

**FUNDING REQUEST FORM**

2019-2020

**PART 1 - NOTICE & CHECKLIST****IMPORTANT**

1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. 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.

☐ EVENT FLYER WITH ASI LOGO☐ CSI EVENT REGISTRATION FORM☐ ESTIMATES/FOOD PERMITS☐ EVENT ESTIMATES / INVOICES**PART 2 - CONTACT & ORGANIZATION**

OFFICE

TITLE

ADDRESS

CITY

PHONE

SIGNATURE:

*Demyaen Peadorino*

CLUB/ORG: Academic Honors Association

EVENT TITLE: Masquerade: Spooky Harvest

DATE(S) OF EVENT: Oct. 25, 2019 SEMESTER: FALL

EVENT LOCATION: King Hall, D1047

EXPECTED ATTENDANCE: 20

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20

**PART 3 - EVENT DESCRIPTION**IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ☒ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

Attendees can mingle, eat, and have fun. This will provide students with a chance to socialize and relax after midterms while dressing up in fun costumes. Food and games will be provided.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event will allow attendees to meet new people, therefore providing an opportunity to network and make new friends. This event will also allow them to have a fun, relaxing time after midterms.

**PART 4 - COST BREAKDOWN**

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	UAS Catering	\$301.07			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				Decorations (Target)	\$33.95
				Games (Target)	\$16.43
				Candy (Target)	\$20.65
				Decorations (Party City)	\$7.65

**PART 5 - EVENT SUMMARY**

TOTAL COST OF THE EVENT \$379.75  
 TOTAL REQUESTED FROM ASI \$379.75  
 AMOUNT FROM OTHER SOURCES \$0  
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

**OFFICE USE ONLY**

STAFF INITIALS

*AM*

TIME STAMP:

OCT 11 4 41 2019

For more information email:  
[aha.marketing.csula@gmail.com](mailto:aha.marketing.csula@gmail.com)



ACADEMIC HONORS ASSOCIATION PRESENTS:

# MASQUERADE

## Spooky Harvest

October 25th from 3:30-6:30PM  
at the Honors College Lounge KH D1047

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



UNIVERSITY  
STUDENT UNION

Event Registration

**Masquerade: Spooky Harvest**

Submitted By: [REDACTED] on 10/4/2019 11:13:38 PM

[APPROVED]

#### Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

**Please select the type of organization who will be hosting this event.**

Student Organization

#### Host Organization Name

What Organization/Department is hosting the event?

Academic Honors Association

#### Event Name

Masquerade: Spooky Harvest

#### Estimated Attendance

20

#### About the event

Please describe what this event is about and include all intended activities that will take place.

This event provides students with a chance to socialize and relax after midterms while dressing up in fun Halloween costumes. Food and games will be provided and decorations will suit the Spooky Harvest theme to enhance the experience. The event will be open to the general public.

#### Time & Location

##### Start Date/Time

10/25/2019 - 3:30 PM

##### End Date/Time

10/25/2019 - 6:30 PM

## Where will the event take place?

On campus

## On Campus Locations

Other (describe in address/location field)

## Specific Address/Location Information

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.  
Honors College Lounge, KH D1047

## Student Organization Officer and Advisor Contact Information

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

### Contact Person

Please provide the name of the officer submitting this form.

[REDACTED]

### Officer Contact Phone Number

[REDACTED]

### Contact Email

Provide the officer's email address.

[REDACTED]

### Organization Advisor Phone Number

[REDACTED]

### Organization Advisor Name

[REDACTED]

### Organization Advisor Email Field

Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

[REDACTED]

## Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. 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.

