



Nor'Wester Hotel & Conference Centre

2080 Hwy #61, Thunder Bay, ON P7J1B8

1 (888) 473-2378 (807) 473-9123

bwplusnorwester.com



Wherever Life Takes You, Best Western Is There.®

The **Best Western PLUS Nor'Wester Hotel & Conference Centre** is fortunate to have one of the best locations in Thunder Bay, located only 10 minutes South of the Airport with a spectacular view of the Nor'Wester Mountains.

The Best Western PLUS Nor'Wester Hotel & Conference Centre is an Award-winning property with 89 spacious and comfortable guest rooms and is the premier meeting, bus tours, and conference destination in Thunder Bay Ontario. Offering over 9,000 sq feet of event space with six beautifully finished banquet rooms that feature large windows with natural light, audio-visual equipment onsite and complimentary high-speed Wi-Fi.

Onsite you will enjoy other amenities such as the Cliffhanger Restaurant & Bar which has exquisite food choices, an indoor Pool, Sauna, Whirlpool, and a Full-Scale Fitness Centre, all within the hotel. There is plenty of complimentary parking space for Coaches.

The convenient location and professional staff together will create the ideal place to host your small or large event.

BLOCKED FUNCTION SPACE

NAN-LEGAL						
Date	Time	Location	Setup Style	Function	#	Room Rental
Mon, 11/13/2023	8:00am-9:00pm	McGILLIVRAY	Rounds of 6	Plenary Room	120	\$900.00
Tue, 11/14/2023	8:00am-5:00pm	AMETHYST	Rounds of 6	Break Out Session	120	\$700.00
Tue, 11/14/2023	8:00am-5:00pm	POINTE DU MEURON		Break Out Session	120	\$700.00
Tue, 11/14/2023	8:00am-5:00pm	McKENZIE		Break Out Session	120	\$800.00
Tue, 11/14/2023	8:00am-5:00pm	KAMINISTIQUIA / McGILLIVRAY	Rounds of 6	Plenary Room	120	\$2,400.00
Wed, 11/15/2023	8:00am-5:00pm	AMETHYST	Rounds of 6	Break Out Session	120	\$700.00
Wed, 11/15/2023	8:00am-5:00pm	POINTE DU MEURON		Break Out Session	120	\$700.00
Wed, 11/15/2023	8:00am-5:00pm	McKENZIE		Break Out Session	120	\$800.00
Wed, 11/15/2023	8:00am-5:00pm	KAMINISTIQUIA / McGILLIVRAY	Rounds of 6	Plenary Room	120	\$2,400.00
Thu, 11/16/2023	8:00am-5:00pm	AMETHYST	Rounds of 6	Break Out Session	120	\$700.00
Thu, 11/16/2023	8:00am-5:00pm	POINTE DU MEURON		Break Out Session	120	\$700.00
Thu, 11/16/2023	8:00am-5:00pm	McKENZIE		Break Out Session	120	\$800.00
Thu, 11/16/2023	8:00am-5:00pm	KAMINISTIQUIA / McGILLIVRAY	Rounds of 6	Plenary Room	120	\$2,400.00

GUEST ROOM RESERVATION INSTRUCTIONS

Individual/Phone-In Rooming List (Contact/Planner Only)

Arrival Time _____ Individual Check-In Yes No Airport Shuttle Yes No

Depart Time _____ Group Check-In Yes No

Billing Instructions: Room & Tax Only to Master Folio

ADDITIONAL INFORMATION

To Guarantee the rates quoted, the availability of the sleeping rooms, and other terms of the contract, the following deadlines must be met or the rooms may be released. Please note, all **Meeting Space & Guest Rooms** are tentatively on hold for no longer than **7 days** from the Contract Date unless signed contract/Purchase Order and a Deposit have been received.

- Sign contract and return by: 05/05/2023
- Deposit Amount: \$4,000.00
- Deposit Deadline: Friday, May 5, 2023
- Room Block Cut-off Date: 10/24/2023

Initials: TB

• Room list is due by: 10/20/2023

*Reservations made after the group cut-off date will be honored based on availability. The hotel reserves the right to cancel your bookings if a signed contract and deposit are not received by the aforementioned deposit deadline.



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Each Best Western hotel is independently owned and operated

Group Accommodation Contract

CONTRACT INFORMATION

Group Name: NAN-LEGAL

Address:

Contract Date: 10/18/2023

Contact: Ray Mainville

Phone Number: (807) 631-7470

Fax Number:

Email: rmainville@nanlegal.on.ca

ACCOMMODATION DETAILS

Group Code: 2098-1

Arrival: 11/13/2023

Departure: 11/17/2023

Release Date: 10/24/2023

NAN-LEGAL					
Room Type	11/13/2023	11/14/2023	11/15/2023	11/16/2023	Total
BIZQS	10	10	10	10	40
BZKING	16	16	16	16	64
DD	26	26	26	26	104
DDPET	6	6	6	6	24
HAND	1	1	1	1	4
Q	2	2	2	2	8
QQ	10	10	10	10	40
SDDS	2	2	2	2	8
SKFPS	2	2	2	2	8
SKJET	1	1	1	1	4
SKS	2	2	2	2	8
SKSPA1	1	1	1	1	4
SKSPA2	1	1	1	1	4
Total	80	80	80	80	320

NAN-LEGAL				
Room Type	Single	Double	Triple	Quad
BIZQS	\$189.00	\$189.00	\$189.00	\$189.00
DD	\$189.00	\$189.00	\$189.00	\$189.00

ROOM DESCRIPTION

CODE	DESCRIPTION
BIZQS	Business Room - 1 Queen Bed, 2nd Floor, Sofa bed, Work Desk, Microwave
BIZKING	Business Room - 1 King Bed, Chair, Work Desk, Microwave
DD	Spacious Standard - 2 Double Beds
QQ	Spacious Standard - 2 Queen Beds, 2nd Floor
DDPF	Spacious Standard - 2 Double Beds, Pet (Canine) Friendly, Ground Floor
HAND	Accessible Room - 1 Queen Bed, Chair, Work Desk, Microwave, Ground Floor
Q	Spacious Standard - 1 Queen Bed
SDDS	2 Room Suite - 2 Double Beds with separate Living Room Sofa bed, Wet Bar, Microwave
SKS	Deluxe Suite - 1 King Bed with spacious living quarters, Sofa bed, Wet Bar, Microwave
SKFPS	Fireplace Suite - 1 King Bed with spacious living quarters, Sofa bed, Microwave
SKSPA1	Spa Suite - 1 King Bed with separate Living Room, Spa Shower, Fireplace, Wet Bar, Microwave, Ground Floor
SKSPA2	Spa Suite - 1 King Bed with spacious living quarters, Spa Shower, Dining Table, Fireplace, Wet Bar, Microwave, 2 nd Floor
SKJET	2 Room Suite - 1 King Bed with separate Living Room, Jet Tub, Fireplace, Dining Table, Fireplace, Wet Bar, Microwave

TERMS AND CONDITIONS

By signing this contract, the Parties hereby agree to the following terms and conditions which is inclusive of any and all addendums attached thereto:

The Best Western PLUS Nor'Wester Hotel & Conference Centre ("Hotel") is holding guest rooms and/or function space for the Event Organizer/ Client based on this Agreement. This is considered to be a firm commitment by the Event Organizer/Client and the Hotel, and any increase or decrease to that commitment may result in additional charges by the Hotel.

