

# IFAS

## CHANGE ORDER/CANCELLATION FORM

Date Requested: 5-12-15

Contact Name: Pam Malin Phone/Ext: 3217

School/Site: CPHS

PO # 82558 Vendor The Event Group  
(Circle One) PR # PO# 94951

Please Circle One: Change Order Cancellation  
(If the entire order is to be cancelled, please circle "cancellation" above and only fill out top portion of this form)

Reason for cancellation: \_\_\_\_\_

### For Change Order

PLEASE FILL IN AS ITEM SHOULD READ FOR CHANGE ORDER. (Please circle: add, cancel or change)

Item #	Qty	Description	Unit Price
<u>Tix</u>	<u>90</u>	<u>Additional Tickets Sold @ 100 ea.</u>	<u>9000.00</u>

Cancel/Add/Change Reason: \_\_\_\_\_

<u>Casino</u>	<u>1</u>	<u>Casino Decorations for theme</u>	<u>1500.00</u>
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Add/Cancel/Change Reason: \_\_\_\_\_

Approval: Site Administrator/Principal: Paul Anglin

Note to School/Site: Please fax this form to Purchasing at (925) 687-5044.

Purchasing Department use only.

Accounting: \_\_\_\_\_ School/Dept: \_\_\_\_\_ Warehouse: \_\_\_\_\_ Company: \_\_\_\_\_



RECEIVED

MAY 14 2015

BUDGET & FISCAL

May 6, 2015

Ms. Pam Malin  
College Park High School  
201 Viking Drive  
Pleasant Hill, CA 94523

Dear Pam,

This letter shall serve as a final invoice for the College Park High School Senior Ball on May 9, 2014 at The Bently Reserve. The amount due is \$10,500 and is for the following:

400 students @ \$110.00 per person	\$ 44,000.00
90 students @ \$100.00 per person	\$ 9,000.00
Casino	\$ 1,500.00
Less Deposit Received	-\$ 15,000.00
Less Payment Received	-\$ 29,000.00
<b>Total due</b>	<b>\$10,500.00</b>

Please make the check payable to "The Event Group", and send it to our address below.

If you have any questions, please do not hesitate to call me at (510) 376-2326.

Yours,  
Ami Peterson

The Event Group  
P.O. Box 10546  
Pleasanton, CA 94588  
510.376.2326 p 510.291.9773 f

PO 94951  
R 82558

The Event Group  
P.O. Box 10546  
Pleasanton, CA 94588  
510-376-2326 phone  
925-846-1392 fax

**EVENT AGREEMENT**

TRANSACTION DATE: OCTOBER 03, 2014 DATE OF EVENT: MAY 09, 2015 (SAT)

CLIENT: COLLEGE PARK HIGH SCHOOL  
ADDRESS: 201 VIKING DRIVE, PLEASANT HILL, CA 94523  
SCHOOL PHONE: 925.682.7670 [FAX]: 925.676.7892  
ORGANIZER: MR. SCOTT WOOD/ MS. PAM MAILN  
FUNCTION: SENIOR BALL  
ATTENDANCE: UP TO 850 MINIMUM GUARANTEE: 400 INITIALS *ny*  
ARRIVAL TIME: 8:00 PM EVENT TIME: 8:00 - 11:30 PM  
COST: \$110 PER PERSON

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- UP TO FOUR HOURS EXCLUSIVE USE OF THE BENTLY RESERVE (Located at: 301 Battery Street - San Francisco)
- GOURMET LIGHT HORS D'OEUVRES AND DESSERT DISPLAY
- UNLIMITED SODAS, JUICES, STILL OR SPARKLING WATER AND COFFEE
- DISC JOCKEY (OF YOUR CHOOSING) WITH LIGHT SHOW
- THREE PHOTO BOOTHS
- TABLES, CHAIRS, LINENS
- FLORAL CENTERPIECES
- UPLIGHTING
- APPLICABLE PERMITS AND ADDITIONAL INSURANCE (Required by the facility)
- ALL SET UP AND CLEANING
- EVENT GROUP HOST, STAFF AND SECURITY

FINAL COUNT IS DUE BY 4/30/15. Any count given after this date will be charged a 10% surcharge.

**NON-REFUNDABLE DEPOSIT & PAYMENTS:**

Deposit: \$10,000.00 on or before 11/05/14

Deposit: \$5,000.00 on or before 2/15/15

Half Final Min. Balance: \$14,500.00 on or before 5/01/15  
*(The Event Group reserves the right to cancel any event if half the minimum balance due is not received one week prior to the event date.)*

Final Min. Balance: \$14,500.00 on or before 5/15/15  
*(Based on minimum guarantee only -- payment for all guests due)*

Two chaperones per 100 students are complimentary. Any additional people brought by your group, including service vendors, must be paid for. Cancellation policy: All deposits and payments are non-refundable.

Please make checks payable to: "THE EVENT GROUP".

THIS AGREEMENT IS SIGNED AND THEREBY ACCEPTED ON: \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

Previous  
  Next  
  Add  
  Find  
  Options  
 Record 1 of 1  
  Lock Record Frc

PR: R82558   PO: 94951   Status: FP   Sec Cd: 324   Aprv: APRV

Vendor  
  RemitTo  
  ShipTo  
  BillTo  
  Reqst'd  
  Aprv'd  
  Printed  
  Details  
  Dates  
  Blanket  
  Req. Codes  
  Misc

057813   Addr: P1 EVENT GROUP, PO BOX 10546  PLEASANTON CA 94588	By: CHENG/WOOD Date: 10/15/2014  PR Total: \$44,000.00 PO Total: \$44,000.00	Confirm: _____ Account: _____ Bid #: ISC Contract #: 3744   Terms End Use: SITE Buyer: JOANIE
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Items  
  Association Codes  
  Notes

Item Numt	Quantity	Venc Units	Description	Unit Price
0001	1	LOT	FOOD, DJ, DECORATIONS, ETC, FOR SENIOR BALL ON	25,000.00
0002	1	LOT	FOOD, DJ, DECORATIONS, ETC, FOR SENIOR BALL ON	19,000.00
0003	0			0.00

Previous  
  Next  
  Add  
  Options  
  Options  
 Record 1 of 2  
  Lock Record F