



# 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: Hispanic Business Society  
 Event Title: Corporate Day  
 Date(s) of Event: 2/10/18 Semester Select One...  
 Location of Event: Cal State LA Student Union  
 Expected Total Attendance: \_\_\_\_\_  
 Expected Attendance of Cal State LA Students: 80

#### Event Description and Total Cost Breakdown

Briefly describe the event:

A professional corporate mixer consisting of 3 components. 1) Keynote & Panel speakers 2) Professional development workshops 3) Career Networking

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 open to all Cal State LA students. This program will provide students opportunities to network with professionals in multiple fields. Allowing the students to have a better understanding of their desired field of study. Students will also have a chance for an internship or part time opportunity.

#### Hospitality

Description	Amount
Food	\$813.53

#### Honoraria/Contracts

Description	Amount
Certificate Frames	\$22.56
Certificates	\$17.66

#### Marketing

Description	Amount
Flyers	\$76.00
Posters	\$6.25
Pamphlets	\$100.00

#### Other

Description	Amount
Pens	\$59.00
Folders	\$47.40
Name Badges	\$9.73
Notepads	\$58.32

#### Event Summary

Total Cost of Event: \$1,210.45  
 Amount Requested from A.S.I.: \$1,210.45  
 Amount from other sources: \$0.00

What other resources are you employing for this event?

#### 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

staff initial: du

17 NOV 13 AM 11:46:33

17 NOV 13 AM 11:46:36

# 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: Hispanic Business Society PHONE: \_\_\_\_\_ DATE: 10/24/17  
 EVENT CONTACT NAME: Kevin Arguello EMAIL: hbs.vicepresident@gmail.com  
 NAME OF EVENT: Corporate Night LOCATION: Cal state LA Student Union  
 EVENT DATE: 2/10/18 BEGIN TIME: 11:30am END TIME: 6:30pm ESTIMATED ATTENDANCE: 80-100

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: \_\_\_\_\_

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

- SPORTS ACTIVITY OR COMPETITION    FOREST/PARK CLEAN-UP    INTERNATIONAL TRAVEL  
 BEACH CLEAN-UP    INDOOR/OUTDOOR COOKING    DOMESTIC TRAVEL  
 BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

1. Keynote speaker and panel of professionals for Q & A
2. Professional Development Workshops (total of 3 workshops)
3. Career Networking

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.  NO, 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: Starbucks

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 \_\_\_\_\_

PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)?     NO    YES

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

**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.**

Student org members will need to register for event, Cal state LA community will pay a \$5 registration fee that is refundable at the date of the event. All other colleges will be charged \$5 for registration and ~~admittance~~ admittance. 100% proceeds ~~will go to org.~~

PRESIDENT: Jennifer Telles

SIGNATURE: \_\_\_\_\_

DATE: 10/24/17

TREASURER: Jorge Esqueda

SIGNATURE: \_\_\_\_\_

DATE: 10/19/17

**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.

STUDENT ORG. OFFICER'S NAME

Kevin Arguello

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

\_\_\_\_\_

DATE:

10/24/17

ADVISOR'S NAME

José Oro

\_\_\_\_\_

10/24/17

**ACKNOWLEDGMENT - FOR OFFICE USE ONLY**

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE: \_\_\_\_\_

DATE:

10/20/17

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:**

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
TEMPORARY FOOD FACILITY PERMIT



Date of Event: February 10<sup>th</sup> 2018 Estimated Attendance: 80-100

Name of Event: Corporate Night

Type of Event: Professional Development/Networking Location: Cal State LA Student Union

Sponsoring Organization: Hispanic Business Society

Authorized Representative: Kevin Arguello Phone: \_\_\_\_\_

Time: \_\_\_\_\_

Access Time: 10:00 a.m./p.m. to 7:00 a.m./p.m.

Event Time: 11:30 a.m./p.m. to 6:30 a.m./p.m.

x: \_\_\_\_\_  
and  
90650

Type of Food Service:

- Bake Sale    Snacks    Food Sale    Catering  
 Barbecue    Potluck    Other (describe below)

(Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)

Describe Other: \_\_\_\_\_

List all food and potentially hazardous food (see Temporary Food Facility Guidelines for definition) items to be sold/served (include ingredients), use back of page if necessary. (Turkey, ham) sandwiches, Beef burritos, chicken burritos

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? CSU Kitchen Starbucks / Costco

List all beverages to be sold/served: Coffee, water

Where will beverages be prepared or purchased? Purchased from Starbucks / Costco

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Chaffer / ice box

**Agreement:** For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

**Insurance:** (Student Organizations Only) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its insurance policy. This Temporary Food Permit will not be approved unless accompanied by a proof of ASI insurance.

No liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community. This permit should be submitted at least 10 days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.

All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.

1. Signature of Sponsoring Organization Chairperson \_\_\_\_\_ Authorized Representative to be present at event Kevin Arguello

2. Center for Student Involvement (UU 204) (Student Organizations Only) \_\_\_\_\_ Date 10.25.17

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) \_\_\_\_\_ Date 10/26/17

4. Environmental Health & Safety (Corporate Yard Bldg 244) \_\_\_\_\_ Permit No. #18-001 Date 10/26/17

REGISTER ON OUR FACEBOOK PAGE



ASSOCIATED STUDENTS, INC.

THE UNIVERSITY OF CALIFORNIA, CALIFORNIA STATE UNIVERSITY, AND CALIFORNIA COMMUNITY COLLEGE SYSTEMS

HISPANIC BUSINESS SOCIETY

PRESENTS

CORPORATE DAY

FEBRUARY  
10TH, 2018

10:00 AM- 4:30 PM

**"LEAD YOUR COLLEGE SUCCESS"**

KEYNOTE & PANEL SPEAKERS

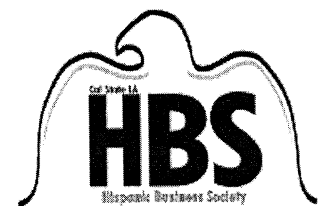
PROFESSIONAL WORKSHOPS

CAREER NETWORKING

*Location: Cal State LA Student Union*



@HBSCSULA



**HISPANIC BUSINESS SOCIETY  
PRESENTS  
CORPORATE DAY  
"LEAD YOUR COLLEGE SUCCESS"**



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

February 10th, 2018  
10:00 AM- 4:30 PM

REGISTER ON OUR FACEBOOK PAGE & CONNECT WITH US ON SOCIAL MEDIA

KEYNOTE & PANEL SPEAKERS | PROFESSIONAL WORKSHOPS

CAREER NETWORKING

Location: Cal State LA Student



The Print Spot  
 2075 S. Atlantic Blvd., Suite I,  
 Monterey Park, CA 91754  
 Tel: 323.269.4218 Fax: 323.269.9921  
 printspot323@gmail.com

No.

**E#4267****SOLD TO**

Kevin Arguello  
 HBS

Date 11/6/2017

Phone: 323.804.4378

QUANTITY	DESCRIPTION	AMOUNT
	QUOTE NO: 4267	
	We are pleased to provide you with the following quotation based on the specification you provided.	
200	Flyer 4.25 x 5.5 Printed 4/0 100# uncoated cover	70.00
8	Letter Size flyer Printed 4/0 on 100# gloss book 8.5 x 11	6.00
5	Poster 11 x 17 Printed on 100# gloss book Printed 4/0	6.25
100	Tri Fold Brochure Printed 4/4 on 100# gloss book 8.5 x 11	85.00
	Double Fold	\$15.00
Sales Rep: Thank you very much for your business!		
	<b>SUBTOTAL</b>	182.25
	<b>TAX</b>	17.31
	<b>SHIPPING</b>	
	<b>TOTAL</b>	199.56
	<b>AMOUNT DUE</b>	199.56

*This estimate is valid for 30 days.*

*Thank you for allowing us to serve you.*

This estimate is based on information received by Sir Speedy, and is subject to revision upon receipt of materials for the actual job. Charges for corrections and any customer alteration will be added to the estimated price. Customer will be notified of any additional charges before work is begun.



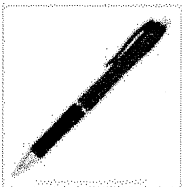
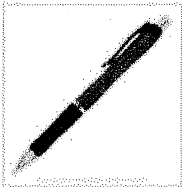
ALL PENS ▾

NEW ARRIVALS

CLEARANCE

ORDER SAMPLES

CUSTOM QUOTE



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★★★★★ 574 reviews

PEN COLOR

Blue ▾

PRINTING OPTION

Logo and Text ▾

[UPDATED\\_H...LOGO.PNG](#), 106 KB

PRINT COLOR

Silver ▾

SELECT FONT 

Lato (Most Popular) ▾

CUSTOMIZE YOUR PENS WITH UP TO 35 CHARACTERS PER LINE:

Hispanic Business Society

ASI

### \$59.00

SHIPS WITHIN 5 DAYS

COLOR OUT OF STOCK

EM

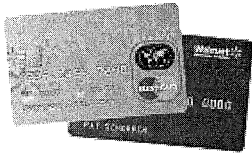




Search



### Pickup Discount



**Save \$35!\***

Save \$35 when you open an account online & spend \$75 on your first online purchase today.

