

**Banquet Event Order**

BEO#: 594

<b>Account:</b>	Nishnawbe Aski Legal Services	<b>Event Date:</b>	<b>Thursday, September 22, 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
Thu, Sep 22	8:00 AM - 9:00 AM	Breakfast	Fireside			12		\$.00
Thu, Sep 22	8:00 AM - 5:00 PM	Meeting	Fireside	Existing		12		\$350.00
Thu, Sep 22	3:00 PM - 3:30 PM	PM Break	Fireside			12		\$.00

Menu	Beverage
<b>Breakfast   Fireside   8:00 AM - 9:00 AM</b>  <b>VAL- Coffee Break</b> <b>12 Seattle's Best Coffee @ \$2.85 per cup</b> (10 cup min) • cream, milk, sugar and sweeteners provided <b>12 Tazo Tea @ \$2.85 per cup</b> (10 cup min) • Selection of Herbal Tea's as well as black and decaf option • milk, sugar and sweetener provided <b>12 Individual Bottled Juices bottles @ \$3.25 each</b> <b>12 Freshly baked muffins @ \$2.95</b> accompanied with butter <b>0 @ \$.00</b>  <b>PM Break   Fireside   3:00 PM - 3:30 PM</b>  <b>VAL- Coffee Break</b> <b>12 Seattle's Best Coffee @ \$2.85 per cup</b> (10 cup min) • cream, milk, sugar and sweeteners provided <b>12 Tazo Tea @ \$2.85 per cup</b> (10 cup min) • Selection of Herbal Tea's as well as black and decaf option • milk, sugar and sweetener provided <b>12 Freshly sliced seasonal fruit @ \$4.75</b> <b>0 @ \$.00</b>	<b>Setup &amp; Additional Information</b>  <b>Meeting   Fireside   8:00 AM - 5:00 PM</b>  <b>SET UP - VAL</b> Valhalla Choice of Linens Meeting room setup: Day x of X 10 comfortable chairs set in a circle - 2 x round tables with 5 persons at each round table 1x 4' skirted table outside of fireside. - NO AUDIO VISUAL EQUIPMENT IS REQUIRED.
Audio Visual	

**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