



UnidosUS Dinner

10/24/2025

Contact Details

Prepared For

UnidosUS
301-379-8681
oespinal@unidosus.org

Venue

Officina



Inspiration Board



Proposal Details

CENTERPIECES

Qty

Price

Subtotal

Round and Organically styled arrangements in compote styled bowl. Or vase. To consist of flowers such as but not limited to Roses(Premium, Garden and Spray) Hydrangea, Peonies, Ranunculus, Freesia, Scabiosa Etc.. with accompanying greenery.

\$125

24 5-inch Votives/Tea Candles Each Table (\$12each) \$288

24 2.5 inch Votive/ Tea Candles (\$8 each) 192



Centerpieces and Candles	-----	8	\$140.00	\$1,120.00
5 Inch Votives	-----	24	\$12.00	\$288.00
2.5 Inch Votives	-----	36	\$8.00	\$288.00

SERVICE FEE		Qty	Price	Subtotal
--------------------	--	-----	-------	----------

Service Fee	-----	1	\$675.00	\$675.00
--------------------	-------	---	----------	----------

Design, Delivery, Set-up, Breakdown and Service

Grand Total

Items Subtotal	-----	\$2,371.00
Total Taxes	-----	\$142.26
Total:		\$2,513.26

Scheduled Payments

Due Date	Description	Amount Due	Status
10/09/2025	Payment	\$2,513.26	Paid

Amount Paid: \$2,513.26

Balance Due: \$0.00

Payment History

Date	Transaction Type	Amount	Payment Method	Notes
10/09/2025	Payment	\$2,513.26	Credit card	

UnidosUS Dinner - 10/24/25 at Officina

Payment

Payments: All payments must be made by check or credit card. The 50% deposit is nonrefundable.

Payment Plan : Payment Plans available through Affirm or Afterpay.

Fees: There will be a \$50 penalty for any returned check. Any payment not made by set payment day will be subject to a late fee of 20% of and 5% each day thereafter of the amount due.

Contract Amendments:

Reductions - Customer will only be allowed to reduce the total monetary amount of the contract within the following time frames from signing contract until their event date.

6 Months or Less- 10 business Days, 6 Months to a Year - 60 Days, 1 Year+- 120 Days. Reductions cannot exceed 20% of original total or total less than booking deposit amount. Any Services Booked within 30 Days of an event will not be subject to change.

Thereafter, customer will be fully responsible for all items and services contracted, and cannot reduce the contract. Customer will be responsible and fulfill all payments listed in the contract along with any late fees associated with failure to meet payment dates as listed in the contract.

Additions: Customers can make additions to the contract within a 30 day grace period to have pricing in contract honored. Additions outside this time frame cannot be guaranteed the same pricing as found in the contract.

Cancellation/Opt out: In the event that a customer cannot fulfill the contract terms, and must cancel, Customer agrees to opt out clause. Concrete Rose Floral will make available a opt clause not to exceed 30% of original contract total. Any cancellation within 2 weeks of event , Customer will be liable for full balance.

Additional Terms:

Client Responsibilities: Client assumes responsibility and liability for any décor provided by Concrete Rose Floral.

All props and containers are the property of Concrete Rose Floral and will be picked up by Concrete Rose Floral at the end of the event, unless otherwise stated herein. Any props and containers not returned or damaged will be charged to the client and client agrees to pay said charges. Client also agrees to pay for any additional cost due to retrieving any props or containers removed for the event site by anyone other than Concrete Rose Floral.

Availability: All props, flowers and materials proposed are subject to availability. Concrete Rose Floral will do everything possible to ensure the availability of items proposed, but will not be liable in the event that any item is not available. Concrete Rose Floral will make a reasonable substitution for any flowers, items, materials that are not available.

Rain Date: If the event is held outdoors, a rain plan decision must be made 48 hours before the event date.

Delays: Any delays in the set-up or breakdown time beyond 15 minutes of scheduled time will be charged to the client at the rate of \$100.00 per hour of delay or fraction thereof. Also in the event that Edge is prevented from beginning or completing the breakdown tasks or retrieval of equipment, and must return later or another day, client agrees to pay \$100.00 per hour or fraction thereof, for the extra time involved in completing the breakdown.