\*Can't be combined with other offers. Subject to credit approval. Savings paid as statement credit.

Purchase amount	\$17.66
Credit on billing statement	\$0.00
Cost after statement credit	\$17.66

[Open Account](#) ▶ [Learn More](#) ▶

Est. total: **\$17.66**

**CHECK OUT (2)**



Geographics Parchment Paper Certificates, 8-1/2 x 11, Natural Diplomat Border, 50/Pack

Sold by: Walmart.com

Was \$6.69 Save \$1.36

**\$10.66** \$5.33 ea.

**2-DAY SHIPPING** | **PICKUP**

2 ▼

**SAVE FOR LATER**



SUBTOTAL (2 ITEMS)	<b>\$10.66</b>
SHIPPING	<b>\$5.99</b>
EST. TAXES & FEES (BASED ON 90032)	<b>\$1.01</b>
EST. TOTAL	<b>\$17.66</b>

**CHECK OUT**

\$0

\$35

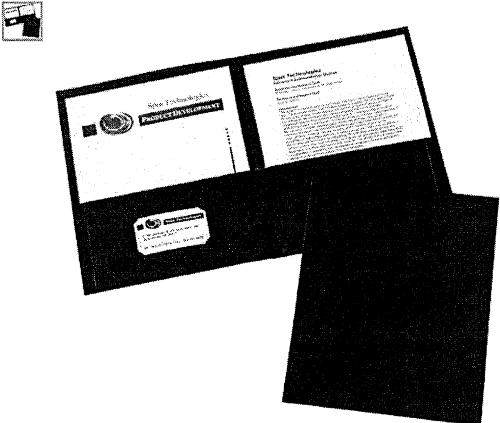
Want **free shipping**? Add **\$24.34** more.

**Free pickup** is available.

Sign in  
New customer? Start here.

Crafts & Work Space | holiday HOME GIFT GUIDE [Learn more](#)

Office Products > Office & School Supplies > Binders & Binding Systems > Binder Accessories > Binder Pockets



Roll over image to zoom in

Avery

## Avery Two-Pocket Folders Black, Case Pack of 5 (47988)

★★★★★ 1,157 customer reviews | 49 answered questions

List Price: \$104.10  
Price: \$47.40 & FREE Shipping. Details  
You Save: \$56.70 (54%)

**In Stock.**  
**Want it Friday, Nov. 10?** Order within 5 hrs 39 mins and choose **Two-Day Shipping** at checkout.  
Details  
Ships from and sold by Amazon.com. Gift-wrap available.

Size: 5 pack



- Two interior pockets provide storage space for papers, brochures and more
- Includes 25 two-pocket folders
- Store loose papers conveniently and economically

Share

**Buy new:** \$47.40

Qty: 1

Yes, I want **FREE Two-Day Shipping** with Amazon Prime

Turn on 1-Click ordering for this browser

**Ship to:**  
losangeles, 90001

**Buy used:** \$36.14



SEARCH:



Hello, Kevin Arguello | Log off | My Account | Quick Order



Español →

WOW! Promo

New Items

Money Makers

Top Sellers

Featured Items

My Cart

# Shopping Cart



Quantity:	4	Items:	2
Pallets:	1	Amount:	\$80.88
Volume:	4 cu. ft.	Tax:	\$0.00
Weight:	81 lbs.	Total:	\$80.88



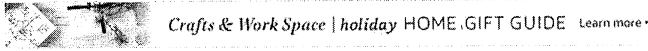
Continue Shopping

Check Out

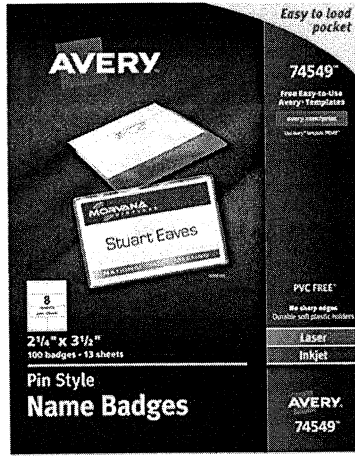
Delete Selected

Delete All

No.	Product	Price	Quantity	Subtotal
<input type="checkbox"/> 46563	CERTIFICATE FRAME 11"X14" W/ PLASTIC FRAME	\$22.56/PK @\$0.94	1 <input type="text"/> Update Delete	\$22.56
<input type="checkbox"/> 66440	LEGAL PAD 5X8 3PK WHITE #BAZIC	\$19.44/PK @\$0.81	3 <input type="text"/> Update Delete	\$58.32