LIABILITY

It is understood and agreed upon by the parties hereto that the Hotel shall not be liable or responsible in any manner whatsoever for any damages sustained by any party to the Agreement or by any other person, firm or Corporation.

The Event Organizer/Client agrees and undertakes to indemnify the Hotel against any and all claims and expenses presented by any person, firm or corporation for any loss or damages resulting from:

- a. The Hotel being unable to perform the services set out in the Agreement as a result of any power outages beyond the Hotel's control, flood, labour disputes, accidents, fire, force majeure or Act of God, or reason beyond its control in whole or in part.
- b. The conduct of any person attending the Event/Function. The Event Organizer/Client agrees to reimburse the Hotel for any damage done to any part of the hotel premises or equipment which is caused by any person attending the function.
- c. Any activities occurring in the Event/Function that are of an illegal nature.

GUEST ROOMS

A block of rooms has been set aside for the Event/Function. The block reservations are held for individual reservations until the Release Date. The Release Date is identified under the Accommodation Details of this contract. After the Release Date has been set, reservations will continue to be accepted based on availability at the time of booking. All guest room reservations must be guaranteed for arrival with a credit card, advanced payment or a direct billing account if established.

Check-in time is 4:00 p.m. and Check-out time is 11:00 a.m. Guest rooms are 100% smoke or vape free; In-room vaping or smoking cleaning fee is \$300.00 which will be added to the individual or Event Organizer/Client folio. Guest room rates offered are before fees and taxes.

GUEST ROOM BLOCK AND DIRECT BILLING

The Hotel has made the commitment to hold a block of Guest Rooms for your event beyond the ~~release date~~ therefore, rejecting reservations to other clients. Guest Rooms not fulfilled, except for the following reasons: flood, strikes, labour disputes, accidents, fire, force major or Act of God, the hotel will make every effort to sell those guest rooms not occupied. Guest Rooms not sold will ultimately be the responsibility of the Event Organizer/Client and added to the final folio or bill.

OTHER SERVICES

The Hotel offers complimentary shuttle service to and from Thunder Bay International Airport. Wi-Fi is complimentary to all guests, and it is available throughout the Hotel. The Hotel offers a complimentary Business Centre to all guests.

SHIPPING AND RECEIVING

If it is necessary for you or any of your guests to ship material to the Hotel prior to the event, written permission must be granted prior to shipment. Authorized packages or shipments will be accepted (without charge) 2 days prior to the Event/Function date. Please mark clearly and label all additional deliveries as follows:

Name of organization, Meeting name & dates, Name of Hotel Catering Contact

All arrangements must be made for the return of materials prior to departure. The Hotel assumes no responsibility for items left on premises at the end of the Function/Event.

BANQUET ROOMS

Banquet rooms are assigned in accordance with your estimate of the number of people anticipated. Should your estimate change, the Hotel reserves the right to change the banquet room assignment with reasonable notice to the Event Organizer/ Client.

Event Organizer/ Client shall remove any personal items from the conference rooms at the end of each day unless the room is reserved on a 24-hour basis. Setting up and tearing down all decorations are the responsibility of the Event Organizer/ Client at the end of the event.

The Hotel is not responsible for any missing or damaged decorations.

FOOD AND BEVERAGE CONSTRAINTS

All food and beverage arrangements must be made through the Hotel. The Hotel does not allow any outside food or beverage items to be brought to any conference rooms for consumption.

The Hotel specifically prohibits the removal of food from any conference room by the Event Organizer/Client, or any guests or invitees. Any exception to this rule will be made at the discretion of the Hotel management only. In such cases, the Hotel is not responsible for any liability resulting from the transportation, refrigeration or preparation of said food once it leaves the Hotel premises.

AUDIO-VISUAL EQUIPMENT

The Hotel will arrange for the rental of audio-visual equipment required for the Event/Function. Please place your audio-visual order with the Hotel a minimum of **10 days** prior to your scheduled Event/ Function. The Event Organizer/Client may use a third-party Audio-visual service provider if necessary. Audio visual equipment readily available at the Hotel but rented through a third-party service provider will be subject to a 25% surcharge of the Hotel's listed prices.

BANQUET ROOMS

Banquet rooms are assigned in accordance with your estimate of the number of people anticipated. Should your estimate change, the Hotel reserves the right to change the banquet room assignment with reasonable notice to the Event Organizer/ Client. Event Organizer/ Client shall remove any personal items from the conference rooms at the end of each day unless the room is reserved on a 24-hour basis. Setting up and tearing down all decorations are the responsibility of the Event Organizer/ Client at the end of the event. The Hotel is not responsible for any missing or damaged decorations. **GUEST ROOM**

SOCAN FEE AND RE-SOUND FEE

Government regulated SOCAN and Re-Sound fees will be applied to any Event/ Function having either live or taped music (DJ service).

MENU SELECTIONS-GUARANTEES

Dinner menu selections are limited to one entrée plus vegetarian meals. Special meal requirements will be charged at an additional 25% of the original price per person (example: gluten free, celiac meals, or allergy meals that require special handling). Menu items may contain nuts or nut by-products. The Hotel cannot guarantee a 100% nut-free environment.

Please advise your catering representative of any allergy concerns or special dietary restrictions. Menu selections must be submitted to the catering office three weeks in advance of the Event/ Function so items can be guaranteed. The Catering Office must be notified with a guaranteed number of people 10 days prior to the function date.

All charges will be based upon the guarantee, or the actual number of guests served, whichever is greater.

PRICING

The Hotel will only guarantee prices 90 days prior to the Event/Function date. (excluding alcohol which could change without notice). Children 10 years and under receive a reduced menu price of ½ off dinner buffets, children under the age of 5 eat free. All food and beverage prices are plus gratuities 15% and HST 13%.

