Valhalla Hotel & Conference Centre Banquet Event Order

							E	BEO#: 591	
Account:Nishnawbe Aski Legal ServicesPost As:NAN Legal ServicesAddress:37 Front Street		Event Date: Monday, September 19, 2022							
			Contact: Gillian Schaible						
			Phone: (905) 541-0380						
Sioux Lookout, ON P8T1A1			Email:	gschaible@nanlegal.on.ca					
			Onsite Contact:	-					
			Onsite Phone:						
Purchase Order #: PM Account #:			-						
			Phone:	(807) 474-4995	5				
/ent Time	Function	Roo	m	Setup	Agr	Gtd	Set	Rental	
2:00 PM - 6:00 PM	Meeting	Fire	side	See BEO	12			\$350.00	
00 PM - 5:00 PM	PM Break	Fire	side	Existing	12			\$.00	
Menu				Beve	erage				
PM Break Fireside 4:00 PM - 5:00 PM			-						
			Setup & Additional Information						
Chili with Bannock A hearty serving of our home-made Chili served in a warm bread bowl with Bannock on the side Complimented with house-made fennel coleslaw 12 @ \$16.50 Per Person VAL- Coffee Break 12 Seattle's Best Coffee @ \$2.85 per cup (10 cup min) cream, milk, sugar and sweeteners provided 12 Tazo Tea @ \$2.85 per cup (10 cup min) Selection of Herbal Tea's as well as black and decaf option milk, sugar and sweetener provided 12 Chilled Soft Drinks cans @ \$3.25 per can 0 @ \$.00			Meeting Fireside 12:00 PM - 6:00 PM SET UP - VAL Valhalla Choice of Linens Pens, Pads & Ice Water Pens, Pads and Ice Water with glassware per place setting. Meeting Set Up Details 10 comfortable chairs set in a circle - 2 x round tables with 5 persons at each round table -1 x 4 foot skirted table outside the fireside room. - NO AUDIO VISUAL EQUIPMENT IS REQUIRED.						
	NAN Legal Service 37 Front Street Sioux Lookout, ON Direct Bill to AR vent Time 2:00 PM - 6:00 PM 00 PM - 5:00 PM Treak Fireside 4:1 Chili with Bar erving of our home- /l with Bannock on t nted with house-ma 12 @ \$16.50 Per VAL- Coffee I ttle's Best Coffee (10 cup mi lk, sugar and sweet 12 Tazo Tea @ \$2. (10 cup mi of Herbal Tea's as w r and sweetener pro- sed Soft Drinks can 0 @ \$.00	NAN Legal Services 37 Front Street Sioux Lookout, ON P8T1A1 Direct Bill to AR vent Time Function 2:00 PM - 6:00 PM Meeting 00 PM - 5:00 PM PM Break Menu reak Fireside 4:00 PM - 5:00 PM Chili with Bannock erving of our home-made Chili served in // with Bannock on the side nted with house-made fennel coleslaw 12 @ \$16.50 Per Person VAL- Coffee Break ttle's Best Coffee @ \$2.85 per cup (10 cup min) Ik, sugar and sweeteners provided 12 Tazo Tea @ \$2.85 per cup (10 cup min) of Herbal Tea's as well as black and decar r and sweetener provided ed Soft Drinks cans @ \$3.25 per can 0 @ \$.00	NAN Legal Services 37 Front Street Sioux Lookout, ON P8T1A1 Direct Bill to AR <u>vent Time Function Roo</u> 2:00 PM - 6:00 PM Meeting Fire 00 PM - 5:00 PM PM Break Fire 00 PM - 5:00 PM PM Break Fire Menu reak Fireside 4:00 PM - 5:00 PM Chili with Bannock erving of our home-made Chili served in a warm <i>d</i> with Bannock on the side nted with house-made fennel coleslaw 12 @ \$16.50 Per Person VAL- Coffee Break ttle's Best Coffee @ \$2.85 per cup (10 cup min) Ik, sugar and sweeteners provided 12 Tazo Tea @ \$2.85 per cup (10 cup min) of