

Account:	Nishnawbe-Aski Legal Services	Event Date:	Monday, September 12, 2022
Post As:	Meeting	Contact:	Gillian Schaible
BEO Name:	NAN Legal	Phone:	807-738-5564
Address:		Email:	gschaible@nanlegal.on.ca
		Booked By:	Lis Masdea Sheppard
Method of Payment:		On-Site Contact:	

Date	Time	Function	Room	Setup	Agreed	Guarantee	Set For	Rental
Monday, September 12, 2022	8:00am - 5:00pm	Meeting	Selkirk Room	Boardroom	11		11	C\$225.00

Setup & Agenda	Audio Visual
1 @ C\$225.00 / Day Selkirk Room	
	1 @ C\$0.00 / each In House Screen
	1 @ C\$175.00 / each Data Projector

F&B Menu	Special Requirements
<p>10:30am – 11 @ C\$10.00 / person Bannock Break <i>Fried and baked bannock cinnamon sugar jams whipped butter</i></p> <p>10:30am – 6 @ C\$3.00 / can Assorted Canned Pop & Juices <i>Based on Consumption</i></p> <p>12:30am – 11 @ C\$21.00 / person Sandwich Buffet <i>1.5 Sandwiches per guest</i> <i>Built on an assortment of breads, buns and wraps filled with: ham and cheese, roast beef, turkey, corned beef, tuna, egg salad and vegetarian</i> <i>Daily soup</i> <i>Chef's choice salad</i> <i>Vegetable tray</i> <i>Chef's choice desserts</i> <i>Coffee, decaffeinated coffee and tea</i></p> <p>2:30pm – 11 @ C\$10.00 / person Cheese and Fruit Break <i>Variety of cheeses crackers grapes and berries</i></p> <p>2:30pm – 6 @ C\$3.00 / can Assorted Canned Pop & Juices <i>Based on Consumption</i></p>	
Labour	Other

Estimated Charges			
Food	C\$451.00	Gratuities	C\$73.05
Beverage	C\$36.00	HST	C\$124.81

Audio/Visual	C\$175.00		
Room Rental	C\$225.00		
Subtotal	C\$887.00	Total	C\$1,084.86

The grand total for this event is \$C\$3,464.41.

All food and beverage charges are subject 13% HST and a 15% Gratuity. I understand the attendance guarantees are due 7 business days in advance. The contents of the above meet with my approval. Cancellation of event will result in 100% of gross charges as listed unless otherwise contracted.

Terms and Conditions

Prices: Menu prices do not include 13% HST, and 15% Gratuity. Prices are also based per person unless otherwise stated. Prices agreed to upon a signed Banquet Event Order are binding.

Final Confirmation: Guaranteed attendance must be given to the sales office 48 hours prior to the event. If no guarantee is given, then the number of guests indicated on the banquet event order will be the final confirmed number. The charge will be either the guaranteed number or the number attending, whichever is greater.

Room Assignment: Function rooms are assigned according to the anticipated number of guests. The Victoria Inn Hotel and Convention Centre reserves the right to re-assign the function room.

Storage: Limited space is available. Arrangements must be made through the Sales/Catering Department. A storage fee will be charged if materials arrive more than two days prior, or remain longer than two days after the event.

Clients Responsibility: Client agrees to be responsible and reimburse the hotel for any damages done during the event, including costs of excessive clean up made necessary by the customer, guests, florists, decorators, or other outside agencies. We request that no rice, confetti, etc. be thrown on the premises or placed on tables. If this does occur a minimum cleaning fee of \$300 will be charged on the final bill.

Food: All food items must be prepared by the Victoria Inn Hotel & Convention Centre. For health and safety purposes the hotel does not allow any food to leave the banquet facilities.

Alcohol: The Ontario Liquor Control Board governs all functions. The hotel reserves the right to refuse any sale of alcoholic beverages at any time to anyone.

Convenors Property: The hotel will not assume any responsibility for the damage or loss of any merchandise or articles left in the hotel before, during, or after your function, unless prior arrangements have been made.

Payment: 100% of the projected invoice will be due 2 days (48 hours) prior to the event. The balance will be due upon conclusion of the event.

Cancellation: The Victoria Inn Hotel and Convention Centre has reserved facilities and services as outlined in the banquet event order. Should the client cancel this agreement, the client will forfeit their deposit and pay the Victoria Inn Hotel and Convention Centre as follows:

- 90 days prior to the event 25% of the estimated charges of the function.
- 30 days prior to the event 50% of the estimated charges of the function.

Deposits are non-refundable and may be transferable, at the discretion of the The Victoria Inn Hotel & Convention Centre.

Client Acceptance: _____

Date: _____

Account:	Nishnawbe-Aski Legal Services	Event Date:	Monday, September 12, 2022
Post As:	Meeting	Contact:	Gillian Schaible
BEO Name:	NAN Legal	Phone:	807-738-5564
Address:		Email:	gschaible@nanlegal.on.ca
		Booked By:	Lis Masdea Sheppard
Method of Payment:		On-Site Contact:	

Date	Time	Function	Room	Setup	Agreed	Guarantee	Set For	Rental
Monday, September 12, 2022	1:00pm - 5:00pm	Meeting	Port Arthur Room	Boardroom	10		10	C\$225.00

Setup & Agenda	Audio Visual
1 @ C\$225.00 / Day Port Arthur Room	

F&B Menu	Special Requirements
Labour	Other

Estimated Charges			
Room Rental	C\$225.00	HST	C\$29.25
Subtotal	C\$225.00	Total	C\$254.25

The grand total for this event is **\$C\$3,464.41**.

