

ASI Associated Students, Inc.

Funding Request Form

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

2018-19

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: HermanOs UnidOs

Event Title: hu banquet

Date(s) of Event: 4/19 / 19 ^{0.5} Semester Select One... ^{Spring 2019} ^{0.5}

Location of Event: almansor court 700 S almansor st

Expected Total Attendance: 50

Expected Attendance of Cal State LA Students: 30

Event Description and Total Cost Breakdown

Briefly describe the event:

our annual banquet marks the end of the year for hu. it will be our last event for the semester.

Is the event open to all Cal State LA students? Select One... ^{yes} ^{0.5}

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

we recognize our graduating seniors for their accomplishment. guest will be able to enjoy delicious food and music.

Hospitality

Description	Amount
food	\$4,275.00
beverages	\$550.00
hospitality fee	\$965.00

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
environmental fee	\$96.50

Event Summary

Total Cost of Event: \$5,886.50

Amount Requested from ASI: \$3,000.00

Amount from other sources: \$0.00

What other resources are you employing for this event?

DJ

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: D.S

15 MAR 6 PM 12:45:00

ALMANSOR COURT
700 S ALMANSOR ST,
ALHAMBRA, CA 91801

04.19.2019, 6:30 PM

www.asi.org/2019banquet

HERMANOS UNIDOS



BANQUET

www.asi.org/2019banquet

Join us in celebrating our annual Banquet, in
which new steering is presented, seniors are
given their HU sashes. Scholarships will be
awarded as well as silly and serious awards

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: 2/26/2019
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: GALA LOCATION: Almansor Court 700 S Almansor St, Alhambra, CA, 91801
 EVENT DATE: 4/19/19 BEGIN TIME: 5PM END TIME: 11PM ESTIMATED ATTENDANCE: 150+

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: [REDACTED] ☐ 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):

END OF THE YEAR GALA

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

- ☐ PRINTED POSTCARDS ☐ PRINTED POSTERS/FLIERS ☒ SOCIAL MEDIA: INSTAGRAM @HUDECCLA ☐ OTHER: [REDACTED]
INCLUDE SITE & HANDLE

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

If so, please affirm organization members and guests will not consume alcohol. g.c

PLEASE LIST 2 TIPS and SVPT 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.

BY: AS

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.**

NO charge

PRESIDENT: _____ SIGNATURE: _____ DATE: 2/20/19
TREASURER: _____ SIGNATURE: _____ DATE: 2/20/19
U-SU STUDENT ORGANIZATION ACCOUNT #: _____ 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 _____ SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) _____ DATE: 2/20/19
ADVISOR'S NAME _____ SIGNATURE _____ DATE: 2/21/2019

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

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:

<input type="checkbox"/> PUBLIC AFFAIRS	DATE: _____	<input type="checkbox"/> ATHLETICS	DATE: _____
<input type="checkbox"/> DEPT. OF PUBLIC SAFETY	DATE: _____	<input type="checkbox"/> FACILITIES USE COORDINATOR	DATE: _____
<input type="checkbox"/> OTHER: _____	DATE: _____	<input type="checkbox"/> U-SU BUSINESS OFFICE	DATE: _____

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

Almanson Court

February 16, 2019

Dear [REDACTED]

Thank you for choosing Almanson Court for your upcoming event. I am pleased to confirm the following tentative reservation:

Hermanos Unidos Dinner				
Date	Time	Location	Function	#
Fri, 4/19/19	6:30pm-12:00am	Palm Court + Terrace	Client to use 2019 Menu with 5% Discount	100

To confirm this reservation on a definite basis, please sign and return this letter along with the 1st deposit by 02/16/2019. The remaining deposits are due per the following listing:

Deposit Due Date	Amount	Description
3/16/2019	\$2,000.00	

Please note the Terms and Conditions attached hereto and made a part of this agreement.

I look forward to working with you and if you have any questions, please don't hesitate to call my anytime.

Sincerely,

Catherine Alas
Director of Event Sales
P: (626) 570-4600
catherinea@almansoncourt.com

Confirmation Signature: _____

Date: 2/16/19

RESTAURANT SIGNATURE

DATE

2/16/19

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: 75 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 Palm Court/Terrace is: Minimum: 75 and Maximum: 400 230

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

PLEASE SIGN THE ORIGINAL AND RETURN TO THE EVENT SALES OFFICE BY 02/16/2019. Customer has read and agreed to all terms and conditions of this agreement and received a copy thereof.

CUSTOMER'S SIGNATURE

TITLE

DATE

2/16/19

PLEASE PRINT NAME

Jess Cardenas

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.

Almanson Court

700 S. Almanson St. Alhambra, Ca. 91801

Phone: 626-570-4600 Ext:1409 Fax: 626-570-0268

Estimate

#	Food	Price	Total
150	Chicken Dijonnaise or Top Sirloin	28.50	4,275.00
	5% Discount		0.00
			0.00
	Total Food		4,275.00

Prepared for:

Annal School Banquet

Date of Event:

Friday, April 19, 2019

#	Beverages	Price	Total
1	Bar Set up Fee	100.00	100.00
150	Unlimited Sodas	3.00	450.00
	Total Beverages		550.00

#	Mis.	Price	Total
			0.00
			0.00
			0.00

Subtotal		4,825.00
20% Hospitality Fee		965.00
2% Environmental Fee		96.50
Subtotal		5,886.50
9.50% Sales Tax		559.22
TOTAL		6,445.72

Prepared on

by Cathy Alas

ate only for comparison purposes. This estimate does not constitute a contract nor is this estimate automatically part of r "order". All details are to be reviewed from A - Z (except final guarantee of attendance) with the Catering staff at least four weeks prior to your event. A formal Banquet Event Order will then be created from that discussion and your review and signature.

Cathy Alas
Catering - (2-24)
Webster - (1-49)
694.72