ASSOCIATED STUDENTS, INC.

FUNDING REQUEST FORM 2021-2022 PART 1 - NOTICE & CHECKLIST 1. All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings. 2. Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event. 3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event. REQUIRED SUPPORTING MATERIAL **EVENT ESTIMATES / INVOICES (NOT PAID)** EVENT FLYER WITH ASI LOGO CSI EVENT REGISTRATION FORM **BASED ON PURCHASES/EVENT** PART 2 - CONTACT & ORGANIZATION CLUB/ORG: Muslim Student Association OFFICER NAME: EVENT TITLE: Ramadan Iftaar Event OFFICER TITLE: SEMESTER: SPRING ADDRESS: DATE(S) OF EVENT: 3/23/23-4/13/23EVENT LOCATION: Los Angeles ZIP: STATE: EMAIL: TOTAL ATTENDANCE: 30 PHONE: EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 30SIGNATURE: PART 3 - EVENT DESCRIPTION IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? VES NO HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? BRIEFLY DESCRIBE THE EVENT: This will bring a sense of belonging, and community. The event is for CSULA fasting students to break their Fasting students will have the ability and access to fast, socialize and spiritually grow. food to break their fast in the holy month of Ramadan. PART 4 - COST BREAKDOWN DESCRIPTION: AMOUNT: DESCRIPTION: AMOUNT: 50 boxes, utensils, cups 71.56 Fatima's grill 360.97 HOSPITALITY henna 20.00 Nomad's 623.88 **Bulk Quran** 172 DESCRIPTION: AMOUNT: DESCRIPTION: AMOUNT: Table cloth 82.11 MARKETING Giveaway social media challenge 55.90 canva subscription 12.99 PART 5 - EVENT SUMMARY OFFICE USE ONLY 1399.4 TOTAL COST OF THE EVENT STAFF INITIALS 1399.4 TOTAL REQUESTED FROM ASI AMOUNT FROM OTHER SOURCES TIME STAMP: WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:





Event Registration

Iftaar with MSA



- Version 3

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings 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?

Muslim Student Association

Event Name

Iftaar with MSA

Estimated Attendance

Please describe the estimated attendance of participants for this event. 20

About the event

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

Iftaar is the breaking of the fast during Ramadan when Muslims worldwide fast from sunrise to sundown. This Iftaar will have food for Muslims students on campus to break their fast and be with a community during Ramadan.

Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this Presence guide

Start Date/Time

04/13/2023 - 6:30 PM

End Date/Time

04/13/2023 - 8:30 PM

What format will this event/meeting use?

Hybrid events and meetings are defined as a mixture of in-person events/meetings with a virtual component usually running simultaneously and with overlapping content and interactive elements.

In-Person

Do participants need to RSVP?

No

On Campus Locations

University-Student Union Building

Where will your in-person event/meeting take place?

On-Campus

Event/Meeting Virtual Link and/or In-Person Location

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

For in-person off-campus events/meetings please add the full address of the venue.

For hybrid events/meetings please enter both the link and the in-person location. los angeles room BC

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.

Officer Contact Phone Number

Contact Email

Provide the officer's email address.

Organization Advisor Email Provide the advisor's Cal State LA email address. Organization Advisor Name Please provide the name of the student organization advisor. Marketing No publicity may be distributed or posted online until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. For Fall 2020 only electronic or virtual forms of marketing will be approved for student organizations. How do you plan on marketing this event? Social Media Social Media Site Instagram Social Media Handle calstatelamsa Marketing Media Upload* If you plan on marketing this event with media, please upload a copy for review. f3eec758-36cd-4015-b382-7df1a2c2ca53.png Who is invited to this event? Student organization members Will off-campus media be notified about this event?

FOOD SOCIAL SPIRITUAL

No

Tags

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, for 2022-23 organization meetings and tabling must also be registered. Spiritual 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

Will food be served at the event?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.

Yes

Who will be providing the food?

