

ASU Associated Students, Inc.

Funding Request Form

2018-19

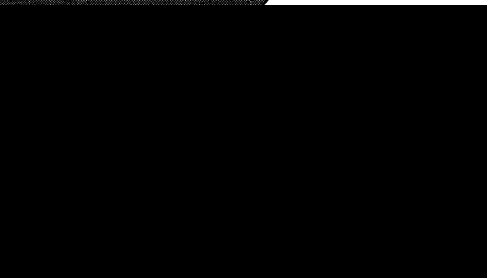
"...For the Students, by the Students!"

Necessary Documents:

- Event Flyer w/ ASI 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: Kalahi Filipino American Student Organization
 Event Title: Winter Banquet
 Date(s) of Event: 12/7/18 Semester Fall
 Location of Event: LA Room A,B, and C
 Expected Total Attendance: 50
 Expected Attendance of Cal State LA Students: 50

Event Description and Total Cost Breakdown

Briefly describe the event:

This event is a celebration for all of our achievements in Kalahi in terms of events and spreading our culture to the Cal State LA community.

Is the event open to all Cal State LA students? Yes

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

This event program will enhance the Cal State LA experience by allowing students to join our banquet in celebration of our club and Filipino culture.

Hospitality

Description	Amount
Beef Asian Stir Fry	\$760.50
Lemon Herb Grilled Chicken	\$702.00
Vegetable Lasagna	\$152.00

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Decorations	\$74.94

Event Summary

Total Cost of Event: \$1,689.44
 Amount Requested from ASI: \$1,689.44
 Amount from other sources: _____

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: SK

LN

18 NOV 9 AM 10:18:04

What other resources are you employing for this event?

Kalahi Proudly Presents

Winter Banquet

Friday

DECEMBER 7TH, 6 PM to 8:30 PM

University Student Union / LA Room

Come celebrate the end of the year with us!



www.kalahiisland.com

RECEIVED NOV 08 2018

JP 198pm



MEETING ROOM REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
5154 State University Drive, Rm # 107
Los Angeles, CA 90032-8636
Phone: (323) 343-2465 Fax (323) 343-2454

Type of Sponsor: Recognized Club/Org Cal State LA Department Off-Campus Other

Organization Name: Kalchi Filipino American Student Org Reservation Contact: _____

Phone Number: _____ Email: _____

Date of Event*: 12-07-18 Title of Event: Winter Banquet

Access Start Time: 4:30 PM Event Start Time: 6:00 PM Event End Time: 8:30 PM Access End Time: 9:30

Event Contact: _____ Phone Number: _____
Faculty/Staff Advisors Name: _____ Extension: _____

If you represent an off campus organization, please provide your billing address:

Street Address: _____ City/State/Zip Code: _____

SPECIAL EVENT INSURANCE CAN BE PROVIDED: Yes If YES, sponsor must name 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 as additional insured. The general liability limit must be of no less than one million dollars (\$1,000,000).
No If NO, sponsor will be required to complete Event Insurance Assessment Form (Schedule B).

EVENT INFORMATION

Please check YES or NO to the following statements regarding event details: (Additional fees may apply)

Registration, admission fees, or donations are being accepted: YES NO If so, please specify amount: \$ _____

There will be guests/participants that will be 51% or more from off-campus: YES NO

There will be a vendors fair or exhibitors as part of this event: YES NO If so, specify: _____

Alcohol will be served: YES NO If so, an approved request to serve Alcoholic Beverages form must be submitted.