Office Products › Office & School Supplies › Labels, Indexes & Stamps › Identification Badges & Supplies › Badge Holders



Roll over image to zoom in

Avery

## Avery Pin Style Top-Loading Name Badges, 2.25 x 3.5 Inches, White, Box of 100 (74549)

☆☆☆☆☆ 200 customer reviews | 11 answered questions

Price: \$9.73 prime

FREE Shipping on orders over \$25—or get FREE Two-Day Shipping with Amazon Prime

In Stock.

**Want it Friday, Nov. 10?** Order within 3 hrs 9 mins and choose **Two-Day Shipping** at checkout. [Details](#)

Ships from and sold by Amazon.com. Gift-wrap available.

- Pin-on badges are held securely in place by no-snag pin
- Designed for use with most woven and knit fabrics
- Feature an easy-to-load pocket style design
- Includes 100 white badge inserts and 100 clear durable plastic badge holders with pins
- Each badge is 2-1/4" x 3-1/2"
- Pin Style Badge Holders with Laser/Ink Jet Inserts.
- Each kit includes clear plastic badge holders and 8-1/2 x 11 sheets of laser and ink jet compatible badge inserts.

[Show more](#)

[Compare with similar items](#)

**Unlock extra savings with [Subscribe & Save](#).**

Share

One-time purchase:  
\$9.73

Qty: 1 ▼

Yes, I want **FREE Two-Day Shipping** with Amazon Pr

[Add to Cart](#)

Turn on 1-Click ordering for t  
browser

**Ship to:**  
losangeles, 90001

**Subscribe & Save:**  
\$9.73

[Add to List](#)



Golden  
Eagle  
Hospitality

for: Event # E31419  
on: Saturday, February 10, 2018

Client/Organization Hispanic Business Society	Event Date 2/10/2018 (Sat)	Booking Contact George Esqueda	Event # E31419
Address 5154 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (562) 900-6467
Party Name Corporate Night	Sales Rep Amy Miers	Theme	Category
			Guests 80 (Act)

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		12:45 pm	1:00 pm	Student Union	Delivery

### Food & Beverage

Food/Service Items	Unit	Price	Total
**Deliver to USU - LA Rooms ABC**			
**12:45pm Delivery**			
(80) Disposables	Each	0.35	28.00
(6) Assorted Tea Sandwiches	Dozen(s)	12.00	72.00
(10) Beef Taquitos With Avocado Sauce - Cut in Half	Dozen(s)	15.00	150.00
(10) Chicken Taquitos With Avocado Sauce - Cut in Half	Dozen(s)	15.00	150.00
(1) Small (Six 12" Wraps) - Cut into Pinwheels	Platter(s)	36.00	36.00
-(3) Roasted Turkey			
-(2) Ham and Swiss			
-(1) Caprese			
(6) Coconut shrimp with Asian sesame ginger sauce	Dozen(s)	24.00	144.00
Water Service			
(1) Medium - Fresh Fruit Salad (35-74pp)	Bowl(s)	55.00	55.00

### Notes

**Waiting to receive Event Registration Form - AM 10/20/17**

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	635.00	0.00	0.00	0.00	0.00	0.00	0.00	635.00
Service Charge	107.95	0.00	0.00	0.00	0.00	0.00	0.00	107.95
Taxes	70.58	0.00	0.00	0.00	0.00	0.00	0.00	70.58
Total	813.53	0.00	0.00	0.00	0.00	0.00	0.00	813.53

Authorized Signature & Date: \_\_\_\_\_  
(Please sign & date all pages)

E31419 - Hispanic Business Society

Subtotal	635.00 Paid	0.00
Tax	70.58 Balance	813.53
Service Charge	107.95	
Total Value	813.53	

**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 9.5% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.**

Authorized Signature & Date: \_\_\_\_\_  
(Please sign & date all pages)