Student Organization

Temporary Food Facility Form Upload*

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering

Check the resources section below for a link to the form and to the required experience. 4b2b308d-5bfc-4cb0-a70d-697a07bd8624.pdf

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

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.

For this event, will your organization be seeking tax deductible private external fund raising support?

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

No.

Will a movie be shown at this event?

Student organizations must purchase the viewing rights or obtain permission from the owner of the movie in order to show movies at student organization events.

No

Acknowledgment

Hybrid Event/Meeting Check-in Data Collection and Contact Tracing

Student organizations are **required to check-in** all Cal State LA student attendees at on-campus hybrid events/meetings held indoors via the Presence Checkpoint app at the event. This is mandatory for all student organizations hosting events/meetings in-person or with in-person components. For more information on how to use this feature and meet this requirement, students should refer to the Presence Guide to Event

Check-in

Guests (anyone other than a Cal State LA Student) at indoor hybrid events/meetings cannot check-in through the Presence Checkpoint app and are required to check-in through the Cal State LA Student organization Event Guest Check-in Form. Guests must successfully complete the COVID19 Health Self-Screening prior to entering an event.

Participant and/ or guests data collection for outdoor events is not required for attendees but is required for student event coordinators (including students who table for the organization and who will be present throughout the duration of the outdoor event/meeting) through the Presence Checkpoint app.

Attendance recordkeeping must be updated within 24 hours of the conclusion of the meeting or event.

Failure to check-in all event/meeting attendees can result in the student organization's revocation in their ability to host events and can ultimately affect their student organization recognition and the benefits associated with that status.

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



Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidellines

2022- 2023 Event Registration Procedures

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.

In compliance with University guidelines, Cal State LA student organization events and meetings for Fall and Spring Semesters 2022-2023 <u>can be held in virtual, in-person, or hybrid modes</u>. This applies to the following types of previously held events and activities including but not limited to:

- Meetings
- Tabling
- Social events
- Recruitment events
- New membership intake events and processes
- Information tabling or organizational promotions
- · Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- · Workshops, trainings, and speaker events



Event Registration

Iftaar Dinner

Revised By:



Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings 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? Muslim Student Association

Event Name

Iftaar Dinner

Estimated Attendance

Please describe the estimated attendance of participants for this event. 20

About the event

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

Iftaar is the breaking of the fast during Ramadan when Muslims worldwide fast from sunrise to sundown. This Iftaar will have food for Muslims students on campus to break their fast and be with a community during Ramadan.

Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this Presence guide

End Date/Time

04/03/2023 - 8:00 PM

What format will this event/meeting use?

Hybrid events and meetings are defined as a mixture of in-person events/meetings with a virtual component usually running simultaneously and with overlapping content and interactive elements.

In-Person

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

Online

RSVP Link

Requires http:// or https://

https://docs.google.com/forms/d/1LcxlMNqZLyIT6wKzi36du_dRcVLATCc4DEkbk99TScc/edit

Where will your in-person event/meeting take place?

Off-Campus

Event/Meeting Virtual Link and/or In-Person Location

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

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For hybrid events/meetings please enter both the link and the in-person location.

Nomad's Asian bistro

Student Organization Officer and Advisor Contact Information

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Contact Person

Please provide the name of the officer submitting this form.

Officer Contact Phone Number

Contact Email
Provide the officer's email address.
Organization Advisor Email
Provide the advisor's Cal State LA email address.
Organization Advisor Name
Organization Advisor Name Please provide the name of the student organization advisor.
ricase provide the frame of the student organization dayson.
Marketing No publicity may be distributed or posted online until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003
and AP P007. For Fall 2020 only electronic or virtual forms of marketing will be approved for student organizations.
How do you plan on marketing this event?
Social Media
Social Media Site
Instagram
Social Media Handle
calstatelamsa
outstation in the second of th
Marketing Media Upload*
If you plan on marketing this event with media, please upload a copy for review.
b0c14363-931a-4491-af4f-97fe47fa6864.png
Who is invited to this event?
Student organization members
Will off-campus media be notified about this event?