Food will be served: YES NO If so, who is providing? OAS

This event is directly related to the educational mission of the University: YES NO

This event is sponsored or promoted by a non-University or off-campus organization: YES NO

This event is a profit-making venture (i.e. product show, or solicitation of goods or services): YES NO If so specify: _____

Decorations, banners, or signs will be displayed: YES NO If yes, please describe: Club banner, Filipino flag

This event will include filming or recording: YES NO

The media will be notified about the event (newspapers, television, radio stations etc.): YES NO

A movie/film/documentary will be shown at this event: YES NO

This event is co-sponsored by the U-SU or on-campus department: YES NO

If so, viewing rights must be provided before event can be confirmed.
If so, specify: CCC CSI Other: _____

EVENT LOCATION

** Indicates Multi-Media Room (See back for details)

- U-SU Theatre 106**
- Boardroom South 303A
- Boardroom North 303B**
- Boardroom North & South 303**
- Alhambra Room 305**
- Pasadena Room 307
- Los Angeles Room 308ABC**
- Los Angeles Room 308BC**
- Los Angeles Room 308A**
- Los Angeles Room 308B**
- Los Angeles Room 308C**
- Montebello Room 309
- San Gabriel Room 313**

PREFERRED ROOM SET UP

- Theatre Style
- Conference Style
- Banquet Style
- Classroom Style
- Reception Style
- Discussion Circle
- Expected Attendance Setup Count: 80
- Specialized (For specialized setups, sponsors will need to meet with a coordinator for more details.)

ADDITIONAL EQUIPMENT

- For additional details such as panels, food tables, information tables, easels, please provide more information below.

- Dry/Erase Markers
- Riser Staging
- Easel (up to 4) _____
- Tables _____
- Chairs _____
- Cocktail Tables _____

NOTES :

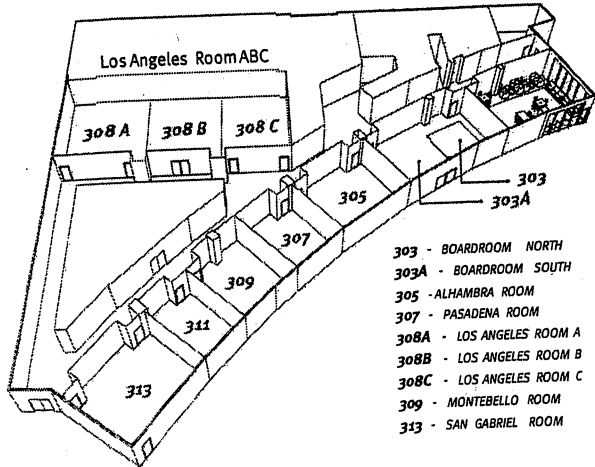
Requestor's Signature: _____

Date: 11-08-18

Before you sign, please review your information at the front/back of this page to ensure accuracy.

LOS ANGELES ROOM CONCERT PA (For Bands Only)

Wired Microphone _____ up to 7 available i-pod Connection DI Box (Direct Input Box) 1 available
 For events with a band playing, please set-up a meeting with Event Services Coordinator at the U-SU Front Desk 107.



MEDIA SERVICES – SMART ROOMS

These rooms come with a built-in Audio and Visual System.

Select the room(s) needed for audio/visual equipment then add accessories below

- BOARD ROOM NORTH
- ALHAMBRA
- SAN GABRIEL
- LOS ANGELES A
- LOS ANGELES B
- LOS ANGELES C
- LOS ANGELES ABC Screens: A B C Side C
- LOS ANGELES BC B C Side C

*Sponsors are responsible for providing their own laptop

MEDIA SERVICES – NON-SMART ROOMS

These rooms come with a media cart upon request.
 Please select a room and individual items needed for the event.

BOARD ROOM SOUTH	MEDIA CART OPTIONS
PASADENA	<input type="checkbox"/> LCD Projector <input type="checkbox"/> Bluetooth
MONTEBELLO	<input type="checkbox"/> MP3 Playback <input type="checkbox"/> FM Radio
	<input type="checkbox"/> Sound Connection

ACCESSORIES

- Non-Amplified Podium Laser Pointer/Powerpoint Clicker
- Laptop VGA Adaptors: MAC HDMI Surface

PODIUM OPTIONS

If you selected a room, each room comes with a Podium, Projector, and Screen. Select additional items below if needed.

