Client/Organization
Administration and Finance
Event Name
Seawolves Dig In
Address
Salazar Hall
Telephone
(707) 664-2310
Fax
Sales Rep
Brian Wichert

Event Date
4/25/2024 (Thu)
Event #
E17927
Guests
120 (Pln)
Booking Contact
Moss, Kelsey
Site Contact
Moss, Kelsey
Contract Due
4/10/2024

Venue

<table>
<thead>
<tr>
<th>Description</th>
<th>Room</th>
<th>Arrival</th>
<th>Start</th>
<th>Serving</th>
<th>End</th>
<th>Departure</th>
<th>Room Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverage Service - Disposable</td>
<td>WSLC Lobby</td>
<td>9:00 am</td>
<td>9:30 am</td>
<td>9:30 am</td>
<td>12:00 pm</td>
<td>12:15 pm</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Food/Service Items

<table>
<thead>
<tr>
<th>Food/Service Items</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seasonal Whole Fruits / Vt</td>
<td>$2.50</td>
<td>24</td>
<td>$60.00</td>
</tr>
<tr>
<td>Assorted Doughnuts / Veg, E, D, N, G / A selection of Raised, Old Fashioned</td>
<td>$2.00</td>
<td>100</td>
<td>$200.00</td>
</tr>
<tr>
<td>Iced Water</td>
<td>$10.00</td>
<td>7</td>
<td>$70.00</td>
</tr>
<tr>
<td>Teavana Tea</td>
<td>$30.00</td>
<td>7</td>
<td>$210.00</td>
</tr>
<tr>
<td>Includes Choice of Tea with Sweeteners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starbucks Coffee</td>
<td>$30.00</td>
<td>7</td>
<td>$210.00</td>
</tr>
<tr>
<td>Includes Choice of Regular or Decaffeinated Coffee with Cream and Sweeteners</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes

3/4 Event Entered - DW

<table>
<thead>
<tr>
<th>Food</th>
<th>Beverage</th>
<th>Alcohol</th>
<th>Equipment</th>
<th>Staffing</th>
<th>Room</th>
<th>Other</th>
<th>UCS Misc.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>$260.00</td>
<td>$490.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Service Charge</td>
<td>$26.00</td>
<td>$49.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Taxes</td>
<td>$24.31</td>
<td>$45.82</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$70.13</td>
</tr>
<tr>
<td>Total</td>
<td>$310.31</td>
<td>$584.82</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$895.13</td>
</tr>
</tbody>
</table>

| Subtotal  | $750.00  | $0.00   | $895.13   | $895.13  |
| Taxes (8.5%) | $70.13   | $0.00   | $895.13   | $895.13  |
| Serv Chg (10%) | $75.00   | $0.00   | $895.13   | $895.13  |
| Total Value | $895.13  | $0.00   | $895.13   | $895.13  |

Booking and Payment:
This fully completed agreement must be received by Conference and Event Services (CES) no less than fifteen (15) business days prior to the event start date. Agreements received after this date may be assessed a $50 late fee or 25% of the agreement total; whichever is greater. Facilities and services specified herein are not guaranteed without a signed agreement. Any additional charges or credits will be assessed after the event and payment is due upon receipt of the finalized bill.

Guarantees:
A guaranteed count is required no later than 12:00 pm, five (5) business days prior to your event start date. This guarantee is not subject to reduction. Your final bill will reflect your guaranteed count plus any charges for additional guests. If a guarantee is not provided by this date, your last estimate becomes your guarantee. Reservation changes after this date, including changes to times, locations or setups, are subject to availability and may incur additional charges.

Our staff will prepare food and service for the guaranteed attendance plus a cushion of 10% for an event with less than 100 guests and 5% for events with more than 100 guests. If your guest count increases less than 5 business days before your event, we may not be able to increase the quantity of every menu item, but may offer an appropriate substitution.

Cancellation
Events canceled less than fifteen (15) business days prior to the event will be assessed a 50% charge of the total bill. Events canceled less than five (5) business days, excluding the day of the event, will be charged in full.

Compliance with Policies and Procedures
Department personnel agree to comply with all university policies and procedures in addition to applicable health and safety codes and Alcohol Beverage Control laws. Department personnel agree to cooperate with Dining personnel to ensure compliance with these regulations.

Food or beverage not provided by University Culinary Services and brought into a UCS establishment without notice, shall incur a $250 cleaning fee. A second offense shall incur a $500 cleaning fee and the inability to reserve Dining or Residential Community spaces in the future.

Service Charges
A 10% charge is added to your food and beverage total for most services. This service charge is not a gratuity and is the property of Sonoma State Enterprises, Inc. Sonoma State Enterprises directly distributes this income to students working in the catering and conference program which provides support to their educational goals.

Additional Information
Due to regulations of the Health Department, and in line with catering industry standards, any food not consumed at the event may not be removed, except by Catered Services’ staff. No credit will be given for unused food or under-attended events.

University Culinary Services shall not provide services at any event in which we are not the sole provider of food and beverages. This includes a bar service or provision of linens at a “potluck” event.

Due to seasonal changes and availability of fresh produce, meat and seafood products, we reserve the right to substitute certain ingredients, for optimal freshness and quality. The price and contents of the menus are subject to change without notice, until the booking is confirmed.

Holiday Rates
Due to increased staffing charges, there is a $1,000.00 minimum for catered services on holidays.

Account Number

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Business Unit: SOCMP Account # 660923 (Catering w/ Official Guest) Fund # SO100 Dept ID: 3000
Program: Proj/Grant: Class:
Associated Students: 
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

This information is required for the contract to be considered complete:

Official Host Name: ____________________________

(The university employee who is providing hospitality and responsible for incurring hospitality expenditures that are in compliance with the Hospitality Policy, such as a university or auxiliary employee who hosts guests at a meeting, conference, reception, activity, or event for the active conduct of CSU business). *Cannot be Authorized Signer. http://policies.sonoma.edu/policies/hospitality-expenditures

Conference and Event Services - Salazar Hall fax: 4-2420
### Preliminary Cost Per Person: $7.46

As an authorized signer for the above chartfield string, the expense is approved under trust agreement, grant, or contract and I authorize the official host to make adjustments to the event:

**AUTHORIZED SIGNER (Approving Authority)***Cannot be the Official Host**

Expenses are in accordance with Section 401 of the SSU Hospitality Policy:

![Table showing type of hospitality expense and approved levels](image)

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**Conference and Event Services - Salazar Hall fax: 4-2420**
STUDENT ORGANIZATIONS - REQUIRED FOR ALL CLUB EVENTS:

** CLUB ADVISOR Printed Name  ________________________________  Signature  ________________________________  Date

** Student Involvement Printed Name  ________________________________  Signature  ________________________________  Date