Flower Disposal: Unless otherwise specified, any flowers not removed by client or client's guests after the event will be removed and disposed of by Concrete Rose Floral. Any requests to donate flowers or have them redelivered elsewhere must be made in advance of the date of the event and must be agreed to by Concrete Rose Floral. Client agrees to pay the extra labor and expenses to redeliver flowers.

Design Disclosure: All ideas, designs, concepts, renderings and materials presented by Concrete Rose Floral are the property of Concrete Rose Floral. Use of any of these items is prohibited without written consent of Concrete Rose Floral. Client agrees that no other florist will be used for any portion of this event without the specific approval of Concrete Rose Floral.

Accommodations: If the event is more than 75 miles from the location of Concrete Rose Floral studio, the client will pay for overnight accommodations as needed and meals during Concrete Rose Floral working hours in setting up and breaking down the event.

Insurance: Concrete Rose Floral will provide a Certificate of Insurance free of charge upon 48 hours' notice.

Sample Centerpiece: Concrete Rose Floral will provide one sample floral centerpiece free of charge for events with the subtotal equaling \$3,500.00 or more after the signed contract and deposit are received, upon request. Client agrees to pay for any subsequent samples. Any samples must be requested for a date at least three weeks prior to the date of the event.

Conduct and Abuse: Concrete Rose Floral and its employees will communicate with customer in a professional manner and adhere to industry professional conduct on site. Failure of client to communicate in a respectful and professional manner including but not limited to profanity, disrespectful, or derogatory statements, insults or name calling can be cause for contract termination and loss of any payments.

Extra Cost: Concrete Rose Floral will promptly invoice client for any extra costs incurred in connection with any of the circumstances discussed in the above terms. Client agrees to pay such invoice within 10 days of the date of the invoice.

Pandemic/Natural Disaster Event Postponement: In the event that it is impossible for Client to have the event on the date due to any pandemic, other public health emergency (i.e. hotel or government restricting social gatherings), or any other natural disaster emergencies, Concrete Rose Floral agrees that this Proposal and any monies paid by Client shall be applied to a future date for the same event, without any penalties. After the first postponement, any monies paid will not be refundable.

I have read and consent to the terms listed above.

Signatures

Octavio Espinal

UnidosUS
10/09/2025 7:09 AM

Dropbox Inc.
1800 Owens St
San Francisco, CA 94158
United States
billing-support@dropbox.com

Receipt for oespinal@unidosus.org

Payment	Date	Amount	Receipt ID
American Express ending in 2004 approved	10/9/2025	\$210.94	N737JQ6FCRD9

Description	Amount
Dropbox Essentials (10/9/2025 to 10/9/2026)	\$199.00
Subtotal	\$199.00
+ Sales tax (6%)	\$11.94
Total	\$210.94

All amounts shown are in USD. This is not an invoice. No additional payment is required.





Billing history


Looking for information about your payment method?


Payment method, payment date and subscription rate information is now available in your subscription overview.


Date	Subscription	Amount																																	
10/22/25	News	\$29.68	^																																
<table border="0"> <tr> <td>Account Number</td> <td>138030969</td> <td></td> <td></td> </tr> <tr> <td>Service Period</td> <td>10/24/25 - 11/21/25</td> <td></td> <td></td> </tr> <tr> <td>Payment Due</td> <td>10/22/25</td> <td></td> <td></td> </tr> <tr> <td colspan="4">News</td> </tr> <tr> <td>Subscription</td> <td></td> <td>\$28.00</td> <td></td> </tr> <tr> <td>Sales tax</td> <td></td> <td>\$1.68</td> <td></td> </tr> <tr> <td colspan="2">Total</td> <td>\$29.68</td> <td></td> </tr> <tr> <td colspan="2">Payment received from American Express*2004</td> <td>\$29.68</td> <td></td> </tr> </table>				Account Number	138030969			Service Period	10/24/25 - 11/21/25			Payment Due	10/22/25			News				Subscription		\$28.00		Sales tax		\$1.68		Total		\$29.68		Payment received from American Express*2004		\$29.68	
Account Number	138030969																																		
Service Period	10/24/25 - 11/21/25																																		
Payment Due	10/22/25																																		
News																																			
Subscription		\$28.00																																	
Sales tax		\$1.68																																	
Total		\$29.68																																	
Payment received from American Express*2004		\$29.68																																	
09/24/25	News	\$24.38	∨																																
08/27/25	News	\$24.38	∨																																
07/30/25	News	\$24.38	∨																																