ALCOHOL SERVICE

The Alcohol and Gaming Commission of Ontario governs all functions. The Hotel reserves the right to refuse any sale of alcoholic beverages at any time to anyone. Guests are prohibited from bringing their own alcoholic beverages for consumption.

BAR SERVICE

With a minimum consumption of less than \$400.00 net per bar, the charge per bartender will be \$50.00 per hour (minimum of 4 hours) and \$80.00 per hour on statutory holidays (minimum 4 hours) – time and a half over 8 hours. Ontario Liquor Laws will not permit service of alcoholic beverages before 11:00 a.m. and after 1:00 a.m.

The Hotel does not assume any responsibility for Toonie Bars, Toonie Bars are the responsibility of the Event Organizer/ Client.

All entertainment should cease at 1:00 a.m. in order to clear the Event/ Function room by 1:30 a.m.

STATUTORY HOLIDAYS

An additional \$10.00 per person will be charged for Events/Functions held on statutory holidays.

DEPOSITS / PAYMENTS CLAUSE

All deposits and/or payments are non-refundable and non-transferable. This Agreement signed and a deposit of **\$4,000.00** will be required by **05/05/2023**, to confirm and guarantee all the space for the Event/ Function. This deposit will be applied towards the Event Organizer/ Client's final invoice.

Full payment is due three weeks prior to the Event/ Function. Any additional charges incurred during the day of the Event/ Function are to be paid at the completion of the Event/ Function. In the event of an overpayment, the Hotel will credit any money that is owed to the Event Organizer/ Client to the credit card on file.

CANCELLATION POLICY

If the Event/Function is cancelled by the Event Organizer/ Client, the Hotel shall retain any deposit or payment made to date in full.

If the Hotel and Event Organizer/ Client are able to agree upon a Substitute Event Date, all references to the Event Date in this Agreement shall be replaced by the Substitute Event Date and all terms of this Agreement shall remain binding on both Parties.

If the Hotel and Event Organizer/ Client are unable to agree to a Substitute Event Date within 45 days, this Agreement shall terminate, and the Hotel shall not refund any deposits nor payments paid by the Event Organizer/ Client to the Hotel.

If the Event/Function is cancelled by the Event Organizer/Client (30) days prior to Event/Function, the Event Organizer/Client will assume the responsibility of 100% of the anticipated guest room and catering revenues.

TERMINATION CLAUSE

The Hotel shall have the right to terminate the Agreement upon written notice to the Event Organizer/ Client prior to the Event Date if the Event Organizer/ Client:

- 1. fails to make any payment or deposit set out in this Agreement; and,
- 2. is in breach of any obligation under this Agreement.

The Hotel shall not be liable for any costs, expenses or damages suffered by the Event Organizer/ Client if delayed in or prevented from performing its obligations hereunder due to Force Majeure provided that the Hotel:

- 1. promptly notifies the Event Organizer/ Client about the Force Majeure event and its expected period of duration; and
- 2. uses reasonable efforts to give the Event Organizer/ Client the option of booking an available alternative date ("Substitute Event Date") at no extra charge.

"Force Majeure" means an event or sequence of events beyond the Licensor's reasonable control (which could not reasonably have been anticipated and avoided by the Hotel) preventing or delaying it from performing its obligations hereunder, including epidemics or pandemics; war, revolution, terrorism, riot or civil unrest; strikes, lockouts or other industrial action; blockades or embargo; national or regional declared emergencies; acts of or restrictions imposed by government or public authority; or explosion, fire; flood, natural disaster, acts of god or adverse weather conditions.

INDEMNIFICATION CLAUSE

Event Organizer/Client agrees to indemnify and defend the Hotel against and hold the Hotel harmless from any liability, loss, damage, cost, or expense (including legal fees) based on any claim, demand, suit, or action by any person or entity with respect to any personal injury (including death) or property damage, from any cause with respect to Event Organizer/Client's use of the Hotels' premises, except for liability resulting from intentional acts or gross negligence the Hotel or its employees, officers, directors, or agents.

PUBLICATION OR PROMOTION OF BEST WESTERN PLUS NOR'WESTER HOTEL & CONFERENCE CENTRE

All publications, promotions, website listing, information, and/or reference using the Hotel name must be reflected as "Best Western Plus Nor'Wester Hotel & Conference Centre". Hotel name may not be abbreviated or listed in any other way except as stated above.

GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable thereto.

By the Event Organizer/Client Authorized Representative

By the Hotel's Authorized Representative

Date of Arrival or Event: 11/13/2023

Sales Rep Robert Dutka

Name of Function NAN-LEGAL

Contact Name Ray Mainville

Signature: _____

Signature: _____

Date Signed: _____

Date Signed: _____



NorWester Hotel & Conference Centre
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EVENT ESTIMATE 2098-1

NAN-LEGAL

Best Western Plus Nor' Wester Hotel & Conference Centre
 2080 Highway #61
 Thunder Bay, ON P7J 1B8
 sales@bwplusnorwester.com
 P: (807) 473-2456

Primary Contact	Email Address	Telephone
Ray Mainville	rmainville@nanlegal.on.ca	W: (807) 631-7470

NAN-LEGAL					
Room Type	11/13/2023	11/14/2023	11/15/2023	11/16/2023	Total
BIZQS	10	10	10	10	40
BZKING	16	16	16	16	64
DD	26	26	26	26	104
DDPET	6	6	6	6	24
HAND	1	1	1	1	4
Q	2	2	2	2	8
QQ	10	10	10	10	40
SDDS	2	2	2	2	8
SKFPS	2	2	2	2	8
SKJET	1	1	1	1	4
SKS	2	2	2	2	8
SKSPA1	1	1	1	1	4
SKSPA2	1	1	1	1	4
Total	80	80	80	80	320

NAN-LEGAL				
Room Type	Single	Double	Triple	Quad
BIZQS	\$189.00	\$189.00	\$189.00	\$189.00
DD	\$189.00	\$189.00	\$189.00	\$189.00

NAN-LEGAL						
Date	Time	Location	Setup Style	Function	#	Room Rental
Mon, 11/13/2023	8:00am-9:00pm	McGILLIVRAY	Rounds of 6	Plenary Room	120	\$900.00
Tue, 11/14/2023	8:00am-5:00pm	AMETHYST	Rounds of 6	Break Out Session	120	\$700.00
Tue, 11/14/2023	8:00am-5:00pm	POINTE DU MEURON		Break Out Session	120	\$700.00
Tue, 11/14/2023	8:00am-5:00pm	McKENZIE		Break Out Session	120	\$800.00
Tue, 11/14/2023	8:00am-5:00pm	KAMINISTQUIA / McGILLIVRAY	Rounds of 6	Plenary Room	120	\$2,400.00
Wed, 11/15/2023	8:00am-5:00pm	AMETHYST	Rounds of 6	Break Out Session	120	\$700.00