### How do you plan on marketing this event?

Printed posters/fliers

Social Media

Email

### Social Media Site

Instagram

### Social Media Handle

@aha\_calstatela

### Printed Media Upload\*

If you plan on marketing this event with printed media, please upload a copy for review.

c8128f3a-5d03-4aa8-9b8e-7da832283355.jpg

### Who is invited to this event?

General Public

### Will off-campus media be notified about this event?

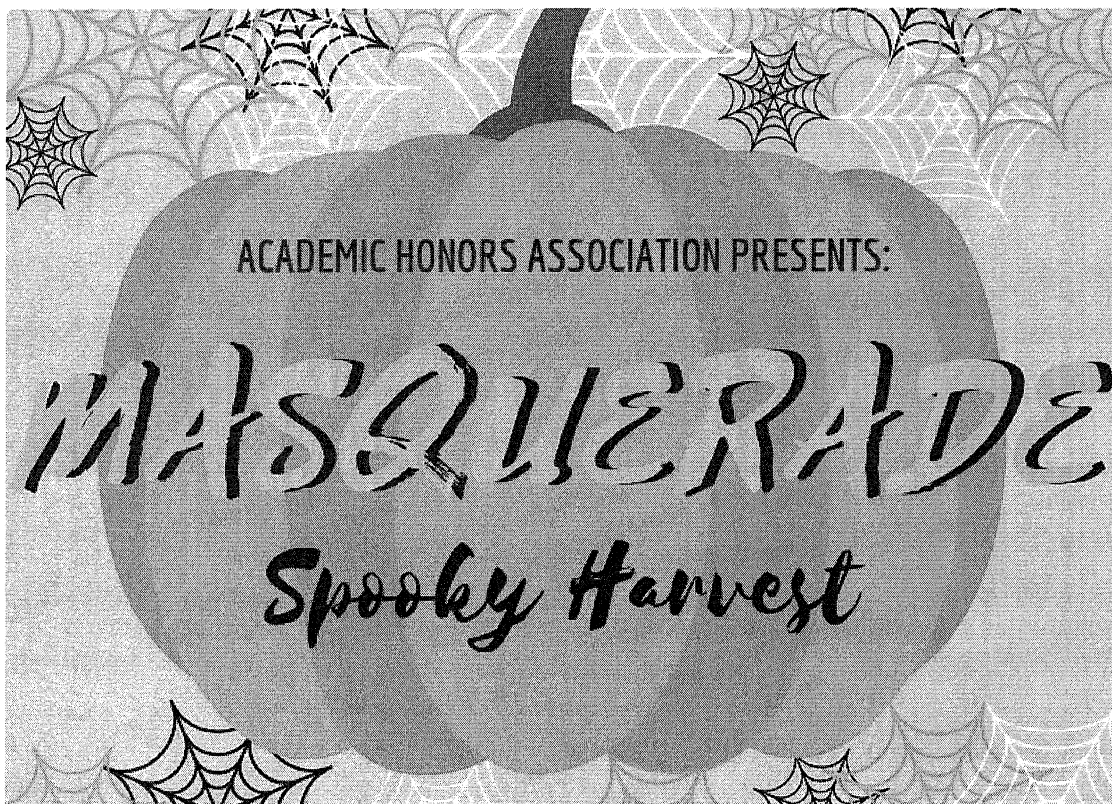
No

Tags

SOCIAL

### Cover Image

Please select an image that corresponds to your event.



#### Event Details

#### Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered.  
Social Program

#### Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.  
Not Applicable

#### Will the event have security?

No

#### Who will be providing the food?

University Catering

#### Will food be served at the event?

Yes

Will the event have an admission charge, registration fee, or raise any proceeds to benefit the

organization

No

**Will you be requesting funding from Associated Students, Incorporated?**

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>.  
For any other questions contact the Vice President for Finance by calling 323-343-4778.

**Will a movie be shown at this event?**

No

**Will alcohol be served at this event?**

No

**Will the event be held in a restaurant/venue where alcohol is available but will not be a part of your event?**

If yes, the organization affirms that members and guests will not consume alcohol at the event.

No

Acknowledgment

AS AN OFFICER OF THIS ORGANIZATION, 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.