 07/02/25	News	\$24.38	▼
06/04/25	News	\$24.38	▼
05/07/25	News	\$24.38	▼
04/09/25	News	\$24.38	▼
03/12/25	News	\$24.38	▼
02/12/25	News	\$24.38	▼
01/15/25	News	\$24.38	▼
12/18/24	News	\$24.38	▼
11/20/24	News	\$24.38	▼
10/23/24	News	\$24.38	▼
09/25/24	News	\$21.20	▼
08/28/24	News	\$21.20	▼
07/31/24	News	\$21.20	▼
07/03/24	News	\$21.20	▼
06/05/24	News	\$21.20	▼

 05/08/24	News	\$21.20	▼
04/10/24	News	\$21.20	▼
03/13/24	News	\$21.20	▼
02/14/24	News	\$21.20	▼
01/17/24	News	\$21.20	▼
12/20/23	News	\$21.20	▼
11/22/23	News	\$21.20	▼
10/25/23	News	\$21.20	▼
09/27/23	News	\$21.20	▼
08/30/23	News	\$21.20	▼
08/02/23	News	\$21.20	▼
07/05/23	News	\$21.20	▼
06/07/23	News	\$21.20	▼
05/10/23	News	\$21.20	▼
04/12/23	News	\$18.02	▼

 03/15/23	News	\$18.02	▼
02/15/23	News	\$18.02	▼
01/18/23	News	\$18.02	▼
12/21/22	News	\$18.02	▼
11/23/22	News	\$18.02	▼
10/26/22	News	\$18.02	▼
09/28/22	News	\$18.02	▼
08/31/22	News	\$18.02	▼
08/03/22	News	\$18.02	▼
07/06/22	News	\$18.02	▼
06/08/22	News	\$8.48	▼
05/11/22	News	\$8.48	▼
04/13/22	News	\$8.48	▼
03/16/22	News	\$8.48	▼
02/16/22	News	\$8.48	▼

 01/19/22	News	\$8.48	▼
12/22/21	News	\$8.48	▼
11/24/21	News	\$8.48	▼
10/27/21	News	\$8.48	▼
09/29/21	News	\$8.48	▼
09/01/21	News	\$8.48	▼
08/04/21	News	\$8.48	▼
07/07/21	News	\$8.48	▼
06/09/21	News	\$4.24	▼
05/12/21	News	\$4.24	▼
04/14/21	News	\$4.24	▼
03/17/21	News	\$4.24	▼
02/17/21	News	\$4.24	▼
01/20/21	News	\$4.24	▼
12/23/20	News	\$4.24	▼

 11/25/20	News	\$4.24	▼
10/28/20	News	\$4.24	▼
09/30/20	News	\$4.24	▼
09/02/20	News	\$4.24	▼
08/05/20	News	\$4.24	▼
07/10/20	News	\$4.24	▼

Can't find what you're looking for? Visit our [Billing Help Section](#).



7445 New Technology Way
Frederick, MD 21703

Credit Card Receipt

Receipt Number 81516496
Credit Card Provider American Express
Account Name UnidosUS
Account Number 387558

Total **\$142.42**
Date Charged **Oct 23,2025**

*This amount was charged to your credit card ending in 2004.
 No additional payment is due.*

If you have a question about your receipt, call (888)999-0897.

Service Date Oct 22,2025
Service Type Premium
Service Area Washington
Vehicle Executive Sedan

Reservation Segment WA17042519-1

Account No. 387558

Passenger Martinez, Maria
Arranger Espinal, Octavio

Pick Up Time 19:54
Pick Up Location Reagan National Airport
Drop Off Time 20:12
Drop Off Location 1001 16th St NW Washington DC

Transfer Fee	\$86.00
Base Rate	\$86.00
Access Toll	5.00
Airport Fee	11.00
Fuel Surcharge	4.30
Suggested Gratuity	17.20
STC	18.92
Total	\$142.42

WA_SE_25107838

Here's your receipt for your ride, Octavio

We hope you enjoyed your ride this morning.