No

FOOD

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, for 2022-23 organization meetings and tabling must also be registered. Spiritual 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

Will food be served at the event?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.

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

No

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Signature Pad Field



Scroll up to submit this form.

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- Meetings
- Tabling
- Social events
- · Recruitment events
- · New membership intake events and processes
- Information tabling or organizational promotions
- · Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- Workshops, trainings, and speaker events
- Conference, conventions, and retreats

Failure to comply with these student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status for the remainder of the 2022-2023 Academic Year to be reviewed for Fall 2023. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

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

Re: Muslim Student Association Ramadan funding form

Mon 3/20/2023 12:05 PM

To: Maldonado, Amanda <amaldo95@calstatela.edu>

Cc: ASI Vice Chair for Finance <asivcf@calstatela.edu>;ASI Vice President for Finance <asivpf@calstatela.edu>

7 attachments (10 MB)

iftaar-with-msa-2023-17-3-050104.pdf; iftaar-dinner-2023-17-3-050352.pdf;
Complete_with_DocuSign_Fatimas_Grill_food_pp.pdf; Copy of Marhaban Ya Ramadan (Flyer).png; Screenshot (14).png;
Screenshot (15).png; Screen Shot 2023-03-20 at 11.32.55 AM.png;

Hello Amanda,

This event at CSULA aims to allow fasting students to break their fast without worrying about accessibility to food, socialize and spiritually grow in the holy month of Ramadan. This will bring a sense of belonging and community.

The following contains the cost breakdown of the Ramadan event.

Nomads:

Chowmein 11: 143

Rice 10:15

Soda 15: 59.25 Dumplings 10: 90 Chilli chicken 10: 170

Mongolian beef 5: 92. 50

569.75 (0.095) Total = \$623.88



Fatima grills:

Chicken Shawarma 11: 98.96+ Beef Shawarma 98.96= 197.92

Fries 11:76.89

Pollo taco 11: 27.39 Asada taco 11: 27.39

329.58 (0.095) 329.58 (0.095) Total = \$360.89



50 boxes, utensils, and cups: 71.56

Tablecloth: 82.11 Total: \$153.65

Lastly, I did want to mention if it is still possible to remove the sister's book club expense of \$100 and instead add \$172 for bulk ordering Quran as a complimentary gift for those attending our event (with a price attached).

Please let me know if there's anything else I need to include.

Thank you.

California State University, Los Angeles I Class of 2023 A.B. Candidate in Psychology