Herbal Tea's as well as black and decaf option r and sweetener provided ed Soft Drinks cans @ \$3.25 per can 0 @ \$.00	NAN Legal Services Contact: NAN Legal Services Contact: 37 Front Street Phone: Sioux Lookout, ON P8T1A1 Email: Direct Bill to AR Manager: Email: Onsite Contact: Direct Bill to AR Manager: Email: Phone: 200 PM - 6:00 PM Meeting 200 PM - 6:00 PM Meeting 200 PM - 5:00 PM PM Break Fireside Menu Menu Chili with Bannock ereak Fireside 4:00 PM - 5:00 PM Chili with Bannock ereak Fireside 4:00 PM - 5:00 PM Chili with Bannock ereak Fireside 4:00 PM - 5:00 PM Chili with Bannock Meeting Set Lup D Autor colspan="2">Pens, Pads 12 @ \$16.50 Per Person VAL- Coffee Break ttle's Best Coffee @ \$2.85 per cup (10 cup min) NO AUDIO VISL O @ \$2.00	NAN Legal Services Gillian Schaible 37 Front Street Gillian Schaible Sioux Lookout, ON P8T1A1 Onsite Contact: Direct Bill to AR Manager: Email: mike.davis@va Phone: (807) 474-4995 vent Time Function Room Setup 2:00 PM - 6:00 PM Meeting Pireside See BEO 00 PM - 6:00 PM Meeting Fireside See BEO 00 PM - 6:00 PM Meeting Pireside See BEO 00 PM - 6:00 PM PM Break Fireside Existing Menu Beve reak Fireside 4:00 PM - 5:00 PM Setup & Additic Chili with Bannock Meeting Fireside erving of our home-made Chili served in a warm Meeting Set Up & Additic 12 @ \$16.50 Per Person VAL- Coffee Break ttle's Best Coffee @ \$2.85 per cup (10 cup min) (10 cup min) Fireside of Herbal Tea's as well as black and decaf option r and sweetener provided - NO AUDIO VISUAL EQUIPMEN - NO AUDIO VISUAL EQUIPMEN - NO AUDIO VISUAL EQUIPMEN	NAN Legal Services 37 Front Street Sioux Lookout, ON P8T1A1 Direct Bill to AR Direct Bill to AR Manager: Email: Onsite Contact: Onsite Phone: Barbard Email: Phone: (807) 474-4995 Vent Time Function Room Setup Agr 200 PM - 6:00 PM Menu Beverage reak Fireside 4:00 PM - 5:00 PM Chilli with Bannock erving of our home-made Chilli served in a warm A with Bannock Pers, Pads & Ice Water Pens, Pads a glassware per place sett Q \$16.50 Per Person VAL- Coffee Break 12 'a \$2.85	NAN Legal Services 37 Front Street Sioux Lookout, ON P8T1A1 Direct Bill to AR Direct Bill to AR Manager: Email: Onsite Contact: One Contact: One Main Bannock erving of our home-made Chili served in a warm Attild Bannock and fennel coleslaw 12 @ \$16.50 Per Person VAL- Coffe	Nishnawbe Aski Legal Services Event Date: Monday, September 19, 2022 NAN Legal Services Gillian Schaible Gillian Schaible 37 Front Street Gillian Schaible gschaible@nanlegal.on.ca Sioux Lookout, ON P8T1A1 Onsite Ontact: Onsite Ontact: Gillian Schaible Direct Bill to AR Manager: Mike Davis Email: mike.davis@valhallahotel.ca Phone: (807) 474-4995 vent Time Function Room Stou PM - 6:00 PM Meeting Fireside Stou PM - 6:00 PM Perak Fireside Prine: (807) 474-4995 Reent Time Puone: (807) 474-4995 Reent Time Puone: Beverage Reent Time Menu Beverage Setup & Additional Information Neeting Fireside 12:00 PM - 6:00 PM Chili with Bannock Prince (9 \$16.50 Per Person VAL - Coffee Break Tite's Best Coffee @ \$2.85 per cup (10 cup min) <td colspani<="" th=""></td>	

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.