Total **\$20.95**

Reservation Fee \$6.44
Trip fare \$11.93

Subtotal **\$18.37**
Booking Fee \$1.14
DC Digital Dispatch Surcharge \$0.25
DC Fee \$1.19

Payments

 American Express ****2004 **\$20.95**
10/3/25 12:00 PM

Receipt ID # d39161d9-ff03-4cfb-a8c0-dae4cd7e4972

Trip ID: d39161d9-ff03-4cfb-a8c0-dae4cd7e4972

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Chong

Issued on behalf of Chong

UberX 4.22 miles | 20 minutes

■ 11:39 AM | 1327 Otis Pl NW, Washington, DC 20010-3436, US

■ 12:00 PM | 1120 Maine Ave SW, Washington, DC 20024, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Here's your receipt for your ride, Octavio

We hope you enjoyed your ride this afternoon.

Total **\$20.40**

Trip fare \$16.15

Subtotal **\$16.15**

Booking Fee \$2.85

DC Digital Dispatch Surcharge \$0.25

DC Fee \$1.15

Payments



American Express ****2004
10/3/25 12:34 PM

\$20.40

Receipt ID # 47f3327b-717b-4f68-850c-e9ea64630b49

Trip ID: 47f3327b-717b-4f68-850c-e9ea64630b49

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Nkwo

Comfort 3.86 miles | 18 minutes

■ 12:15 PM | 1120 Maine Ave SW, Washington, DC 20024, US

■ 12:34 PM | 1327 Otis Pl NW, Washington, DC 20010-3436, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Here's your receipt for your ride, Octavio

We hope you enjoyed your ride this evening.

Total **\$26.88**

Trip fare \$20.36

Subtotal **\$20.36**

Booking Fee \$2.85

DC Digital Dispatch Surcharge \$0.15

DC Fee \$1.52

Driver Event Surcharge \$2.00

Payments



American Express ••••2004

10/25/25 4:05 AM

\$26.88

Receipt ID # 8d2a0579-e3c9-468e-9826-6ff630137456

Trip ID: 8d2a0579-e3c9-468e-9826-6ff630137456

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Daniel

Comfort 2.22 miles | 11 minutes

■ 5:07 PM | 1126 16th St NW, Washington, DC 20036-4802, US

■ 5:18 PM | 1120 Maine Ave SW, Washington, DC 20024, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

OFFICINA

Board of Directors Dinner

Friday, October 24, 2025

EVENT CONTRACT

ACCOUNT: UnidosUS
CONTACT: Octavio Espinal
ADDRESS:
EMAIL: oespinal@unidosus.org
PHONE: 3013798681
ROOM CODE POS:

SALES MANAGER: Kenzie McCauley
EMAIL: kenzie@cfgconcepts.com
PHONE: (202)-747-5222

EVENT SUMMARY

Name	Date	Time	Areas	Event Type	Guests	Event F&B Min
Board of Directors Dinner	10/24/2025	6:30 pm - 9:30 pm	Partial Terrazza and Terrace Room		64	\$7,000.00

FOOD

Qty		Price	Total
64	FOUR COURSE FAMILY STYLE DINNER PRIMI Insalata Misti Organic Greens. Baby Heirloom Carrot. Peach. Mint. Shaved Fennel. Citron Vinaigrette. Burrata. Delicata Squash. Pomegranate Seeds. Frisse. Sicilian Sea Salt.	\$105.00	\$6,720.00
64	Garlic Bread PASTA Eggplant Parmesan Eggplant. Parmesan. Breadcrumbs. Fresh Mozzarella. Basil. Rigatoni all'Amatriciana Rigatoni. Tomato. Pancetta. Red Onion. Pecorino SECONDI Branzino Grilled Filet Mediterranean Sea Bass. Esplette Oil. Saltimbocca di Pollo Pan Roasted Amish Chicken Breast. Prosciutto. CONTORNI (Family Style Sides) Patate Mixed Marble Potatoes. Rosemary. Caper. Gremolata. broccolini DOLCI Crostata Italian Tart. Pastry Cream. Seasonal Fruit.	\$5.00	\$320.00

BEVERAGE

Qty		Price	Total
1	ALL BEVERAGES CHARGED BASED ON CONSUMPTION	\$3,826.00	\$3,826.00

Wines:
Puiatti Sauvignon Blanc
Tommasi 'Poggio al Tufo' Cabernet Sauvignon

Signature Drink:
Italian Margarita
Old Fashioned.