From: Maldonado. Amanda <amaldo95@calstatela.edu>

Sent: Friday, March 17, 2023 2:49 PM

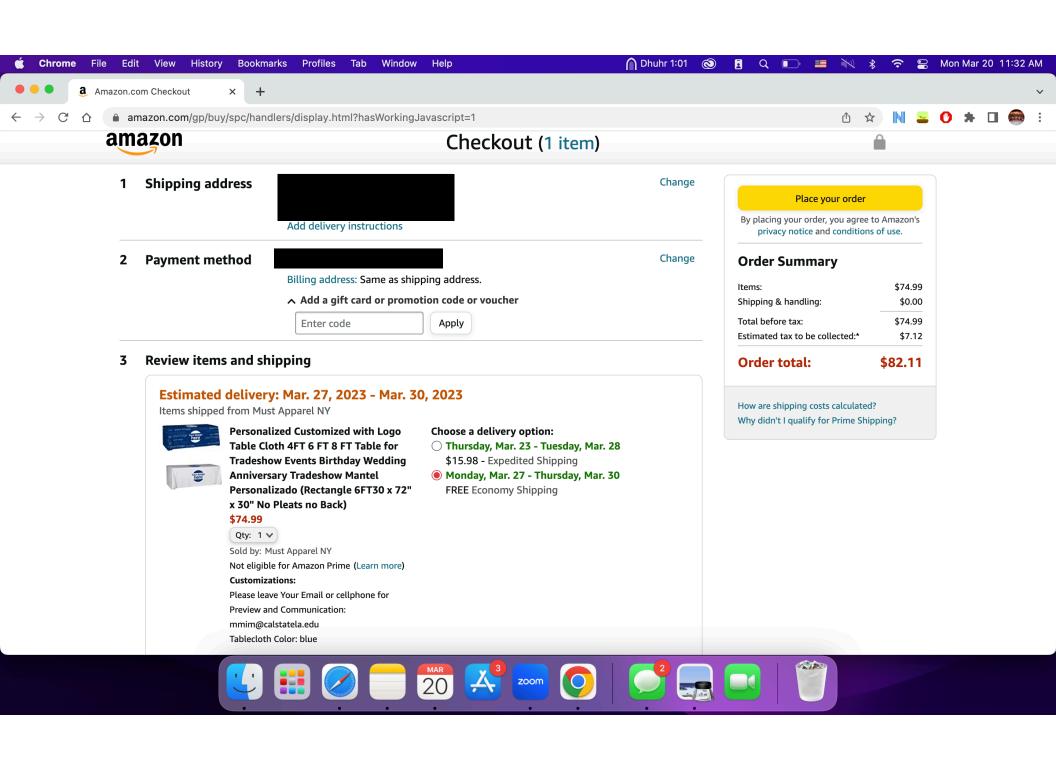
To:

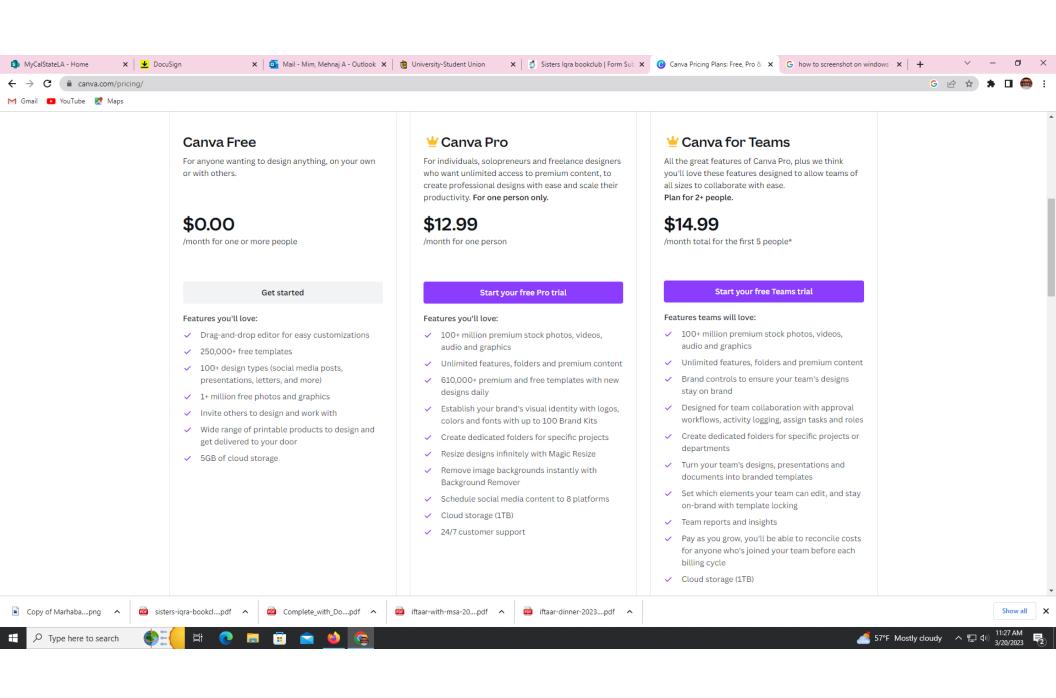
Cc: ASI Vice Chair for Finance <asivcf@calstatela.edu>; ASI Vice President for Finance