NAN-LEGAL						
Date	Time	Location	Setup Style	Function	#	Room Rental
Wed, 11/15/2023	8:00am-5:00pm	POINTE DU MEURON		Break Out Session	120	\$700.00
Wed, 11/15/2023	8:00am-5:00pm	McKENZIE		Break Out Session	120	\$800.00
Wed, 11/15/2023	8:00am-5:00pm	KAMINISTIQUIA / MCGILLIVRAY	Rounds of 6	Plenary Room	120	\$2,400.00
Thu, 11/16/2023	8:00am-5:00pm	AMETHYST	Rounds of 6	Break Out Session	120	\$700.00
Thu, 11/16/2023	8:00am-5:00pm	POINTE DU MEURON		Break Out Session	120	\$700.00
Thu, 11/16/2023	8:00am-5:00pm	McKENZIE		Break Out Session	120	\$800.00
Thu, 11/16/2023	8:00am-5:00pm	KAMINISTIQUIA / MCGILLIVRAY	Rounds of 6	Plenary Room	120	\$2,400.00

Event Charges

Plenary Room			
Description	Qty	Price	Total
Room Rental	1	\$900.00	\$900.00

Break Out Session			
Description	Qty	Price	Total
Room Rental	1	\$700.00	\$700.00

Break Out Session			
Description	Qty	Price	Total
Room Rental	1	\$700.00	\$700.00

Break Out Session			
Description	Qty	Price	Total
Room Rental	1	\$800.00	\$800.00

Plenary Room			
Description	Qty	Price	Total
Room Rental	1	\$2,400.00	\$2,400.00
Great Canadian Breakfast	120	\$22.00	\$2,640.00
Oatmeal	50	\$4.00	\$200.00
Freshly Baked Cookies (2) (Per Guest)	60	\$3.00	\$180.00
Tray of Fresh Sliced Fruits With Yogurt Dip (Per Guest)	60	\$6.00	\$360.00
Coffee and Tea Service (Per Person)	120	\$3.00	\$360.00
Taco Buffet	120	\$26.00	\$3,120.00
Assortment of Can Juice & Pop (355 mL Can)	120	\$4.00	\$480.00
Garden Vegetables and Herbed Dip (Per Guest)	60	\$6.00	\$360.00

Plenary Room			
Description	Qty	Price	Total
Chips/Salsa (Per Guest)	60	\$5.00	\$300.00
Coffee and Tea Service (Per Person)	120	\$3.00	\$360.00
Bison Salisbury Steak with Mushroom Gravy	120	\$31.00	\$3,720.00
Assortment of Can Juice & Pop (355 mL Can)	120	\$4.00	\$480.00
Hybrid Conferencing Package For Kaministiquia	1	\$2,500.00	\$2,500.00

Break Out Session			
Description	Qty	Price	Total
Room Rental	1	\$700.00	\$700.00

Break Out Session			
Description	Qty	Price	Total
Room Rental	1	\$700.00	\$700.00

Break Out Session			
Description	Qty	Price	Total
Room Rental	1	\$800.00	\$800.00

Plenary Room			
Description	Qty	Price	Total
Room Rental	1	\$2,400.00	\$2,400.00
Great Canadian Breakfast	120	\$22.00	\$2,640.00
Oatmeal	50	\$4.00	\$200.00
Homestyle Banana Bread (Per Guest)	60	\$4.50	\$270.00
Tray of Fresh Sliced Fruits With Yogurt Dip (Per Guest)	60	\$6.00	\$360.00
Coffee and Tea Service (Per Person)	120	\$3.00	\$360.00
Deli Tantalizer	120	\$24.00	\$2,880.00
Assortment of Can Juice & Pop (355 mL Can)	120	\$4.00	\$480.00
Garden Vegetables and Herbed Dip (Per Guest)	40	\$6.00	\$240.00
Dried Fruit and Nuts (Per Guest)	40	\$5.00	\$200.00
Chips/Pretzels (Per Guest)	40	\$3.50	\$140.00
Coffee and Tea Service (Per Person)	120	\$3.00	\$360.00
Custom Menu	110	\$0.00	\$0.00
Nor'Wester BBQ Deluxe	120	\$45.00	\$5,400.00
Assortment of Can Juice & Pop (355 mL Can)	120	\$4.00	\$480.00
Hybrid Conferencing Package For Kaministiquia	1	\$2,500.00	\$2,500.00

Break Out Session			
Description	Qty	Price	Total
Room Rental	1	\$700.00	\$700.00

Break Out Session			
Description	Qty	Price	Total
Room Rental	1	\$700.00	\$700.00

Break Out Session			
Description	Qty	Price	Total
Room Rental	1	\$800.00	\$800.00

Plenary Room			
Description	Qty	Price	Total
Room Rental	1	\$2,400.00	\$2,400.00
Great Canadian Breakfast	120	\$22.00	\$2,640.00
Oatmeal	50	\$4.00	\$200.00
Handcrafted Breakfast Pastries (Per Guest)	60	\$5.00	\$300.00
Tray of Fresh Sliced Fruits With Yogurt Dip (Per Guest)	60	\$6.00	\$360.00
Coffee and Tea Service (Per Person)	120	\$3.00	\$360.00
Mediterranean Buffet	120	\$29.00	\$3,480.00
Assortment of Can Juice & Pop (355 mL Can)	120	\$4.00	\$480.00
Garden Vegetables and Herbed Dip (Per Guest)	40	\$6.00	\$240.00
Chips/Salsa (Per Guest)	40	\$5.00	\$200.00
Assorted Granola Bars (Each)	40	\$3.50	\$140.00
Coffee and Tea Service (Per Person)	120	\$3.00	\$360.00
Traditional Feast (minimum 40 guests)	120	\$59.00	\$7,080.00
Assortment of Can Juice & Pop (355 mL Can)	120	\$4.00	\$480.00
Hybrid Conferencing Package For Kaministiquia	1	\$2,500.00	\$2,500.00

CHARGES				
	Charges	Gratuity	HST 13 Percent	Total
Banquet Food	\$42,890.00	\$6,433.50	\$6,412.06	\$55,735.56
Banquet Room Rental	\$14,700.00	\$0.00	\$1,911.00	\$16,611.00
Banquet Equipment Rental	\$7,500.00	\$0.00	\$975.00	\$8,475.00
Totals	\$65,090.00	\$6,433.50	\$9,298.06	\$80,821.56
			Payments Received	\$0.00
			Balance Due	\$80,821.56