Signature Pad Field



Event Guidelines & Resources

Student Organization Event Guidellines

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 the Office of the Dean of Students.

**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 can be found in the Student Organization Handbook.

**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 Waiver Forms:** 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.

## Student Organization Event Resources

### Additional Required Forms

The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit
- Request to Serve Alcoholic Beverages Form
- Amplified Sound Permit

### Additional Resources

#### University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations.

- External Table Request Form
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

#### Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities.

- External Space Request Form
- Filming Request Application



**Invoice #: F19-1-1**

**Event:**  
Masquerade: Spooky Harvest

**Event Date:**  
October 25, 2019

**Company Purchasing From:**  
Target  
3121 E Colorado Blvd.  
Pasadena, CA 91107  
(626) 584-2931

\*Invoice only an estimate

Description	Quantity	Price (\$)	Subtotal (\$)	Tax (\$) (Rate 9.5%)	Total Cost (\$)
String lights	2	\$5.00	\$10.00	\$0.95	\$10.95
Mini Pumpkins	1	\$6.00	\$6.00	\$0.57	\$6.57
Bale of Hay	3	\$5.00	\$15.00	\$1.43	\$16.43
<b>Decorations Estimate</b>					\$33.95
Spider Web Splat Game	1	\$5.00	\$5.00	\$0.48	\$5.48
Mummy Bowling Game	1	\$10.00	\$10.00	\$0.95	\$10.95
<b>Games Estimate</b>					\$16.43
M&M's	1	\$5.49	\$5.49	\$0.52	\$6.01
Skittles	1	\$2.69	\$2.69	\$0.26	\$2.95
Mars Chocolate Variety	1	\$7.99	\$7.99	\$0.76	\$8.75
Starburst	1	\$2.69	\$2.69	\$0.26	\$2.95
<b>Candy Estimate</b>					\$20.65
<b>Estimated Amount</b>					<b>\$71.02</b>
Party City Estimate (Invoice F19-1-2)					\$7.65
UAS Catering (Invoice F19-1-3)					\$301.07
<b>Total Estimated Amount for Event</b>					<b>\$379.75</b>

## Decorations:

### String Lights:

Categories Deals Trending Same Day Delivery Search

Home & Living > Home Decor > Halloween > String Lights

100ct Halloween Mini String Lights Purple/Orange - Hyde & EEK! Boutique™

Shop all 100ct Halloween Mini String Lights Purple/Orange - Hyde & EEK! Boutique™

**\$5.00**

any at \$5.00

Spend \$50 save \$5, spend \$100 save \$10 on Halloween Items

Quantity 1



### Mini Pumpkins:

Categories Deals Trending Same Day Delivery Search

Home & Living > Home Decor > Halloween > Mini Pumpkins

8ct Mini Painted Halloween Pumpkin - Hyde & EEK! Boutique™

Shop all 8ct Mini Painted Halloween Pumpkin - Hyde & EEK! Boutique™

**\$6.00**

any at \$6.00

Spend \$50 save \$5, spend \$100 save \$10 on Halloween Items

Quantity 1



### Bale of Hay:

Categories Deals Trending Same Day Delivery Search

Home & Living > Home Decor > Halloween > Bale of Hay

Decorative Bale of Hay - Spritz™

Shop all Decorative Bale of Hay - Spritz™

**\$5.00**

any at \$5.00

Spend \$50 save \$5, spend \$100 save \$10 on Halloween Items

Quantity 1

Size Small

Small Large



## Games:

### Spider Web Splat Game:

Categories Deals Trending Same Day Delivery Search

Home & Living > Home Decor > Halloween > Spider Web Splat Game

Spider Web Splat Game Halloween Party Kit - Hyde & EEK! Boutique™

Shop all Spider Web Splat Game Halloween Party Kit - Hyde & EEK! Boutique™

**\$5.00**

any at \$5.00

Spend \$50 save \$5, spend \$100 save \$10 on Halloween Items

Quantity 1

WARNING: choking hazard - small parts. Not for children under 3 yrs.



