which customer guarantees by phone fax, or in person) will attend or the number of guests attending the event (whichever is greater) times the selected menu item price, plus beverages, plus all additional arrangements, service charge and tax.

Note: None of these guarantees can be reduced after being stated. The Restaurant sets and prepares 5% over the stated number of guaranteed guests. We do not set or prepare an overage for hors 'oeuvres only parties.
8. All events must be fully prepaid four (4) days in advance by cashier's check or cash, unless preapproved credit is established to the satisfaction of the Restaurant in writing. Credit Cards are not accepted. If there is any additional charge, payment is required upon termination of the function.
9. Customer agrees to be responsible for any and all liability and damage done to the premises during the period of time for set up, the actual event, and tear down by customer, customer's guests and customer's suppliers and other third parties who are present at customer's request.
10. The Restaurant will not assume any responsibility for the damage or loss of any merchandise or articles left on the premises prior to, during or following the event, including but not limited to personal items articles, cake decorations, pillars dividers and cake tops.
11. The Restaurant does not allow additional guests for dancing.
12. No rice, bird seed or confetti is allowed on the premises.
13. Regulations and standards of the Restaurant prohibit food and beverage (except for wedding and anniversary cakes) to be taken off the premises.
14. Decorations and decoration materials, including candles, must conform to local fire department regulations. It is expressly prohibited for banners, or materials of any kind to be affixed to ceiling, walls, partitions, or curtains in any of the rooms.
15. All sums not paid in full when due will bear interest at the highest rate of interest until paid in full. The Restaurant will also be entitled to recover all costs associated with the collection of any sums due, including court costs and attorney fees.
16. Severability. Should any portion of this agreement be found to be invalid by a court of law, the invalidity of that portion of the agreement shall not affect the validity of the remaining portion which shall remain in full force and effect.
17. No food or beverage may be brought onto the premises or related areas without prior written Management approval. Should the Restaurant find that any customer or guest has brought any type of food or beverage onto the premises or related areas without prior written Management approval. Number 2 above will apply and in addition, a charge equal to the full price the Restaurant would charge for the items brought onto the premises by customer, plus service charge and tax will become immediately due and payable by customer.

Initials

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