ROOM LAYOUT

Welcome table for name cards

Please use clear water glasses only!!

8 round tables of 8 people

logo attached for menus

EVENT TIMELINE AND NOTES

Rooftop 6:30pm -7:30pm

Terrace Room for dinner -7:30 -9:30pm

Concrete Rose Floral will supply the centerpieces and candles for the dinner tables.

KITCHEN NOTES (DIETARY RESTRICTIONS)

- One guest has a nut allergy
- One guest has a shellfish and chamomile allergy
- Two guests are gluten free

ESTIMATED BILLING

		Total
Beverage		\$3,826.00
Food		\$7,040.00
Subtotal		\$10,866.00
Service Charge	20.0%	\$2,173.20
Admin Fee	5.0%	\$543.30
Credit Card Processing Fee	3.0%	\$325.98
Grand Total		\$13,908.48
Deposit Due (Credit Card 2004 Amex)		Paid 9/19/2025 -\$2,250.00
Balance (Credit Card 2004 Amex)		Paid 10/26/2025 -\$11,658.48
Estimated Amount Due		\$0.00
F&B Minimum	\$7,000.00 Total	\$0.00
	-\$7,000.00 Met	

TERMS AND CONDITIONS

1. **DEFINITIONS:** The following terms shall have the following meanings:
 1. “EVENT”: the private function forming the subject of this Agreement;
 2. “PREMISES”: The premises known as Officina, located at 1120 Maine Ave SW, Washington, DC;
 3. “OFFICINA”: Creative Food Group LLC, dba OFFICINA, its successors or assigns;

2. “CLIENT”: the corporation, entity, organization, association or individual contracting with OFFICINA for the Event.
GUARANTEE, DEPOSIT, and CANCELLATION: Guaranteed Minimum Guest Count is due in writing to OFFICINA no later than three (3) business days prior to the Event Date. This number shall constitute a guaranteed minimum and Client will be charged accordingly. No downward adjustments of the Guaranteed Minimum Guest Count can be made.
 1. Client will be charged food and beverage fees for every guest above the Guaranteed Minimum Guest Count in attendance at the time of the Event. Should the guest count increase above the five percent (5%), the OFFICINA will provide food & beverage to the best of its ability. For each guest above the five percent (5%), Client is subject to an additional \$25 per person fee.
 2. To reserve your Event date, a deposit is required at the time of booking. The deposit is calculated as 50% of the Food and Beverage Minimum as set forth in the Proposal. The deposit will be applied against the Final Invoice for the Event. Payment of the remaining 50% of the Food & Beverage minimum is due 5 business days before the event. Should the final amount be greater than the F&B minimum, Client agrees to pay that amount on the day of the event.
 3. If Client cancels the Event, they must do so in writing and deliver such notice to OFFICINA. If a Cancellation Notice is received by OFFICINA more than sixty (60) days prior to the Event, Client will receive a full refund of the Deposit and any monies paid to OFFICINA less a 6% administrative fee. If a Cancellation Notice is received between 8 and 59 days prior to the Event date, OFFICINA, in its discretion, will retain all or a portion of the Deposit as a Cancellation Fee. The determination of the Cancellation Fee will be based upon the following factors: (i) the date of the Cancellation Notice in relation to the Event Date, (ii) OFFICINA’s ability to rebook another event for that date, (iii) and those expenses occurred to date by OFFICINA in connection with the Event. For events cancelled less than 8 days before an event, OFFICINA, will charge Client for the full food and beverage minimum, plus tax and gratuity.