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BANQUET EVENT ORDER # 2098-1

NAN-LEGAL

Best Western Plus Nor' Wester Hotel & Conference Centre
 2080 Highway #61
 Thunder Bay, ON P7J 1B8
 sales@bwplusnorwester.com
 P: (807) 473-2456

Primary Contact	Email Address	Telephone
Ray Mainville	rmainville@nanlegal.on.ca	W: (807) 631-7470

Plenary Room						
Date	Time	Location	Setup Style	Function	#	Room Rental
Mon, 11/13/2023	8:00am-9:00pm	McGILLIVRAY	Rounds of 6	Plenary Room	120	\$900.00

NAN-LEGAL		
Plenary Room		
Start Time	Timeline Item	Description
6:00pm	Dinner	

CHARGES			
	Charges	HST 13 Percent	Total
Banquet Room Rental	\$900.00	\$117.00	\$1,017.00
Totals	\$900.00	\$117.00	\$1,017.00
		Payments Received	\$0.00
		Balance Due	\$1,017.00

Banquet Terms:

All food and beverage arrangements must be made through the Hotel. No outside food or beverage items are allowed in any conference rooms. The Hotel specifically prohibits the removal of food from any conference room by the Client and/or any guests. Guaranteed guest count is required 7 working days prior to your event. Menu selections must be finalized three (3) weeks in advanced so items can be guaranteed. All deposits are non-refundable and will be applied to your final bill. Minimum of \$500.00 deposit for all functions. Final payment due on invoice upon completion or according to payment schedule on the "Group Accommodation Contract". The hotel reserves the right to cancel any bookings if deposit or signed BEO'S are not received within one week of booking.

Terms and conditions from the fully executed "Group Accommodation Contract" are final and will supersede any other terms or conditions.



 Event Representative/Authorized Signature Date Hotel Representative Signature Date



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 bwplusnorwester.com

BANQUET EVENT ORDER # 2098-1

NAN-LEGAL

Best Western Plus Nor' Wester Hotel & Conference Centre
 2080 Highway #61
 Thunder Bay, ON P7J 1B8
 sales@bwplusnorwester.com
 P: (807) 473-2456

Primary Contact	Email Address	Telephone
Ray Mainville	rmainville@nanlegal.on.ca	W: (807) 631-7470

Break Out Session						
Date	Time	Location	Setup Style	Function	#	Room Rental
Tue, 11/14/2023	8:00am-5:00pm	AMETHYST	Rounds of 6	Break Out Session	120	\$700.00

Menu	Qty	Price	Total
Setup and Service			
Audio Visual			
Hybrid Conferencing Package For Amethyst or Pointe Hybrid package consisting of: Programmed Windows based mini PC with pre-loaded software, keyboard, mouse, 82" SMART TV, Dedicated High Speed Internet and no wiring required. Works with most virtual platforms. ALOFT high definition camera and microphone	1		

CHARGES			
	Charges	HST 13 Percent	Total
Banquet Room Rental	\$700.00	\$91.00	\$791.00
Totals	\$700.00	\$91.00	\$791.00
		Payments Received	\$0.00
		Balance Due	\$791.00

Banquet Terms:

All food and beverage arrangements must be made through the Hotel. No outside food or beverage items are allowed in any conference rooms. The Hotel specifically prohibits the removal of food from any conference room by the Client and/or any guests. Guaranteed guest count is required 7 working days prior to your event. Menu selections must be finalized three (3) weeks in advanced so items can be guaranteed. All deposits are non-refundable and will be applied to your final bill. Minimum of \$500.00 deposit for all functions. Final payment due on invoice upon completion or according to payment schedule on the "Group Accommodation Contract". The hotel reserves the right to cancel any bookings if deposit or signed BEO'S are not received within one week of booking.

Terms and conditions from the fully executed "Group Accommodation Contract" are final and will supersede any other terms or conditions.

Event Representative Authorized Signature _____ Date _____ Hotel Representative Signature _____ Date _____

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Nor'Wester Hotel & Conference Centre
 2080 Hwy #61, Thunder Bay, ON P7J 1B8
 11888: 473-2456 (807) 473-9424
 bwplusnorwester.com

Primary Contact	Email Address	Telephone
Ray Mainville	rmainville@nanlegal.on.ca	W: (807) 631-7470

Break Out Session					
Date	Time	Location	Function	#	Room Rental
Tue, 11/14/2023	8:00am-5:00pm	POINTE DU MEURON	Break Out Session	120	\$700.00

Menu	Qty	Price	Total
Setup and Service			
Audio Visual			
Hybrid Conferencing Package For Amethyst or Pointe Hybrid package consisting of: Programmed Windows based mini PC with pre-loaded software, keyboard, mouse, 82" SMART TV, Dedicated High Speed Internet and no wiring required. Works with most virtual platforms. ALOFT high definition camera and microphone	1		

CHARGES			
	Charges	HST 13 Percent	Total
Banquet Room Rental	\$700.00	\$91.00	\$791.00
Totals	\$700.00	\$91.00	\$791.00
		Payments Received	\$0.00
		Balance Due	\$791.00

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Event Representative Authorized Signature	Date	Hotel Representative Signature	Date
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Nor'Wester Hotel & Conference Centre
 2080 Hwy #61, Thunder Bay ON P7J 1B8
 (807) 473-2578 (807) 473-9121
 bestwesternorwester.com

BANQUET EVENT ORDER # 2098-1

NAN-LEGAL

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 2080 Highway #61
 Thunder Bay, ON P7J 1B8
 sales@bwplusrorwester.com
 P: (807) 473-2456

Primary Contact	Email Address	Telephone
Ray Mainville	rmainville@nanlegal.on.ca	W: (807) 631-7470

Break Out Session					
Date	Time	Location	Function	#	Room Rental
Tue, 11/14/2023	8:00am-5:00pm	McKENZIE	Break Out Session	120	\$800.00

Menu	Qty	Price	Total
Setup and Service			
Audio Visual			
Hybrid Conferencing Package For McKenzie Hybrid package consisting of: Programmed Windows based mini PC with pre-loaded software, keyboard, mouse, 82" SMART TV, Dedicated High Speed internet and no wiring required. Works with most virtual platforms. ALOFT high definition camera and microphone	1		

CHARGES			
	Charges	HST 13 Percent	Total
Banquet Room Rental	\$800.00	\$104.00	\$904.00
Totals	\$800.00	\$104.00	\$904.00
		Payments Received	\$0.00
		Balance Due	\$904.00