### Mummy Bowling Game:

Categories Deals Trending Same Day Delivery Search

Home & Living > Home Decor > Halloween > Mummy Bowling Game

Mummy Bowling Game Halloween Party Kit - Hyde & EEK! Boutique™

Shop all Mummy Bowling Game Halloween Party Kit - Hyde & EEK! Boutique™

**\$10.00**

any at \$10.00

Spend \$50 save \$5, spend \$100 save \$10 on Halloween Items

Quantity 1



## Candy:

### M&M's:

Categories Deals Trending Same Day Delivery Search

You're shopping items at Best  
Alabama

Register & List Weekly Ad

Trick / Treat / Candy / Chewy & Cream Candy

**M&M's Milk Chocolate Halloween - 17oz / 42ct**  
Shop at M&M's



**\$5.49**  
\$5.49 / 42ct  
Buy 1, get 1 50% off with same-day order services  
Order Pickup or Same Day Delivery • \$5.49/ct

Quantity 1

Get it delivered as soon as tomorrow  
with @ Instacart

Go to Target Network

### Skittles:


Categories Deals Trending Same Day Delivery Search

You're shopping items at Best  
Alabama

Register & List Weekly Ad

Trick / Treat / Candy / Chewy & Cream Candy

**Skittles Cauldron Halloween Fun Size - 10.72oz / 20ct**  
Shop at Skittles



**\$2.69**  
\$2.69 / 20ct  
Buy 1, get 1 50% off with same-day order services  
Order Pickup or Same Day Delivery • \$2.69/ct

Quantity 1

### Mars Chocolate Variety Bag:

Categories Deals Trending Same Day Delivery Search

You're shopping items at Best  
Alabama

Register & List Weekly Ad Real Good Gift Cards Fuel Stores Orders

Trick / Treat / Candy / Chewy & Cream Candy

**Mars Chocolate Favorites Twix Snickers and Milky Way Halloween Variety Bag - 25.3oz / 50ct**  
Shop at Mars



**\$7.99**  
\$7.99 / 50ct  
Buy 1, get 1 50% off with same-day order services  
Order Pickup or Same Day Delivery • \$7.99/ct

Quantity 1

Get it delivered as soon as tomorrow  
with @ Instacart

Go to Target Network

Pick up today at  
Alabama  
Skittles  
Ready within 2 hours with Order Pickup  
Near 0ct

Same Day Delivery  
to \$50.00  
Get it as soon as Sun today with Shop  
Drop with representative or \$5.00/ct  
\$5.00/ct

Shop at Mars

### Starburst:

Categories Deals Trending Same Day Delivery Search

You're shopping items at Best  
Alabama

Register & List Weekly Ad

Trick / Treat / Candy / Chewy & Cream Candy

**Starburst Original Halloween Fun Size - 10.58oz / 30ct**  
Shop at Starburst



**\$2.69**  
\$2.69 / 30ct  
Buy 1, get 1 50% off with same-day order services  
Order Pickup or Same Day Delivery • \$2.69/ct

Quantity 1



**Invoice #: F19-1-2**

**Event:**  
Masquerade: Spooky Harvest

**Event Date:**  
October 25, 2019

**Company Purchasing From:**  
Party City  
19670 Hawthorne Boulevard  
Torrance, CA 90503  
(310) 542-7703

\*Invoice only an estimate

Description	Quantity	Price (\$)	Subtotal (\$)	Tax (\$) (Rate 9.5%)	Total Cost (\$)
Bat Cutouts	1	\$6.99	\$6.99	\$0.66	\$7.65
<b>Decorations Estimate</b>					\$7.65
<b>Estimated Amount</b>					\$7.65
Target Estimate (Invoice #F19-1-1)					\$71.02
UAS Catering (Invoice #F19-1-3)					\$301.07
<b>Total Estimated Amount for Event</b>					<b>\$379.75</b>