3. **PAYMENT AND FEES:**
 1. **PAYMENT:** Upon execution of the Agreement, Client agrees to pay a deposit in the amount of 50% of the estimated Food & Beverage Cost. Event is not guaranteed until such deposit is received by Officina. Payment of the remaining 50% of the Food & Beverage minimum is due 5 business days before the event. Should the final amount be greater than the F&B minimum, Client agrees to pay that amount on the day of the event. Any additional charges that arise from (i) increases in guest counts, (ii) extras requested during the event (e.g., add-ons to the original agreed upon menu that were not agreed to in advance); (iii) additional equipment and linens or other product or services, and (iii) service overtime charges will be billed on the final invoice. The final invoice will be provided to the Client within three (3) days after the conclusion of the Event. The remaining balance is due to OFFICINA within ten (10) days after the date of the final invoice. Balances not paid within ten (10) days will be charged to the credit card on file.
 2. **PAYMENT METHOD:** OFFICINA’s preferred method of payment is by either check, with prior approval, or cash; however, OFFICINA will accept payment made by Visa, MasterCard, American Express or Discover. Separate checks are not permitted. A Credit Card Authorization Form, provided by OFFICINA, must be completed and signed by Client in advance of the charge in each case where a credit card is used for payments.
 3. **FEES:** An admin fee of five (5) % of the food and beverage cost and room rental fees (if applicable); a service charge of 20% of the food and beverage cost; and DC Tax of 10% of the food and beverage cost and service charge will be applied to the final bill. Tax exemption is honored upon receipt of a Tax Exempt Certificate before the start of the Event.

4. **EXCUSED NON-PERFORMANCE:** If for any reasons beyond its control, including, but not limited to, strikes, labor disputes, accidents, government requisitions, restrictions or regulations on travel, OFFICINA’s operation, commodities or supplies, acts of war or acts of God, OFFICINA is unable to perform its obligations under this Agreement, such nonperformance is excused and OFFICINA may terminate this Agreement without further liability of any nature, upon return of Client’s deposit, in no event shall OFFICINA be liable for consequential damages of any nature for any reason whatsoever.

5. **EVENT MENU, MENU CHANGES AND SUBSTITUTIONS:** Menu selections must be provided to OFFICINA ten (10) business days prior to Event Date. OFFICINA may, at its sole discretion, make reasonable substitutions to menu, equipment, and other services listed on the Agreement. In the event that Officina has not received menu selections from the client, 72 hours

prior to the event, the client will then be provided a standardized menu from our chef.