- 3.5 mm Jack for Audio Connection (for Sound)
- Podium Microphone
- Wireless Microphone: Hand-held _____ Up to 2
- Wireless Microphone: Lava lier (Clip Mic) _____ Up to 2
- Music Playback: iPod CD
- DVD/VHS DVD VHS
- Laser Pointer/Powerpoint Clicker
- Laptop/VGA Adaptors: MAC HDMI Surface

NOTE: To reserve the theatre, once the request form has been submitted a meeting must be set up with a Coordinator.

MEDIA SERVICES THEATER - U-SU THEATER PACKAGES

- Basic Sound - CD/MP3 player with 1 Wireless Mic Podium Bluetooth Audio
- Full Sound - CD/MP3 player Wireless Mics _____ 5 available DI Box _____ 2 available Bluetooth Audio
- HD Cinema - Projector, Blu-Ray, THX, DVD/VHS player 2 Wireless Mics Computer/Sound Connection Bluetooth Audio
- Presentation - Projector, Computer/Sound connection, Podium 3 Wireless Mics Blu-Ray or DVD/VHS Player Bluetooth Audio
- Discussion Panel - Podium with Microphone, & 5 Table top Wireless Mics Projector w/ computer sound connection Bluetooth Audio
- Basic Stage Lighting - Stage Wash Follow spot (Requires tech @ hourly rate)
- Full Stage Lighting - Stage Wash, Side Light, Down Wash, LED, & Cyc Wash
- Laptop VGA Adaptors: MAC HDMI Surface

Reservation Agreement

I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.

STUDENT ORGANIZATION EVENT REGISTRATION FORM

REVISED

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: [REDACTED] PHONE: [REDACTED] DATE: [REDACTED]

EVENT CONTACT NAME [REDACTED] EMAIL: [REDACTED]

NAME OF EVENT: Winter Banquet LOCATION: LA rooms

EVENT DATE: 12-27-18 BEGIN TIME: 4:30 pm END TIME: 9:30 PM ESTIMATED ATTENDANCE: 80

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

- PROCEEDS TO BENEFIT
- EDUCATIONAL PROGRAM
- SPIRITUAL PROGRAM
- RECREATIONAL PROGRAM
- DANCE/PARTY
- SOCIAL PROGRAM
- COMMUNITY SERVICE
- CONFERENCE/CONVENTION
- OTHER: Winter Banquet
- SPEAKER/PANEL

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

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

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

This event is for our general members to reward them for from their hardwork this semester

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)

- PRINTED POSTCARDS
- PRINTED POSTERS/FLIERS
- SOCIAL MEDIA: IG, KAHN, COLLA
- OTHER: [REDACTED]

WHO WILL BE 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 FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGAZNIZATION? (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 [REDACTED]

WILL FOOD BE SERVED AT THE EVENT? NO YES
IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: [REDACTED]
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 [REDACTED] PLEASE LIST 2 TIPS and SVPT TRAINED MEMBERS ON PAGE 2.
If so, please affirm organization members and guests will not consume alcohol.

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. **NECE**

COMPLETED

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.

[Redacted area]

PRESIDENT: [Redacted] SIGNATURE: [Signature] DATE: [Redacted]
 TREASURER: [Redacted] SIGNATURE: [Signature] DATE: [Redacted]
 U-SU STUDENT ORGANIZATION ACCOUNT #: [Redacted] or APPROVED EXEMPT STATUS: CSI VERIFICATION

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 and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ___" stamp must be clearly visible on the face of the posting.
- 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: [Redacted] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): [Signature] DATE: 11-08-18
 ADVISOR'S NAME: [Redacted] SIGNATURE: [Signature] DATE: 11/1/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 11/8/18
 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: _____
 OTHER: _____ DATE: _____ U-SU BUSINESS OFFICE DATE: _____

NOTES OR UPDATES: (TIPS-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)



**Golden
Eagle
Hospitality**

for: Event # E34811
on: Friday, December 07, 2018

Client/Organization Kalahi Filipino American Student Org.	Event Date 12/7/2018 (Fri)	Booking Contact [REDACTED]	Event # E34811
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Winter Ball	Sales Rep Amanda Tapia	Theme	Category
			Guests 50 (Act)