## Decorations:

### Bat Cutouts:

Online Only — 15% off Party Supplies [Details](#)

Shipping to Store Locator [My Account](#)

**Party City** Categories

Search Or Enter Costume #

Cart (1)

[Halloween Costumes](#) > [Halloween Decorations](#)



**Bat Cutouts 30ct**

[See All Halloween Wall & Window Decorations](#)

**\$6.99**

**ADD TO CART**

Add to wishlist In-Store Pickup

**Product Details**

Decorate for a nocturnal party with cardstock Bat Cutouts! These spooky bat decorations feature jagged wings, red eyes, and midnight black all over. In four different sizes, these bat Halloween decorations can be displayed on walls using double-sided tape or Sticky Tack (sold separately), or you can fold their wings for a 3D effect!

**Bat Cutouts includes:**

[Read More](#)

**Share This Item**

Feedback



**Invoice #: F19-1-3**

**Event:**  
Masquerade: Spooky Harvest

**Event Date:**  
October 25, 2019

**Company Purchasing From:**  
University Auxiliary Services  
5151 State University Dr.  
Los Angeles, CA 90032  
(323) 343-6770

\*Invoice only an estimate

Description	Quantity	Price (\$)	Subtotal (\$)	Tax (\$) (Rate 9.5%)	Total Cost (\$)
Sandwich Platter (Small)	1	\$40	\$40.00	\$3.80	\$43.80
Pizza (Cheese)	1	\$10	\$10.00	\$0.95	\$10.95
Pizza (Cheese and Pepperoni)	1	\$12	\$12.00	\$1.14	\$13.14
Chopped Fresh Fruit (Extra Small)	1	\$30	\$30.00	\$2.85	\$32.85
Chicken Tenders Dozen (Vegan)	1	\$24	\$24.00	\$2.28	\$26.28
<b>Food Estimate</b>					\$127.02
Chocolate Chip Cookies Dozen (Vegan)	1	\$20	\$20.00	\$1.90	\$21.90
Brownie Dozen	1	\$25	\$25.00	\$2.38	\$27.38
<b>Desserts Estimate</b>					\$49.28
Raspberry Iced Tea Gallon	1	\$22	\$22.00	\$2.09	\$24.09
Pink Lemonade Gallon	1	\$22	\$22.00	\$2.09	\$24.09

Bottle Water	20	\$1.50	\$30.00	\$2.85	\$32.85
<b>Drinks Estimate</b>					\$81.03
<b>Estimated Amount</b>					<b>\$257.33</b>
17% Service Fee					\$43.74
<b>Estimated Amount with Service</b>					<b>\$301.07</b>
Target Estimate (Invoice #F19-1-1)					\$71.02
Party City Estimate (Invoice #F19-1-2)					\$7.65
<b>Total Estimated Amount for Event</b>					<b>\$379.75</b>

### Chicken Tenders:

CHICKEN TENDERS 24 Per Dozen (V)  
*Served with BBQ Sauce*

### Desserts:

#### Chocolate Chip Cookies:

##### DESSERTS

CHOCOLATE CHIP COOKIES 20 Per Dozen (V) (GF)

### Brownies:

BROWNIES 25 Per Dozen  
*Chocolate Fudge, Mint, Turtle, Cheesecake, S'mores*

### Drinks:

#### Raspberry Iced Tea, Pink Lemonade, and Bottle water:

##### COLD BEVERAGES

FRESH BREWED UNSWEETENED ICED TEA 22 Per Gallon

FRESH BREWED RASPBERRY ICED TEA 22 Per Gallon

PINK LEMONADE 22 Per Gallon

JUICE 22 Per Gallon  
*Apple, Cranberry, or Orange*

FRUIT INFUSED WATER 25 Per Gallon  
*Mixed Berry/Basil, Cucumber/Lemon/Mint, Lemon/Orange/Mint*