6. **OUTSIDE FOOD & BEVERAGES:** Neither Client, nor any of Client's guests or invitees, may bring any food or beverages of any kind into the Premises without permission of OFFICINA. OFFICINA reserves the right to charge for the service of such beverages or food including, but not limited to: corkage fee of \$75 per 750 ml bottle for alcohol and a \$6 plating fee for specialty desserts brought onto the Premises.
7. **SERVICE OF ALCOHOL:** OFFICINA, in its sole discretion, will exercise the right to refuse service of alcohol to any guest who appears to be intoxicated, or to those individuals not of legal age. Alcoholic beverages in opened containers may not be taken from the Premises.
8. **THIRD PARTY VENDORS:** In order to ensure that all Events will be conducted in a manner compatible with the operation, reputation and standards of OFFICINA and the welfare and safety of the other guests, Client agrees not to enter into any contracts for music or other forms of entertainment, floral decorations, or other services or accommodations in connection with this function without the express written consent of OFFICINA, which will not be unreasonably withheld.
9. **CONDUCT OF EVENT:** Client shall conduct the Event in an orderly manner in full compliance with applicable laws, regulations and OFFICINA's rules. Client assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of Premises during any time of the Event for which this contract is in place. Client is responsible for the actions of all of its guests, agents, invitees, employees or independent contractors employed by Client. Client hereby indemnifies and holds harmless OFFICINA, its officers, directors, employees, agents and each of the foregoing, against any and all claims, liabilities or costs (including reasonable attorney's fees and whether by reason of personal injury or death or property damage or otherwise) arising out of or connected with the Event or this Agreement, caused or contributed by the negligence of Client, or any guest, invitee or agent of Client or any independent contractor hired by Client. Upon the request of OFFICINA, Client shall procure and maintain, at its expense, policies of insurance, in such amounts, upon such terms and with such responsible insurance companies as shall be satisfactory to OFFICINA, including employer's liability and automobile liability coverage as may be required by OFFICINA. Certificates of the issuance of each policy shall be delivered to OFFICINA at least three (3) days prior to the Event. Each such policy shall name OFFICINA and its affiliates as additional insureds. A breach of Client of any of the terms or obligations of this Section 10 shall give to OFFICINA the right to immediately terminate this Agreement.
10. **SMOKING:** There is no smoking permitted within the Building.
11. **DISPLAYS AND DECORATIONS; PERSONAL PROPERTY:** All displays and or decorations proposed by Client shall be subject to the prior approval of OFFICINA. All personal items including decorations must be taken the night of the event. OFFICINA is not responsible for any personal property left on the Premises by Client, its guests, or vendors. OFFICINA shall not be liable for any loss or damage to any such property for any reason.
12. **SECURITY:** If required as a result of the nature of the Event, in the sole judgment of OFFICINA, Client shall provide, at its expense, Security Personnel. All Security Personnel shall be supplied by a licensed guard or security agency doing business in the District of Columbia which shall be subject to the prior approval of OFFICINA. The Security Personnel are to coordinate with OFFICINA's regular security force and shall concern themselves only with access to the space reserved hereunder (or substituted therefor), restricting their presence to these areas.
13. **OVERTIME:** Each event at OFFICINA is guaranteed a maximum number of hours as noted in this Agreement. OFFICINA will grant the host of the event access to their space 30 minutes before the start of their event at no additional cost. If OFFICINA approves Client's request to extend the use of the Premises beyond the hours agreed upon above and set forth in this Agreement, Client agrees to pay anyway and applicable overtime costs, fee, wages and charges at the overtime rates in effect on the day of the event.
14. **RENTAL EQUIPMENT:** Some events will require the rental of service equipment, including but not limited to furniture, glassware, dishes, silverware and linens. Client is responsible for the cost of all rental equipment. OFFICINA will provide a quote for all necessary equipment at least five (5) days prior to the event. The rental fee for using our sound system and DJ equipment is \$500.
1. **FORCE MAJEURE:** In the event either party is not able to fulfill this agreement due to fire, flood, earthquake or other like acts of God, terrorism, war, DC government mandated shut down of dining establishments or a labor strike at OFFICINA, Client will be entitled to a full refund of Client's deposit and neither party will incur any further obligations should these events occur 14 days or more to the event date. If these event(s) occur under 14 days to the event date, then the Client's deposit will be held by OFFICINA and Client may apply this deposit to a future event on a date mutually agreed upon by both parties. Should this clause be invoked, all parties will be relieved of any liability or damage.

CLIENT SIGNATURE

CUSTOMER ACCEPTANCE:

Printed Name: Octavio Espinal
Signed: 10/3/2025 at 6:08 pm

CREDIT CARD AUTHORIZATION

The undersigned hereby authorizes the use of the above credit card to pay for any deposit, expenses, and balance due under this reservation agreement. Furthermore, in the event of cancellation by Client, the undersigned expressly authorizes OFFICINA to retain any portion of the Deposit to which it is entitled pursuant to Section 2 of the Terms and Conditions. Finally, in the event of additional Event expenses agreed to during the Event, the undersigned expressly authorizes OFFICINA to charge the above credit card.

Credit Card Type:	
Name on Credit Card:	
Credit Card Number:	Security Code:
Expiration Date:	
Credit Card Billing Address:	
I understand that by signing this Credit Card Authorization form that this credit card will be charged in accordance with our terms.	
Cardholder's Signature:	
Print Name:	
Date:	

Receipt of Payment

Event: Board of Directors Dinner

Location: Officina

Date of Event: Fri, Oct 24, 2025

Tripleseat Payment #: 31432817

Amount	Date	Details
\$11,658.48 (USD)	10/26/2025 at 8:41 am	Amex ending in 2004 for Octavio Espinal



Corporate Card Statement of Account

**Sign-up For
Online Statements**

www.americanexpress.com/gopaperless

Prepared For
OCTAVIO N. ESPINAL
UNIDOS US

Account Number
XXXX-XXXXX6-12004

Closing Date
10/28/25

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
4,503.56	14,644.20	0.00	4,503.56	0.00	14,644.20

For important information regarding your account refer to page 2.

Please submit all outstanding expenses.

To manage your Account online or to pay your bill, please visit us at corp.americanexpress.com. For additional contact information, please see the reverse side of this page.

