

**Banquet Event Order**

BEO#: 591

<b>Account:</b>	Nishnawbe Aski Legal Services	<b>Event Date:</b>	<b>Monday, September 19, 2022</b>
<b>Post As:</b>	NAN Legal Services	<b>Contact:</b>	Gillian Schaible
<b>Address:</b>	37 Front Street Sioux Lookout, ON P8T1A1	<b>Phone:</b>	(905) 541-0380
		<b>Email:</b>	gschaible@nanlegal.on.ca
		<b>Onsite Contact:</b>	-
		<b>Onsite Phone:</b>	
<b>Payment Method:</b>	Direct Bill to AR	<b>Manager:</b>	Mike Davis
<b>Purchase Order #:</b>		<b>Email:</b>	mike.davis@valhallahotel.ca
<b>PM Account #:</b>		<b>Phone:</b>	(807) 474-4995

Date	Event Time	Function	Room	Setup	Agr	Gtd	Set	Rental
Mon, Sep 19	12:00 PM - 6:00 PM	Meeting	Fireside	See BEO		12		\$350.00
Mon, Sep 19	4:00 PM - 5:00 PM	PM Break	Fireside	Existing		12		\$.00

Menu	Beverage
<b>PM Break   Fireside   4:00 PM - 5:00 PM</b>	<b>Setup &amp; Additional Information</b>
<p align="center"><b>Chili with Bannock</b></p> <ul style="list-style-type: none"> <li>A hearty serving of our home-made Chili served in a warm bread bowl with Bannock on the side</li> <li>Complimented with house-made fennel coleslaw</li> </ul> <p align="center"><b>12 @ \$16.50 Per Person</b></p> <p align="center"><b>VAL- Coffee Break</b></p> <p align="center"><b>12 Seattle's Best Coffee @ \$2.85 per cup</b> (10 cup min)</p> <ul style="list-style-type: none"> <li>cream, milk, sugar and sweeteners provided</li> </ul> <p align="center"><b>12 Tazo Tea @ \$2.85 per cup</b> (10 cup min)</p> <ul style="list-style-type: none"> <li>Selection of Herbal Tea's as well as black and decaf option</li> <li>milk, sugar and sweetener provided</li> </ul> <p align="center"><b>12 Chilled Soft Drinks cans @ \$3.25 per can</b> <b>0 @ \$.00</b></p>	<p align="center"><b>Meeting   Fireside   12:00 PM - 6:00 PM</b></p> <p align="center"><b>SET UP - VAL</b></p> <p align="center">Valhalla Choice of Linens Pens, Pads &amp; Ice Water Pens, Pads and Ice Water with glassware per place setting.</p> <p>Meeting Set Up Details 10 comfortable chairs set in a circle</p> <p>- 2 x round tables with 5 persons at each round table - 1 x 4 foot skirted table outside the fireside room.</p> <p>- NO AUDIO VISUAL EQUIPMENT IS REQUIRED.</p>
<b>Audio Visual</b>	

**Terms & Conditions**

All food and beverage prices are subject to 15% gratuity and HST. Provincial regulations require that the Hotel must supply all food and/or beverage and no outside food and/or beverage may be brought into a function/banquet room.

Guarantee numbers are required before 12 noon at least three business days (72 hours) prior to the function. If any attendees have a medical condition requiring a special diet, the related information is required at the time of guarantee. Last minute dietary requests that are not identified 72 hours in advance of your event will be charged an additional meal charge on your final invoice.

If a function is cancelled a charge will be applied if proper notice as outlined in the contract is not received. Please note that a \$100.00 to \$500.00 charge will apply if the function room set up changes from the agreed upon set up prior to 24 hours of the event start time.

Nothing is to be affixed to the walls or ceiling of rooms with tape, nails, or any substance without written approval from the Valhalla Hotel & Conference Centre. Minimum damage charge is \$500.00.

Customer Approval \_\_\_\_\_ Date \_\_\_\_\_

Valhalla Hotel & Conference Centre Approval \_\_\_\_\_ Date \_\_\_\_\_