Banquet Terms:

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 1 (800) 473-2578 (807) 473-9425
 bwplusnorwester.com

BANQUET EVENT ORDER # 2098-1

NAN-LEGAL

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 P: (807) 473-2456

Primary Contact	Email Address	Telephone
Ray Mainville	rmainville@nanlegal.on.ca	W: (807) 631-7470

Plenary Room						
Date	Time	Location	Setup Style	Function	#	Room Rental
Tue, 11/14/2023	8:00am-5:00pm	KAMINISTQUIA / MCGILLIVRAY	Rounds of 6	Plenary Room	120	\$2,400.00

NAN-LEGAL		
Plenary Room		
Start Time	Timeline Item	Description
8:30am	Breakfast	
10:30am	Mid-Morning Break	
12:00pm	Lunch	
2:30pm	Afternoon Break	
6:00pm	Dinner	

Menu	Qty	Price	Total
Breakfast Buffet			
Buffet Service			
Great Canadian Breakfast Fresh Sliced Fruit Assorted Fresh Baked Breakfast Pastries Scrambled Eggs Home Fries Choice of French Toast or Pancakes Bacon, Sausage, Ham White and Brown Toast Whipped Butter and Preserves Chilled Fruit Juices, Fresh Ground Coffee and Tea	120	\$22.00	\$2,640.00
Enhancements			
Oatmeal Hot Oatmeal served with Brown Sugar, Milk and Cinnamon	50	\$4.00	\$200.00

AM Break Selection	Qty	Price	Total
Sweets and Snacks			
Freshly Baked Cookies (2) (Per Guest)	60	\$3.00	\$180.00
Tray of Fresh Sliced Fruits With Yogurt Dip (Per Guest)	60	\$6.00	\$360.00
Beverages			
Coffee and Tea Service (Per Person)	120	\$3.00	\$360.00

AM Break Selection			
Fresh Brewed Coffee, Regular and Decaffeinated, Orange Pekoe Tea and Higgins & Burke Specialty Teas			
Lunch Buffet			
Buffet Service			
Taco Buffet	120	\$26.00	\$3,120.00
Tossed Garden Salad with Assorted Dressings Shredded Lettuce, Pico de Gallo, Shredded Cheese, Sour Cream, Salsa Spiced Ground Beef, Chicken Spanish Rice and Taters Chips and Salsa Soft and Crunchy Tortilla Shells White Sugar Dusted Churros Fresh Ground Coffee and Tea			
Assortment of Can Juice & Pop (355 mL Can) Final charges based on consumption	120	\$4.00	\$480.00
PM Break Selection			
Sweets and Snacks			
Garden Vegetables and Herbed Dip (Per Guest)	60	\$6.00	\$360.00
Chips/Salsa (Per Guest)	60	\$5.00	\$300.00
Beverages			
Coffee and Tea Service (Per Person) Fresh Brewed Coffee, Regular and Decaffeinated, Orange Pekoe Tea and Higgins & Burke Specialty Teas	120	\$3.00	\$360.00
Traditional Menu			
Buffet Service			
Bison Salisbury Steak with Mushroom Gravy Choice of Salad: - Tossed Garden Salad with Assorted Dressing or - Cob Salad	120	\$31.00	\$3,720.00
Choice of Vegetables: - Corn Niblets or - Maple Carrots			
Served with White & Wild Rice Casserole Fried or Baked Bannock			
Your Choice of Dessert: - Cheesecake with Raspberry Drizzle - Fresh Baked Blueberry Pie			
Served with Fresh Ground Coffee and Tea Assortment of Can Juice & Pop (355 mL Can) Final charges based on consumption	120	\$4.00	\$480.00
Setup and Service			
Audio Visual			
Hybrid Conferencing Package For Kaministiquia	1	\$2,500.00	\$2,500.00

Setup and Service			
Hybrid package consisting of: Programmed Windows based mini PC with pre-loaded software, keyboard, mouse, 82" SMART TV, Dedicated High Speed Internet and no wiring required. Works with most virtual platforms. ALOFT high definition camera and microphone			

CHARGES				
	Charges	Gratuity	HST 13 Percent	Total
Banquet Food	\$12,560.00	\$1,884.00	\$1,877.72	\$16,321.72
Banquet Room Rental	\$2,400.00	\$0.00	\$312.00	\$2,712.00
Banquet Equipment Rental	\$2,500.00	\$0.00	\$325.00	\$2,825.00
Totals	\$17,460.00	\$1,884.00	\$2,514.72	\$21,858.72
			Payments Received	\$0.00
			Balance Due	\$21,858.72

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 2080 Highway #61
 Thunder Bay, ON P7J 1B8
 sales@bwplusnorwester.com
 P: (807) 473-2456

Primary Contact	Email Address	Telephone
Ray Mainville	rmainville@nanlegal.on.ca	W: (807) 631-7470

Break Out Session						
Date	Time	Location	Setup Style	Function	#	Room Rental
Wed, 11/15/2023	8:00am-5:00pm	AMETHYST	Rounds of 6	Break Out Session	120	\$700.00

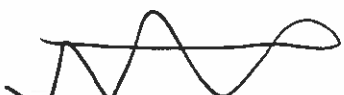
Menu	Qty	Price	Total
Setup and Service			
Audio Visual			
Hybrid Conferencing Package For Amethyst or Pointe Hybrid package consisting of: Programmed Windows based mini PC with pre-loaded software, keyboard, mouse, 82" SMART TV, Dedicated High Speed Internet and no wiring required. Works with most virtual platforms. ALOFT high definition camera and microphone	1		

CHARGES			
	Charges	HST 13 Percent	Total
Banquet Room Rental	\$700.00	\$91.00	\$791.00
Totals	\$700.00	\$91.00	\$791.00
		Payments Received	\$0.00
		Balance Due	\$791.00

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NorWester Hotel & Conference Centre
 2090 Hwy 961, Thunder Bay, ON P7J 9B8
 (1-800) 475-2376 (807) 475-9021
 bwplusnorwester.com

BANQUET EVENT ORDER # 2098-1

NAN-LEGAL

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2080 Highway #61

Thunder Bay, ON P7J 1B8

sales@bwplusnorwester.com

P: (807) 473-2456

Primary Contact	Email Address	Telephone
Ray Mainville	rmainville@nanlegal.on.ca	W: (807) 631-7470

