

Information and Event Services
 5154 State University Drive
 Room 107
 Los Angeles CA 90032
 323.343.2465 / 323.343.2454

Reservation Confirmation

Sponsor	Reservation: 10553
Marcus Rodriguez Associated Students, Inc 5154 State University Drive 8604-04 U-SU 203 Los Angeles, CA 90032 USA	Event Name: CD34 CD24 Debate Status: Confirmed Phone: 323.343.4785 Email Address: mrodriguez@cslanet.calstatela.edu

Bookings / Details	Quantity	Price	Amount
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Payment (via cash, check, or purchase order) is required at least ten (10) business days before the event date. Please make checks payable to the University-Student Union at CSULA.

Reservations are tentative until all applicable fees have been paid. Failure to submit payment by the deadline specified above can result in the cancellation of the reservation.

Food Permit

For events not catered by UAS-Food Services (GEH), an approved Temporary Food Permit is required.

For events catered by UAS-Food Services, please provide a copy of the Banquet Event Order (BEO) provided to you.

Will food be served?

YES

Tuesday, May 09, 2017

2:00 PM - 9:00 PM CD24 Debate (Confirmed) U-SU U-SU Theater - 106

Theater for 192

Room Charge: (200.00 + 7 hours @ 200.00/hr)	1	1,600.00		1,600.00
Less 75% Discount				-1,200.00

Building Services:

Easel	2	5.00		10.00
Less 100% Discount				-10.00
Tensabarriers	2	5.00		10.00
Less 100% Discount				-10.00
Cocktail Table	3	5.00		15.00
Less 100% Discount				-15.00
18 inch Interior Table	3	5.00		15.00
Less 100% Discount				-15.00
Exterior Chair	2	2.00		4.00
Less 100% Discount				-4.00
30 inch Interior Table	2	5.00		10.00
Less 100% Discount				-10.00
30 inch Exterior Table	2	5.00		10.00
Less 100% Discount				-10.00
Table Skirts	1	15.00		15.00
Rectangle Linen - black	1	10.00		10.00

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Building Services Setup Notes:

- Place (2) rectangle linen on table that is on stage.
- Place (2) skirt on table on stage.
- Place (2) exterior 6x30 tables outside theater along union link lab.
- Place (2) interior 6x30 tables on stage
- Place (2) exterior chairs outside theater with exterior tables.
- Place (1) 6x18 on press section (back)
- Place (1) easel at each door.

Extra Charges:

Cleaning Fee 192 0.50 96.00

Media Services - A La Carte:

Press Box 1 120.00 120.00
 Less 75% Discount -90.00
Requires Media Technician for installation and operation.

Media Services - Theater:

Full Stage Lighting 1 150.00 150.00
 Less 75% Discount -112.50

FOH (Front of House) Wash: ETC Source Four 50deg

1st Electric Wash: ETC ParNel

Down Light: ETC ParNel

Stage lighting and with gel colors.

Basic Sound 1 50.00 50.00
 Less 75% Discount -37.50

Podium with Goose-Neck Microphone: Podium

Wired Microphone: Wired Mic 1

Wired Microphone: Wired Mic 2

Sponsor will provide intro and background music for event.

Personnel:

Media Services Technician(7 hours @ 15.00/hr) 1 105.00 105.00

Setup Notes:

- Please provide access to Theater Ticket Booth.
- Please provide access to Green Room.

Subtotal 706.00

Grand Total 706.00

GENERAL STATEMENT AND GUIDELINES

- Scheduling of all University-Student Union (U-SU) facilities and equipment is arranged through the Information and Event Services Office.

- All functions scheduled for use in the U-SU are subject to the approval by the Union Executive Director or designee.

- The Information & Event Services Office schedules space on a first-come, first-serve basis.

- The Information and Event Services Office reserves the right to:

Reassign facilities in order to maximize efficient and effective use of its facilities.

Cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, and threat of imminent danger or natural disasters.

The Information and Event Services Office will make an effort to notify the sponsor if reassignment is necessary.

CONDUCT AND RESPONSIBILITY OF SPONSORS

- Event sponsors are defined as U-SU Board of Directors, Administration, Programs and Tenants, ASI, CSULA Divisions, Departments and Offices, registered CSULA Student Organizations and off-campus groups or individuals.

- Applicable fees may apply and are dependent on the scope of any event.

- Sponsors using U-SU facilities must restore them to original condition.

- Sponsors reserving space in the U-SU are responsible for the behavior of their guests and members.