▼ Please fold on the perforation below, detach and return with your payment ▼

Do not staple or use paper clips

Payment Coupon

Account Number 3794-231386-12004

OCTAVIO N. ESPINAL
UNIDOS US
1126 16TH STREET NW
WASHINGTON DC 20036

Amount Due
\$14,644.20

Payable upon receipt in U.S. Dollars.

Enter 15 digit account number on all payments.

Checks or drafts must be drawn against banks located in the U.S.

Mail Payment to:

See reverse side for instructions on how to update your address, phone number, or email.

AMERICAN EXPRESS
PO BOX 96001
LOS ANGELES CA 90096-8000
|||||

0000379423138612004 001464420001464420 28HH

Payments: Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00pm may not be credited until the next day. Payments must be sent to the payment address shown on your statement and must include the remittance coupon from your statement. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. Your Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert your remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord or satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. When we process your check electronically, your payment may be debited to the bank or asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Card, please note that you are eligible to pay your bill online.

Authorization for Electronic Payments: By using Pay By Computer, Pay By Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electron debit to the financial account you specify in the amount you request. Payments received after 5:00pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-528-2122 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. Requests for refunds of credit balances (designated "CR") should be made by calling us at 1-800-528-2122 or the number on the back of your Card. Billing disputes can also be initiated online. This applies to Corporate Cards only, not Cards issued under the Corporate Defined Express Program.

In Case of Errors or Questions About Electronic Transfers: Please contact us by calling 1-800-IPAY-AXP for Pay By Phone, Pay By Computer issues and automatic payment issues.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.



Manage your Card account online at:
americanexpress.com/
checkyourbill



For all further inquiries or to pay by phone, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-528-2122

International Collect:
1-336-393-1111

Hearing Impaired Services:
Dial Relay 711 and
1-800-528-2122

Large Print and Braille Statements:
1-800-528-2122



Customer Service
P.O. Box 981531
El Paso, TX
79998-1531

Payments
PO BOX 96001
LOS ANGELES CA 90096-
8000

Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.



Prepared For
OCTAVIO N. ESPINAL
UNIDOS US

Account Number
XXXX-XXXXX6-12004

Closing Date
10/28/25

Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX6-12004		Reference Code	Amount \$
10/24/25	CORPORATE REMITTANCE RECEIVED 10/24		-4,503.56
10/03/25	UBER TRIP HTTPS://HELP.UBER. CA MHH5AANE I7ZTE63R 20010 10/03/25 ROC NUMBER MHH5AANE		20.40
10/03/25	UBER TRIP HTTPS://HELP.UBER. CA 1VP7K7NA 2OIWDWP7 20024 10/03/25 ROC NUMBER 1VP7K7NA		20.95
10/09/25	CONCRETEROSEFLORAL.C COLLEGE PARK MD REF# CH_3SGIFD4CR +13013180701 10/09/25		2,513.26
10/10/25	DROPBOX*8J463LX2F1VG SAN FRANCISCO CA NB7TFQFD 635083772 94107 10/09/25 ROC NUMBER NB7TFQFD TAX \$11.94		210.94
10/22/25	NYTIMES* 800-698-4637 NY REF# A54318804461 ONLINE SUBS 10/22/25		29.68
10/23/25	ADOBE SYSTEMS Adobe SAN JOSE CA REF# 526206499 www.adobe.com 10/22/25 DEFAULT ROC NUMBER 526206499 TAX \$1.20	52620649900	21.19
10/24/25	CAREY WASHINGTON DC REF# WA17042519-1 888-649-3949 10/23/25 WA17042519-1 MARTINEZ, MARIA 22OCT2025 WASHINGTO RCPT- 81516496 ROC NUMBER WA17042519-1, 81		142.42
10/25/25	UBER TRIP HTTPS://HELP.UBER. CA HBA7RQJ4 RUVAK6PD 20024 10/25/25 ROC NUMBER HBA7RQJ4		26.88
10/26/25	OFFICINA WASHINGTON DC REF# CH_3SMTGVHGB +12027475222 10/26/25		11,658.48
Total for OCTAVIO N. ESPINAL		New Charges/Other Debits Payments/Other Credits	14,644.20 -4,503.56