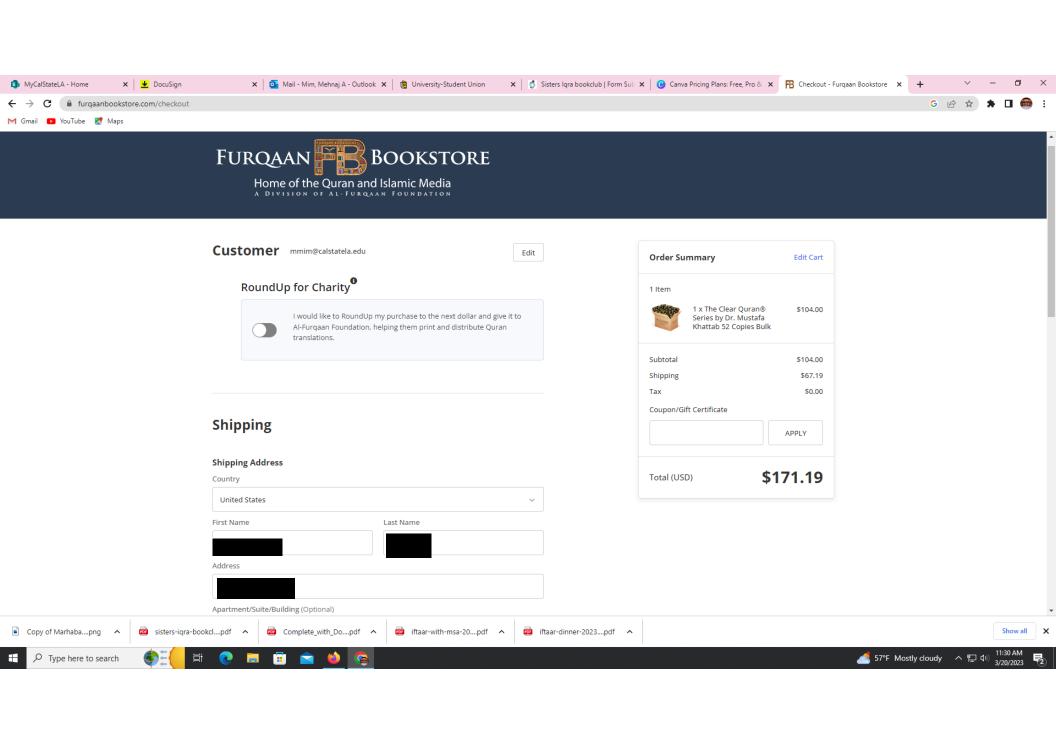
<asivpf@calstatela.edu>

Subject: Re: Muslim Student Association Ramadan funding form

I hope your Friday is going well!







RMEHS Office use Only	
PERMIT #:	

Temporary Food Permit Request Application (Student Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a **minimum of 14 days** prior to event date to allow adequate time for processing.

Note: This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

Event Information:								
Name of Student Organization: Muslim Student Association								
Event Name/Title: Weekly Ramadan Iftaar								
Event Location: Los Angeles B room								
Event Start Date: 04/13/2023 Event End Date: 04/13/2023 Hours of Operation: 7pm-9pm								
Contact Name: Email: Phone:								
Food Handler(s) Information:								
Please attach a copy of all current Food Handler Certificate(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.								
Note : At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event <u>at all times</u> . You are required to retain a physical copy of your Food Handler Certificate while operating your event.								
Name of Certified Food Handler: Email:								
Name of Certified Food Handler: Email:								
Food Type/Source Information: ☐ Snack Sale ☐ Food Sale ☒ Catering ☐ Other:								
List exact food/beverage(s) that will be sold/served, including ingredients: Shrimp, tacos, burritos, beef, steak, chicken, que								
fries, soda, shawarma, guacamole, sour cream, beans, rice (maybe), burgers, various sauces, etc.								
Will alcohol be served/sold? ☐ Yes 🖾 No Note: If alcohol is being served/sold a permit must be on file and shown upon request.								
How will the food be protected or stored at proper temperatures? The food will be delivered at the start of the event.								
Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market). Fatimas Grill, 7840 Firestone Blvd, Downey, CA 90241								
For more locations, add them on a page as and attach it.								

