



1041 Carrick Street, Thunder Bay, Ontario, P7B 6L9  
 Hotel Phone: (807)346-0220, Toll Free ( ) - , Fax: (807)346-0205  
 Email: agm@hiexpressstbay.com Web: www.hiexpress.com/thunderbayon

**FUNCTION CONTRACT**

Name: Nan Legal  
 Convenor: Nan Legal  
 On Site Contact  
 (Signing Authority): Coreen Kakegamic  
 Address: \_\_\_\_\_

Telephone: 807-631-2736

Facsimile: \_\_\_\_\_

Email: ckakegamic@nanlegal.on.ca

If you would prefer your invoice/receipt emailed please indicate here \_\_\_\_\_

Character of Function: \_\_\_\_\_

Function Room: \_\_\_\_\_

**ROOM SET UP REQUIREMENTS/AUDIO VISUAL**

**Board Room**

Item	Price	Quantity
Screen	\$30.00	
Flipchart	\$25.00	
Speakerphone	\$60.00	
TV	\$75.00	
DVD Player	\$45.00	
LCD Projector	\$200.00	
Sound System-with Microphone	\$150.00	

**Food & Beverage Details-Times**

Date of Booking: April 11, 2022  
 Function Day: Wednesday  
 Function Date: May 18, 2022  
 Expected Number 8  
 Guaranteed Number(72 Hours in Advance): \_\_\_\_\_

**SERVING TIMES**

Arrival Time: 8:00am  
 Meeting Times: 8:00-5:00  
 Coffee Service: \_\_\_\_\_  
 Breakfast: \_\_\_\_\_  
 Lunch: \_\_\_\_\_  
 Dinner: \_\_\_\_\_  
 Bar Service: \_\_\_\_\_  
 Miscellaneous: \_\_\_\_\_  
 Posting Account #: \_\_\_\_\_  
 Contract Revision Date: \_\_\_\_\_  
 Item(s) Revised: \_\_\_\_\_  
 Room Charges: \$300 for Meeting Room  
 Payment Method: Direct Bill  
 Gratuity: \_\_\_\_\_ HST: 13%

**ACCOMMODATIONS:**

Room Type	2 queen beds	1 king bed	2 queen suite	1 king suite
# of Rooms	8			
Room Rate:	\$139			

Method of payment: \_\_\_ On own or \_\_\_x\_Group billed

(ROOMING LIST REQUIRED 4 WEEKS PRIOR TO FUNCTION)  
 CHECK-IN: 3:00PM CHECK-OUT: 12:00PM

**ADDITIONAL MISCELLANEOUS DETAILS**

**DETAILS OF LIQUOR SERVICE**

Convenor Signature\*\*

**\*\*I have read and agree to the terms  
 And conditions on the reverse side)**