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		6:45 pm	7:00 pm	Student Union	Delivery

Food & Beverage

Food/Service Items	Unit	Price	Total
Deliver to USU LA Rooms at 07:00PM			
(50) China Service	Each	2.00	100.00
(25) Option A - Plated	Guest(s)	24.00	600.00
Mixed Green Salad with Choice of Dressing			
Grilled Sliced Chicken with Lemon- Herb Sauce			
Rice Pilaf			
Sautéed Vegetables			
Chef's Choice Dessert			
Bread and Butter			
(25) Option A - Plated	Guest(s)	24.00	600.00
Mixed Green Salad with Choice of Dressing			
Beef Asian Stir Fry			
Jasmin Rice			
Sautéed Vegetables			
Chef's Choice Dessert			
Bread and Butter			
Lemonade and Water Service			

Notes

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

Unit Costs

<u>Item</u>	<u>Brand/ Store</u>	<u>Amount/ Price</u>
Candles (2ct)	Dollar Tree	6 Units (12ct) (\$1 each) \$6
Fake Snow (Cotton Batting)	Hobby Lobby	2 Units \$8.38 (\$4.19 each)
Construction Paper	Hobby Lobby	1 Unit \$3.99
Cotton Balls (100 ct)	Dollar Tree	3 Units (300 ct) \$3 (\$1 each)
White Yarn	Hobby Lobby	2 Units \$2 (\$0.99 each)
Twine: Red and White Twine	Hobby Lobby	3 Units \$9 (\$2.99 each)
Balloons (25 ct)	Dollar Tree	2 Units \$2 (\$1 each)
Wood Glue (4 oz)	Hobby Lobby	2 Units \$6.58 (\$3.29 each)
Silver Glitter Branch	Hobby Lobby	2 Units \$13.99 (\$6.99 each)
Glitter Christmas Drapes (Snow)	Dollar Tree	2 Units \$2 (\$1 each)
Glitter (8 oz)	Hobby Lobby	2 Units \$8

		(\$4.99 each)
Glue	Dollar Tree	10 Units \$10 (\$1 each)
Total (Hobby Lobby): \$51.94	Total (Dollar Tree): \$23	Final Total: \$74.94

Dollar Tree

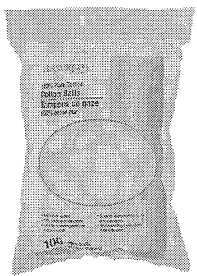
Candles



**Luminescence Battery-Operated
Color-Changing LED Tealight
Candles, 2-ct. Packs**
Minimum You Can Buy: 4
\$1.00 Per Unit

★★★★★ 4.7

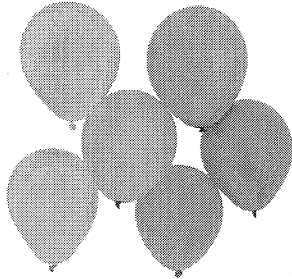
Cotton Balls



**Assured Cotton Balls, 100-ct.
Bags**
Minimum You Can Buy: 4
\$1.00 Per Unit

★★★★★ 5.0 (5)

Balloons (25 Count)

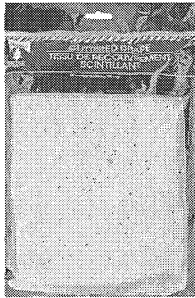


**Colorful Latex Balloons, 25-ct.
Bags**

Minimum You Can Buy: 4
\$1.00 Per Unit

★★★★★ 4.0 (12)

Glitter Christmas Drapes (Snow)

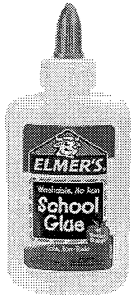


**Christmas House Glittery
Christmas Drapes, 40x32 in.**

Minimum You Can Buy: 24 (1 case)
\$1.00 Per Unit

★★★★★ (0)

