

Holly Sitch

From: General Manager <gm@senatorhoteltimmins.ca>
Sent: February 9, 2023 10:20 AM
To: Holly Sitch; Zelda Watt
Cc: Flora Mejia; Front Desk
Subject: Re: Nan legal 13th & 14th Feb 2023

CAUTION - EXTERNAL E-MAIL- Do not click or open attachments unless you recognize the sender.

Hi Holly,

Hope you are doing well.

Thank you for sharing the P.O of equipment's for the presentation.

Please find below the quotation for the boardroom and food along with the prices from Senator Hotel Timmins.

Board Room Meeting Feb 13th & 14th 2023			
Items	Price	Quantity	Sum
Conference Room (boardroom Style)	250	2	500
Table	6	4	24
Chair	4	14	56
Cheese and Fruits Break (Monday Morning)	25	7	175
Healthy Granola and Fruit Break (Monday afternoon)	23	7	161
Cheese and Fruits Break (Tuesday Morning)	25	7	175
Healthy Granola and Fruit Break (Tuesday afternoon)	23	7	161
Assorted Muffins	40	2	80
Set-up & Clean-up	75	2	150
		Sub Total	1482
		HST(13%)	192.66
		Gratuities (15%)	112.8
		Grand Total	\$1,787.46

Could you please confirm the arrival and food serving time.

Kindly confirm the above quotation so we can process the "Event Order" (Contract) and make the arrangements in timely manner.

Front Desk: Could you please create the reservation for Conference room 1 for Feb 13th & 14th , 2023.