Plenary Room						
Date	Time	Location	Setup Style	Function	#	Room Rental
Wed, 11/15/2023	8:00am-5:00pm	KAMINISTQUIA / MCGILLIVRAY	Rounds of 6	Plenary Room	120	\$2,400.00

NAN-LEGAL		
Plenary Room		
Start Time	Timeline Item	Description
8:30am	Breakfast	
10:30am	Mid-Morning Break	
12:00pm	Lunch	
2:30pm	Afternoon Break	
6:00pm	Dinner	

Menu	Qty	Price	Total
Breakfast Buffet			
Buffet Service			
Great Canadian Breakfast Fresh Sliced Fruit Assorted Fresh Baked Breakfast Pastries Scrambled Eggs Home Fries Pancakes Bacon, Sausage, Ham White and Brown Toast Whipped Butter and Preserves Chilled Fruit Juices, Fresh Ground Coffee and Tea	120	\$22.00	\$2,640.00
Enhancements			
Oatmeal Hot Oatmeal served with Brown Sugar, Milk and Cinnamon	50	\$4.00	\$200.00

AM Break Selection	Qty	Price	Total
Sweets and Snacks			
Homestyle Banana Bread (Per Guest) Freshly Baked Banana Bread	60	\$4.50	\$270.00
Tray of Fresh Sliced Fruits With Yogurt Dip (Per Guest)	60	\$6.00	\$360.00
Beverages			
Coffee and Tea Service (Per Person)	120	\$3.00	\$360.00

AM Break Selection			
Fresh Brewed Coffee, Regular and Decaffeinated, Orange Pekoe Tea and Higgins & Burke Specialty Teas			
Lunch Buffet			
Buffet Service			
Deli Tantalizer Pickle Tray Soup du Jour Tossed Garden Salad with Assorted Dressings Caesar Salad Crisp Raw Vegetables and Herb Dip Potato Salad and Coleslaw Deli-Style Cold Meats Tuna and Egg Salad Assorted Sliced Cheese Served with Kaiser Buns Assorted Nor'Wester Dessert Platter Fresh Ground Coffee & Tea	120	\$24.00	\$2,880.00
Assortment of Can Juice & Pop (355 mL Can) Final charges based on consumption	120	\$4.00	\$480.00
PM Break Selection			
Sweets and Snacks			
Garden Vegetables and Herbed Dip (Per Guest)	40	\$6.00	\$240.00
Dried Fruit and Nuts (Per Guest)	40	\$5.00	\$200.00
Chips/Pretzels (Per Guest)	40	\$3.50	\$140.00
Beverages			
Coffee and Tea Service (Per Person) Fresh Brewed Coffee, Regular and Decaffeinated, Orange Pekoe Tea and Higgins & Burke Specialty Teas	120	\$3.00	\$360.00
Custom Menu			
Menu Package Quantity	110		
Selections			
Nor'Wester BBQ Deluxe Crisp Vegetables and Herb Dip Pickle Tray Potato Salad Coleslaw Tossed Salad with Assorted Dressings Nor'Wester Caesar Salad Chips and Salsa Corn on the Cob Twice Baked Potato With Cheese & Bacon Spanish Rice BBQ Roasted Beef and Chicken Breasts Grilled Shrimp in Cajun Butter Warm Seasonal Fruit Crumble Fresh Ground Coffee and Tea	120	\$45.00	\$5,400.00
Assortment of Can Juice & Pop (355 mL Can) Final charges based on consumption	120	\$4.00	\$480.00

Setup and Service			
Audio Visual			
Hybrid Conferencing Package For Kaministiquia Hybrid package consisting of: Programmed Windows based mini PC with pre-loaded software, keyboard, mouse, 82" SMART TV, Dedicated High Speed Internet and no wiring required. Works with most virtual platforms. ALOFT high definition camera and microphone		1	\$2,500.00
			\$2,500.00

CHARGES				
	Charges	Gratuity	HST 13 Percent	Total
Banquet Food	\$14,010.00	\$2,101.50	\$2,094.50	\$18,206.00
Banquet Room Rental	\$2,400.00	\$0.00	\$312.00	\$2,712.00
Banquet Equipment Rental	\$2,500.00	\$0.00	\$325.00	\$2,825.00
Totals	\$18,910.00	\$2,101.50	\$2,731.50	\$23,743.00
			Payments Received	\$0.00
			Balance Due	\$23,743.00

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Nor'Wester Hotel & Conference Centre
 2080 Hwy #61 Thunder Bay ON P7J 1B8
 1 (800) 473-2456 (807) 473-9121
 bw.ca/norwester.com

BANQUET EVENT ORDER # 2098-1

NAN-LEGAL

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 2080 Highway #61
 Thunder Bay, ON P7J 1B8
 sales@bwplusnorwester.com
 P: (807) 473-2456

Primary Contact	Email Address	Telephone
Ray Mainville	rmainville@nanlegal.on.ca	W: (807) 631-7470

Break Out Session						
Date	Time	Location	Setup Style	Function	#	Room Rental
Thu, 11/16/2023	8:00am-5:00pm	AMETHYST	Rounds of 6	Break Out Session	120	\$700.00

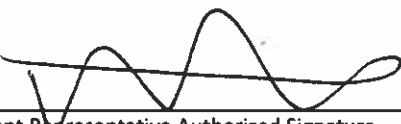
Menu	Qty	Price	Total
Setup and Service			
Audio Visual			
Hybrid Conferencing Package For Amethyst or Pointe Hybrid package consisting of: Programmed Windows based mini PC with pre-loaded software, keyboard, mouse, 82" SMART TV, Dedicated High Speed Internet and no wiring required. Works with most virtual platforms. ALOFT high definition camera and microphone	1		

CHARGES			
	Charges	HST 13 Percent	Total
Banquet Room Rental	\$700.00	\$91.00	\$791.00
Totals	\$700.00	\$91.00	\$791.00
		Payments Received	\$0.00
		Balance Due	\$791.00

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 (1 800) 473-2378 (807) 473-9171
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BANQUET EVENT ORDER # 2098-1

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Break Out Session					
Date	Time	Location	Function	#	Room Rental
Thu, 11/16/2023	8:00am-5:00pm	POINTE DU MEURON	Break Out Session	120	\$700.00

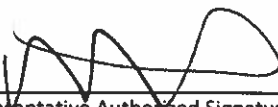
Menu	Qty	Price	Total
Setup and Service			
Audio Visual			
Hybrid Conferencing Package For Amethyst or Pointe Hybrid package consisting of: Programmed Windows based mini PC with pre-loaded software, keyboard, mouse, 82" SMART TV, Dedicated High Speed Internet and no wiring required. Works with most virtual platforms. ALOFT high definition camera and microphone	1		