WATER SERVICE STATION 30 Per 3 Gallons

BOTTLE WATER 1.50 Per Bottle

## Service Fee:

### 17% Service Fee:

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

## Food:

### Sandwich Platter:

#### SANDWICH PLATTER OPTIONS:

Small - Six 12" Subs or Wraps 40 Per Platter  
Medium - Ten 12" Subs or Wraps 60 Per Platter  
Large - Fifteen 12" Subs or Wraps 85 Per Platter  
Sub Sandwiches cut into 3", 4" or 6"  
Wraps cut into 2" pinwheels or 3", 4" or 6"

### Pizza:

#### PIZZA

#### BUILD YOUR OWN PIZZA

All Pizzas can be cut into 6, 10, or 12 Slices  
Gluten Free Cauliflower or Whole Wheat Crust available upon request.  
Additional 3 Per Pizza

#### CHEESE PIZZA 10

#### ADDITIONAL TOPPINGS

#### MEATS 2 Per Item

BACON  
BEEF  
HAM  
ITALIAN SAUSAGE  
PEPPERONI  
SALAMI  
MEAT BALL  
BBQ CHICKEN  
CANADIAN BACON

#### VEGETABLES 1.50 Per Item

BLACK OLIVES  
DICED TOMATOES  
GREEN PEPPERS  
JALAPENO PEPPERS  
MUSHROOMS  
ONIONS  
PINEAPPLE  
ROASTED RED PEPPERS  
SPINACH  
RED ONION  
BASIL

### Chopped Fresh Fruit:

#### BOWLS & DIP

Extra Small  
Up to 15 Guests

Small  
Up to 35 Guests

Medium  
Up to 50 Guests

Large  
Up to 75 Guests

#### BOWLS

#### CHOPPED FRESH FRUIT

30

55

75

110



Golden  
Eagle  
Hospitality

for: Event # E37748  
on: Friday, October 25, 2019

Client/Organization Academic Honors Association	Event Date 10/25/2019 (Fri)	Booking Contact [REDACTED]	Event # E37748
Address 5151 State Univeristy Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED] Guests 20 (Act)
Party Name Masquerade Spooky Harvest	Sales Rep Amanda Tapia	Theme	Category

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		3:15 pm	3:30 pm	King Hall	Delivery

### Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to King Hall D1047 for 3:30pm			
NO DISPOSABLES			
(1) Small (Six 12" Sub)- Cut into 4's	Platter(s)	40.00	40.00
(2) -Roasted Turkey	Each		
(2) -Grilled Chicken Pesto	Each		
(1) -Ham & Swiss	Each		
(1) -Roasted Vegetables	Each		
-Condiments			
(1) Cheese Pizza (Slices of 12)	Each	10.00	10.00
(1) Pepperoni Pizza (Slice of 12)	Each	12.00	12.00
(1) Extra Small -Chopped Fresh Fruit (up to 15 guests)	Bowl(s)	30.00	30.00
(1) Vegan- Chicken Tenders	Dozen(s)	24.00	24.00
(1) VEGAN-Cookies	Dozen(s)	20.00	20.00
(1) Brownies (Cut in half)	Dozen(s)	25.00	25.00
(1) Fresh Brewed Raspberry Ice Tea (Sweetened)	Gallon(s)	22.00	22.00
(1) Pink Lemonade	Gallon(s)	22.00	22.00
Water Service			

19 OCT 14 PM 11:08:55

SR

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

E37748 - Academic Honors Association

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	161.00	44.00	0.00	0.00	0.00	0.00	0.00	205.00
Service Charge	27.37	7.48	0.00	0.00	0.00	0.00	0.00	34.85
Taxes	17.90	4.89	0.00	0.00	0.00	0.00	0.00	22.79
Total	206.27	56.37	0.00	0.00	0.00	0.00	0.00	262.64

Subtotal	205.00	Paid	0.00
Tax	22.79	Balance	262.64
Service Charge	34.85		
Total Value	262.64		

**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.**

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