- Student Organizations must be in good standing and officially recognized by the U-SU Center for Student

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Involvement. Failure to do so by the established deadline date, will automatically void all reservation privileges and all standing reservations will be canceled.

- No sponsor of any type may reserve space on behalf of another sponsor, group, or individual. Sponsors violating this policy may be subject to applicable rate charges and/or suspension of facility reservation privileges.
- It is agreed that any charges arising from the use of the U-SU facilities will be billed to the organization or individual indicated on the reservation confirmation, and will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of this agreement.
- Sponsors using the U-SU facilities must have their reservation confirmation in his or her possession at the time of occupancy and present, upon request, as evidence that proper arrangements for occupancy have been made. *The sponsor reserving the space must be the primary organizer of the event and must be present at the event to assist in event management and coordination.*
- Event details, including changes in set-up, equipment and staffing, must be finalized no later than two (2) business days prior to the event date or will be subject to late fees to cover costs for unscheduled labor.
- All sponsors must ensure that food and beverage items must be picked up and properly disposed. Direct cleaning expenses may be billed to the sponsor at the discretion of the on duty Building Manager if excessive cleaning of the room(s) is required above and beyond the normal cleaning conducted.
- The U-SU strongly encourages sponsors to obtain insurance, and may, at its sole discretion, require that insurance be provided for certain events.

RESERVATION PAYMENT, PRE-PAYMENT, & INVOICING FOR EVENTS**Off-Campus Reservations:**

- Reservations cancelled more than thirty (30) days in advance, one-hundred percent (100%) of deposit will be refunded.
- Reservations cancelled less than thirty (30) days in advance, but more than two (business days), fifty percent (50%) of collected fees will be refunded.
- Reservations cancelled less than two (2) business days prior to the event will not be refunded.

On-Campus Reservations:

- Reservations cancelled more than ten (10) business days in advance will not be invoiced.
- Reservations cancelled less than ten (10) business days in advance, but more than two (2) business days will be invoiced for fifty percent (50%) of meeting space rental fee.
- Reservations cancelled less than two (2) business days prior to the event, will be invoiced in full. If a purchase order has been deposited in lieu of payment, the sponsor will be billed for the total charges.

PAYMENT and PRE-PAYMENT for EVENTS

Reservations requested more than thirty (30) days in advance will require a fifty percent (50%) deposit at the time of the reservation request and full payment no later than ten (10) business days prior to the event or via a Purchase Order. Reservations requested less than thirty (30) days in advance will require full payment within five (5) business days after the reservation is requested.

Reservations requested less than five (5) business days will require payment in full at the time of the reservation request.

For events involving ticket sales, charges such as room rent, cleaning, labor, etc., an amount will be deducted from the gross ticket sales and the balance will be paid via check to the sponsoring organization. Check processing will take approximately ten (10) business days. If the amount collected from ticket sales does not cover expenses, the sponsoring organization will be required to pay the difference.

Reservations will be considered tentative and subject to cancellation until charges are paid in full.

INVOICING FOR EVENTS

Invoices are processed within five (5) business days after the event date. Payment is due upon receipt of invoice.

Prior event charges for the U-SU and University facilities must be paid in full before any subsequent facility usage by the same group will be approved.

If applicable, an estimate of charges will be printed on the reservation confirmation at the time the reservation is made. Potential charges include the room rental, staff/personnel, extended hours, cleaning, AV equipment and linen fees. Final charges may be significantly different than the original estimate depending on the scope of the event. *If payment is made by check and the check is not honored, a \$25.00 service charge will be assessed. The original charges and the service fee must then be paid with cash, money order, or cashier's check.*

The policies and procedures of the University- Student Union are hereby incorporated and made part of this agreement. It is the responsibility of the event sponsor to inform the guests and performers of these policies and procedures and ensure compliance.

The vendor/sponsor agrees to indemnify and hold harmless the University-Student Union, the State of California, the Trustee of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers against any and all losses and expenses including attorney's fees and costs or claims for injury or damages by reason of liability imposed or claimed to be imposed by law upon the vendor/sponsor for damage

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because of bodily injuries, including death at any consequence of the performance of the performance of the terms of this agreement.

Your signature bellow represents acceptance of this agreement. I as a representative of the above the above stated sponsor agree to abide by the policies of the University- Student Union, and all applicable University-Student Union laws and regulations.

Reservation Contact's Signature  Date 3/16/2017