CHARGES			
	Charges	HST 13 Percent	Total
Banquet Room Rental	\$700.00	\$91.00	\$791.00
Totals	\$700.00	\$91.00	\$791.00
		Payments Received	\$0.00
		Balance Due	\$791.00

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Break Out Session					
Date	Time	Location	Function	#	Room Rental
Thu, 11/16/2023	8:00am-5:00pm	MCKENZIE	Break Out Session	120	\$800.00

Menu	Qty	Price	Total
Setup and Service			
Audio Visual			
Hybrid Conferencing Package For McKenzie Hybrid package consisting of: Programmed Windows based mini PC with pre-loaded software, keyboard, mouse, 82" SMART TV, Dedicated High Speed Internet and no wiring required. Works with most virtual platforms. ALOFT high definition camera and microphone	1		

CHARGES			
	Charges	HST 13 Percent	Total
Banquet Room Rental	\$800.00	\$104.00	\$904.00
Totals	\$800.00	\$104.00	\$904.00
		Payments Received	\$0.00
		Balance Due	\$904.00

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 Event Representative Authorized Signature Date Hotel Representative Signature Date



Nor'Wester Hotel & Conference Centre
 2080 Hwy #61, Thunder Bay, ON P7J 1B8
 1 (800) 475-2179 (NO) 475 9111
 bwplusnorwester.com

BANQUET EVENT ORDER # 2098-1

NAN-LEGAL

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Plenary Room						
Date	Time	Location	Setup Style	Function	#	Room Rental
Thu, 11/16/2023	8:00am-5:00pm	KAMINISTQUIA / MCGILLIVRAY	Rounds of 6	Plenary Room	120	\$2,400.00

NAN-LEGAL		
Plenary Room		
Start Time	Timeline Item	Description
8:30am	Breakfast	
10:30am	Mid-Morning Break	
12:00pm	Lunch	
2:30pm	Afternoon Break	
6:00pm	Dinner	

Menu	Qty	Price	Total
Breakfast Buffet			
Buffet Service			
Great Canadian Breakfast Fresh Sliced Fruit Assorted Fresh Baked Breakfast Pastries Scrambled Eggs Home Fries Choice of French Toast or Pancakes Bacon, Sausage, Ham White and Brown Toast Whipped Butter and Preserves Chilled Fruit Juices, Fresh Ground Coffee and Tea	120	\$22.00	\$2,640.00
Enhancements			
Oatmeal Hot Oatmeal served with Brown Sugar, Milk and Cinnamon	50	\$4.00	\$200.00

AM Break Selection	Qty	Price	Total
Sweets and Snacks			
Handcrafted Breakfast Pastries (Per Guest)	60	\$5.00	\$300.00
Tray of Fresh Sliced Fruits With Yogurt Dip (Per Guest)	60	\$6.00	\$360.00
Beverages			
Coffee and Tea Service (Per Person) Fresh Brewed Coffee, Regular and Decaffeinated, Orange Pekoe Tea and Higgins & Burke Specialty Teas	120	\$3.00	\$360.00

Lunch Buffet			
Buffet Service			
Mediterranean Buffet Pickle Tray Greek Salad Lemon Rice Chicken Souvlaki Steamed Mini Potatoes Diced Tomatoes Roasted Vegetable Medley Mozzarella and Parmesan Cheese Served with Pita Assorted Nor'Wester Dessert Platter Fresh Ground Coffee and Tea	120	\$29.00	\$3,480.00
Assortment of Can Juice & Pop (355 mL Can) Final charges based on consumption	120	\$4.00	\$480.00
PM Break Selection			
Sweets and Snacks			
Garden Vegetables and Herbed Dip (Per Guest)	40	\$6.00	\$240.00
Chips/Salsa (Per Guest)	40	\$5.00	\$200.00
Assorted Granola Bars (Each)	40	\$3.50	\$140.00
Beverages			
Coffee and Tea Service (Per Person) Fresh Brewed Coffee, Regular and Decaffeinated, Orange Pekoe Tea and Higgins & Burke Specialty Teas	120	\$3.00	\$360.00
Traditional Menu			
Buffet Service			
Traditional Feast (minimum 40 guests) Choice of two Salads: - Tossed Garden Salad with Assorted Dressing or - Cob Salad or - Caesar Salad Garedn Vegetables and Herb Dip Fresh Fried Pickerel Bison Stew with Dumplings Corn Niblets & Maple Carrots White & Wild Rice Casserole Fried or Baked Bannock Fresh Blueberries & Strawberries Assortment of Fruit Pies & Cheesecakes -Low Sugar or Sugar Free Options Available Upon Request- Served with Fresh Ground Coffee and Tea -Menu not available for wedding receptions-	120	\$59.00	\$7,080.00
Assortment of Can Juice & Pop (355 mL Can) Final charges based on consumption	120	\$4.00	\$480.00

Setup and Service			
Audio Visual			
Hybrid Conferencing Package For Kaministiquia			
Hybrid package consisting of: Programmed Windows based mini PC with pre-loaded software, keyboard, mouse, 82" SMART TV, Dedicated High Speed Internet and no wiring required. Works with most virtual platforms. ALOFT high definition camera and microphone			
1	\$2,500.00	\$2,500.00	

CHARGES				
	Charges	Gratuity	HST 13 Percent	Total
Banquet Food	\$16,320.00	\$2,448.00	\$2,439.84	\$21,207.84
Banquet Room Rental	\$2,400.00	\$0.00	\$312.00	\$2,712.00
Banquet Equipment Rental	\$2,500.00	\$0.00	\$325.00	\$2,825.00
Totals	\$21,220.00	\$2,448.00	\$3,076.84	\$26,744.84
			Payments Received	\$0.00
			Balance Due	\$26,744.84

Banquet Terms:

All food and beverage arrangements must be made through the Hotel. No outside food or beverage items are allowed in any conference rooms. The Hotel specifically prohibits the removal of food from any conference room by the Client and/or any guests. Guaranteed guest count is required 7 working days prior to your event. Menu selections must be finalized three (3) weeks in advanced so items can be guaranteed. All deposits are non-refundable and will be applied to your final bill. Minimum of \$500.00 deposit for all functions. Final payment due on invoice upon completion or according to payment schedule on the "Group Accommodation Contract". The hotel reserves the right to cancel any bookings if deposit or signed BEO'S are not received within one week of booking.

Terms and conditions from the fully executed "Group Accommodation Contract" are final and will supersede any other terms or conditions.



Event Representative Authorized Signature

Date

Hotel Representative Signature

Date