Glue



**Elmer's School Glue, 4-oz.
Bottles**

Minimum You Can Buy: 6
\$1.00 Per Unit

★★★★★ 5.0 (3)

Hobby Lobby

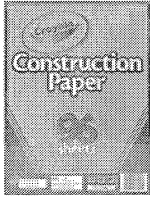
Cotton Batting



Warm & White Needled Cotton Batting

~~\$11.99~~ \$8.39

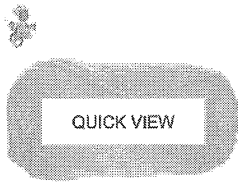
Construction Paper



9" x 12" Construction Paper Pack

\$3.99

White Yarn



White Yarn Bee Mini Maker Yarn

\$0.99

More colors 

Red and White Twine

SALE up to 50% off




QUICK VIEW


Red & White Twine

★★★★ (1)

~~\$5.99~~ \$2.99

More colors 

Wood Glue



QUICK VIEW

Elmer's Carpenter's Wood Glue

\$3.29

Silver Glitter Branch

SALE



QUICK VIEW

Silver Glitter Branch Bush

~~\$13.99~~ \$6.99

More colors 

Glitter Glue



Glitter Glue

★★★★ (7)
\$4.99 - \$6.99

More colors 



LUNCH & DINNER

*Includes Salad, Bread & Butter, Iced Tea or Pink Lemonade, Water Service, and Chef's Choice Dessert
Salad Options: Caesar Salad or Mixed Greens with Choice of Dressing
10 Person Minimum for Lunch & 15 Person Minimum for Dinner*

CHEESE ENCHILADA PIE Buffet \$20 Per Person / Plated \$24 Per Person

Served with Spanish Rice and Refried Beans

BEEF or GRILLED VEGETABLE LASAGNA Buffet \$22 Per Person / Plated \$26 Per Person

Served with Fresh Green Beans and Garlic Breadsticks

BEEF or CHICKEN ASIAN STIR FRY Buffet \$22 Per Person / Plated \$26 Per Person

Served with Steamed Rice and Stir Fry Vegetables

LEMON-HERB GRILLED CHICKEN Buffet \$20 Per Person / Plated \$24 Per Person

Served with Rice Pilaf and Seasonal Vegetables

BARBEQUE BONE-IN CHICKEN Buffet \$20 Per Person / Plated \$24 Per Person

Served with Roasted Red Potatoes and Steamed Broccoli

BEEF or CHICKEN FAJITAS Buffet \$22 Per Person / Plated \$26 Per Person

Served with Spanish Rice and Refried Beans

HULI-HULI BARBEQUE CHICKEN Buffet \$22 Per Person / Plated \$26 Per Person

Served with Steamed Rice and Seasonal Vegetables

CURRIED CREAM CHICKEN BREAST Buffet \$22 Per Person / Plated \$26 Per Person

Served with Rice Pilaf and Seasonal Vegetables

TERIYAKI CHICKEN WITH PINEAPPLE GLAZE Buffet \$24 Per Person / Plated \$28 Per Person

Served with Steamed Rice and Stir Fry Vegetables

CHICKEN PICATTA WITH LEMON CAPER SAUCE Buffet \$24 Per Person / Plated \$28 Per Person

Served with Mashed Potatoes and Seasonal Vegetables

Golden Eagle Hospitality

A 17% service charge plus applicable sales tax is added to all food and beverage items

Delivery fees may be applicable | .50¢ per person disposables charged separately

E34811 - Kalahi Filipino American Student Org.

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00
Service Charge	221.00	0.00	0.00	0.00	0.00	0.00	0.00	221.00
Taxes	144.50	0.00	0.00	0.00	0.00	0.00	0.00	144.50
Total	1,665.50	0.00	0.00	0.00	0.00	0.00	0.00	1,665.50

Subtotal	1,300.00	Paid	0.00	
Tax	144.50	Balance	1,665.50	
Service Charge	221.00			
Total Value	1,665.50			

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)