

Account:	Nishnawbe-Aski Legal Services	Event Date:	Thursday, March 30, 2023
Post As:	Meeting	Contact:	Cheryl Suggashie
BEO Name:	NAN Legal	Phone:	807-620-9253
Address:		Email:	csuggashie@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, March 30, 2023	8:00am - 5:00pm	Meeting	Regency A & B	Rounds of 8	100		100	C\$800.00

Setup & Agenda	Audio Visual
1 @ C\$800.00 / Day Regency A & B	

F&B Menu	Special Requirements
8:00am – 40 @ C\$16.00 / person Continental Breakfast <i>Chilled 100% orange and apple juice Freshly baked muffins Seasonal fresh fruits</i>	
12:00pm – 40 @ 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>	
Labour	Other

Estimated Charges			
Food	C\$1,640.00	Gratuities	C\$246.00
Room Rental	C\$800.00	HST	C\$349.18
Subtotal	C\$2,440.00	Total	C\$3,035.18

The grand total for this event is **\$C\$3,035.18**.

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: _____