

Valhalla Hotel & Conference Centre


Banquet Event Order

BEO#: 3568

| | | | |
|--|--|---|--|
| Account: Post As: Address: | Nishnawbe-Aski Legal Services Corporation Nishnawbe Aski Legal Services 86 S. Cumberland street Thunder Bay, ON P7B 2V3 | Event Date: | Monday, June 17, 2024 |
| Payment Method: Purchase Order #: PM Account #: | Direct Bill F1915431 | Contact: Phone: Email: Onsite Contact: Onsite Phone: | Correen Kakegamic (807) 631-2736 ckakegamic@nanlegal.on.ca Liberty Gorman - (807) 633-0529 |
| | | Manager: Email: Phone: | Tracy Scocchia tracy.scocchia@valhallahotel.ca (807) 474-4986 |

| Date | Event Time | Function | Room | Setup | Agr | Gtd | Set | Rental |
|-------------|---------------------|-----------|-------------|----------------------|-----|-----|-----|----------|
| Mon, Jun 17 | 8:00 AM - 9:00 AM | Breakfast | Boardroom 3 | Conference/Boardroom | 7 | 7 | | \$300.00 |
| Mon, Jun 17 | 10:30 AM - 10:45 AM | Break AM | Boardroom 3 | Existing Setup | 7 | 7 | | \$0.00 |
| Mon, Jun 17 | 12:00 PM - 1:00 PM | Lunch | Boardroom 3 | Existing Setup | 7 | 7 | | \$0.00 |
| Mon, Jun 17 | 2:30 PM - 2:45 PM | Break PM | Boardroom 3 | Existing Setup | 7 | 7 | | \$0.00 |

| Menu | Beverage |
|---|--|
| Setup & Additional Information | |
| <p>Breakfast Boardroom 3 8:00 AM - 9:00 AM</p> <p>All Canadian Fluffy, soft scrambled eggs Seasoned breakfast potatoes Bacon Savoury breakfast sausage Selection of fresh fruit Delicious assortment of freshly baked muffins Coffee, Decaf & Assortment of Tea</p> <p>7 @ \$18.00 per person</p> <p>Break AM Boardroom 3 10:30 AM - 10:45 AM</p> <p>Coffee Break - VAL Bannock with Preserves & Whipped Butter @ \$3.50 Coffee @ \$2.85 per cup (10 cup min) cream, milk, sugar and sweeteners provided</p> <p>Lunch Boardroom 3 12:00 PM - 1:00 PM</p> <p>Roasted Chicken lightly seasoned with a blend of four spices and fried</p> <p>Includes: freshly baked dinner rolls and butter one of our famous salads steamed vegetable side</p> <p>Coffee, Decaf & Assortment of Tea</p> <p>7 @ \$17.50 Per Person</p> <p>Cold Drinks with Meal *Charged Based Upon Consumption*</p> <p>7 Soft Drinks @ \$3.25 per can 7 Bottled Juices (Individual) @ \$3.25 per bottle</p> <p>Break PM Boardroom 3 2:30 PM - 2:45 PM</p> <p>Coffee Break - VAL Soft Drinks @ \$3.25 per can 1 / Assorted Cookies @ \$19.95 Dozen</p> | <p>Breakfast Boardroom 3 8:00 AM - 9:00 AM</p> <p>Meeting Set Up</p> <ul style="list-style-type: none"> This group will be meeting in Boardroom 2 and will have their meals and breaks in this room. Valhalla Choice of Linen on the dining table. Rollups acceptable Buffet Table and Coffee break station clothed and skirted |
| Audio Visual | |


 Date June 10, 2024

Valhalla Hotel & Conference Centre Approval

Banquet Event Order

Terms & Conditions

All food & beverage and room rental prices are subject to 15% Gratuity and 13% HST. The Hotel must supply all food and/or beverage, and no outside food and/or beverage may be brought into a function or banquet room, as penalty charges will be applied based on your attendance numbers.

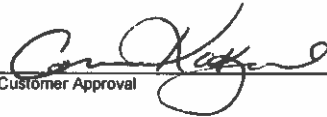
Guarantee numbers are required before 12 noon, at least five (5) business days prior to the function. If any attendees have a medical condition requiring a special diet, the related information is required at the time of guarantee. Last-minute dietary requests that are not identified five (5) business days 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. The minimum damage charge is \$500.00.

Should you have any inquiries concerning AV, kindly reach out to Maverick AV at (807) 627-6444. For any assistance while your group is on-site, please contact our Banquets Department at (807) 629-4375.

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Customer Approval _____ Date June 10/24

Valhalla Hotel & Conference Centre Approval _____ Date _____
Page 2 of 2
Date Printed 06/10/2024

Valhalla Hotel & Conference Centre

Banquet Event Order

BEO#: 3567

| | | | |
|--------------------------|--|------------------------|---------------------------------|
| Account: | Nishnawbe-Aski Legal Services Corporation | Event Date: | Monday, June 17, 2024 |
| Post As: | Nishnawbe Aski Legal Services | Contact: | Correen Kakegamic |
| Address: | 86 S. Cumberland street Thunder Bay, ON P7B 2V3 | Phone: | (807) 631-2736 |
| | | Email: | ckakegamic@nanlegal.on.ca |
| | | Onsite Contact: | Liberty Gorman |
| | | Onsite Phone: | - (807) 633-0529 |
| Payment Method: | Direct Bill | Manager: | Tracy Scocchia |
| Purchase Order #: | | Email: | tracy.scocchia@valhallahotel.ca |
| PM Account #: | F1915431 | Phone: | (807) 474-4996 |

| Date | Event Time | Function | Room | Setup | Agr | Gtd | Set | Rental |
|-------------|-------------------|----------|-------------|----------------------|-----|-----|-----|----------|
| Mon, Jun 17 | 9:00 AM - 5:00 PM | Meeting | Boardroom 2 | Conference/Boardroom | 7 | 7 | | \$300.00 |

| Menu | Beverage |
|--|--|
| Audio Visual | Setup & Additional Information |
| Meeting Boardroom 2 9:00 AM - 5:00 PM Maverick Audio Visual 0 EVENT TECHNOLOGY @ \$.00 0 AV TECHNICAL SUPPORT FEE @ \$.00 | Meeting Boardroom 2 9:00 AM - 5:00 PM Meeting Set Up <ul style="list-style-type: none"> Boardroom table equipped with pens, pads and ice water Valhalla Choice of Linen Note all breaks and meals will be in Boardroom 3. |

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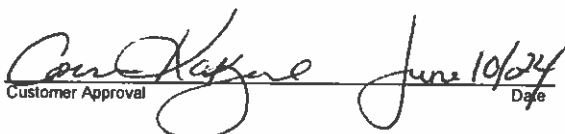
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