Page | 1 Revised 03/2022



Catering/Vendor Information:

If you intend to use a licensed vendor to provide food at this event, please attach the following documents:

- Business License
- X Sellers Permit
- □ Certificate of Liability Insurance

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete the online Food Safety and Handling Training prior to selling/offering food, and agree to read, understand, and comply with the Cal State LA 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 (for Student Organizations Only): Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management – EH&S for more information.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

- DocuSigned by

	DocuSigned by:	
	tzazi Salsabil	3/7/2023 00:28 AM PST
Name of Student Organization Requestor Center for Student Involvement	Signature Docusigned by:	DATE 3/7/2023 14:56 PM PST
Name of Center for Student Involvement Approver (USU 204) (Student Organizations Only) Daniel Keenan	SIGNOTUTE Docusigned by: Daniel Leenan	DATE 3/7/2023 11:50 AM PST
3. Name of University Auxiliary Services, Inc. Approver (Golden Eagle Bldg. 314) RM/EHS	Signature Docusigned by: KM/EHS	DATE 3/10/2023 15:26 PM PST
4. Name of Environmental Health & Safety Approver (Corporation Yard Bldg. 244)	9A29B6B5F1134F3 Signature	DATE

Page | 2 Revised 03/2022



This is to certify that



has completed the course

Food Safety and Handling

ehs_hsf_d79_sh_enus

on

Nov 2, 2022







This is to certify that



has completed the course

Food Safety and Handling

ehs_hsf_d79_sh_enus

on

Nov 2, 2022





DocuSign Envelope ID:



A6E1C09B-



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/2/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

	ertificate holder in lieu of such endors		-				ement on th	is certificate doc		JIIICI		
PRODUCER					CONTACT NAME: ADEL ZIBARA							
ZIBARA INSURANCE AGENCY, INC.						PHONE (A/C, No, Ext): 949-660-8800 FAX (A/C, No): 949-660-8809						
	00 E GARRY AVE				E-MAIL zibarainsurance@gmail.com							
ST	E 206				INSURER(S) AFFORDING COVERAGE NAIC #						NAIC #	
SA	NTA ANA			CA 92705	INSURER A: ATLANTIC CASUALTY INSURANCE CO							
INSU	JRED				INSURER B:							
HA	LAL GRILL INC				INSURER C:							
FATIMA'S GRILL						INSURER D :						
78	40 FIRESTONE BLVD 101				INSURE	RE:						
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INSR LTR	TYPE OF INSURANCE	INSD	SUBR	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	(MM/DD/YYYY)		LIMIT	S		
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А								PERSONAL & ADV II		\$	1,000,000	
21	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREG		\$	2,000,000	
	POLICY PRO- JECT LOC							PRODUCTS - COMP		\$	2,000,000	
	OTHER:							111020010 001111	70. 7.00	\$		
	AUTOMOBILE LIABILITY							COMBINED SINGLE (Ea accident)	LIMIT	\$		
	ANY AUTO							BODILY INJURY (Pe	r person)	\$		
	ALL OWNED SCHEDULED							BODILY INJURY (Pe	r accident)	\$		
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A	PROPERTY/BUS INCOME			SAME				LIMITS			\$100K/\$50K	
DES	CRIPTION OF OPERATIONS / LOCATIONS / VEHIC	LES (ACORI	0 101, Additional Remarks Schedu	ıle, may b	e attached if mor	e space is requi	red)				
169	001 RESTAURANTS											
CF	RTIFICATE HOLDER				CANO	ELLATION					,	
INSURED'S COPY					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.							
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