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Room Assignment: Function rooms are assigned according to the anticipated number of guests. The Victoria Inn Hotel and Convention Centre reserves the right to re-assign the function room.

Storage: Limited space is available. Arrangements must be made through the Sales/Catering Department. A storage fee will be charged if materials arrive more than two days prior, or remain longer than two days after the event.

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tables. If this does occur a minimum cleaning fee of \$300 will be charged on the final bill.

Food: All food items must be prepared by the Victoria Inn Hotel & Convention Centre. For health and safety purposes the hotel does not allow any food to leave the banquet facilities.

Alcohol: The Ontario Liquor Control Board governs all functions. The hotel reserves the right to refuse any sale of alcoholic beverages at any time to anyone.

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Client Acceptance: _____

Date: _____

Account:	Nishnawbe-Aski Legal Services	Event Date:	Tuesday, September 13, 2022
Post As:	Meeting	Contact:	Gillian Schaible
BEO Name:	NAN Legal	Phone:	807-738-5564
Address:		Email:	gschaible@nanlegal.on.ca
		Booked By:	Lis Masdea Sheppard
Method of Payment:		On-Site Contact:	

Date	Time	Function	Room	Setup	Agreed	Guarantee	Set For	Rental
Tuesday, September 13, 2022	8:00am - 8:00pm	Meeting	Selkirk Room	Boardroom	12		12	C\$225.00

Setup & Agenda	Audio Visual
1 @ C\$225.00 / Day Selkirk Room	
	1 @ C\$0.00 / each In House Screen 1 @ C\$175.00 / each Data Projector

F&B Menu	Special Requirements
<p>12:30pm – 11 @ C\$10.00 / person Mediterranean Break <i>Olives Hummus vegetable sticks pita chips</i></p> <p>12:30pm – 6 @ C\$3.00 / can Assorted Canned Pop & Juices <i>Based on Consumption</i></p> <p>2:30pm – 11 @ C\$10.00 / person Cheese and Fruit Break <i>Variety of cheeses crackers grapes and berries</i></p> <p>2:30pm – 6 @ C\$3.00 / can Assorted Canned Pop & Juices <i>Based on Consumption</i></p> <p>5:00pm – 12 @ C\$25.00 / person Pasta Bar <i>Warm bread sticks Classic Caesar salad Herb and garlic roast chicken Penne & meatballs Tiramisu cake Coffee & Tea</i></p> <p>5:00pm – 12 @ C\$3.00 / can Assorted Canned Pop & Juices <i>Based on Consumption</i></p>	
Labour	Other

Estimated Charges

Food	C\$520.00	Gratuities	C\$88.80
Beverage	C\$72.00	HST	C\$140.50
Audio/Visual	C\$175.00		
Room Rental	C\$225.00		
Subtotal	C\$992.00	Total	C\$1,221.31

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Client Acceptance: _____

Date: _____

Account:	Nishnawbe-Aski Legal Services	Event Date:	Wednesday, September 14, 2022
Post As:	Meeting	Contact:	Gillian Schaible
BEO Name:	NAN Legal	Phone:	807-738-5564
Address:		Email:	gschaible@nanlegal.on.ca
		Booked By:	Lis Masdea Sheppard
Method of Payment:		On-Site Contact:	

Date	Time	Function	Room	Setup	Agreed	Guarantee	Set For	Rental
Wednesday, September 14, 2022	8:00am - 5:00pm	Meeting	Selkirk Room	Boardroom	12		12	C\$225.00

Setup & Agenda	Audio Visual
1 @ C\$225.00 / Day Selkirk Room	
NO FOOD OR BEVERAGE REQUIRED AT THIS TIME	1 @ C\$0.00 / each In House Screen
	1 @ C\$175.00 / each Data Projector

F&B Menu	Special Requirements
Labour	Other

Estimated Charges			
Audio/Visual	C\$175.00	HST	C\$52.00
Room Rental	C\$225.00		
Subtotal	C\$400.00	Total	C\$452.00

The grand total for this event is **\$C\$3,464.41**.

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Client Acceptance: _____

Date: _____

Account:	Nishnawbe-Aski Legal Services	Event Date:	Thursday, September 15, 2022
Post As:	Meeting	Contact:	Gillian Schaible
BEO Name:	NAN Legal	Phone:	807-738-5564
Address:		Email:	gschaible@nanlegal.on.ca
		Booked By:	Lis Masdea Sheppard
Method of Payment:		On-Site Contact:	

Date	Time	Function	Room	Setup	Agreed	Guarantee	Set For	Rental
Thursday, September 15, 2022	8:00am - 8:00pm	Meeting	Selkirk Room	Boardroom	12		12	C\$225.00

Setup & Agenda	Audio Visual
1 @ C\$225.00 / Day Selkirk Room NO FOOD AND BEVERAGE REQUIRED AT THIS TIME	1 @ C\$0.00 / each In House Screen 1 @ C\$175.00 / each Data Projector

F&B Menu	Special Requirements
Labour	Other

Estimated Charges			
Audio/Visual	C\$175.00	HST	C\$52.00
Room Rental	C\$225.00		
Subtotal	C\$400.00	Total	C\$452.00

The grand total for this event is \$C\$3,464.41.

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Date: _____