

BANQUET EVENT ORDER

Account Name: Enhanced Education	Block Id: 535761
Contact Name: Lesley Groff	Represented by: [REDACTED]
Address: 6100 Red Hook Quarters Suite B-3 St.Thomas, USVI, 00802	Booking Name: Enhanced Education
Telephone: [REDACTED]	Catering Mgr: Jean-Roger Girard
Fax: [REDACTED]	Post As: Enhanced Education
E-mail: [REDACTED]	

Monday, February 15, 2016

Time	Room	Function	Set-up	Exp/Gtd/Set	BEO #	Event ID	Rental
11:00 - 18:30	Cheakamus Room	Meeting	Boardroom	12 / 0 / 0		436019	\$350.00
12:00 - 13:00	Cheakamus Room	Lunch Buffet	Boardroom	12 / 0 / 0		443844	
17:30 - 18:15	Cheakamus Room	pre dinner reception	Boardroom	12 / 0 / 0		443850	

Banquet Notes	Setup
Cheakamus Room 11:00 To 18:30 Banquet Notes 1100: Room is ready 1200: Lunch 1730: Pre dinner reception Group departs for off premise dinner. No set meeting agenda as per client. Guests will be coming in and out all day long. banquet to coordinate with onsite and discuss opportunities for cleaning /refreshing the room	Cheakamus Room 11:00 To 18:30 Water Station Boardroom: Set-up includes ice water, pads, pens & candies Audio Visual Cheakamus Room 11:00 To 18:30 White board (3ft x 4ft) with markers & eraser@ \$50 each

Fairmont Hotels & Resorts and the Representatives agree that the above services and facilities shall be provided subject to terms and conditions attached. The guarantee is required three (3) business days prior to the event. The guarantee number will be the minimum attendance charged if no guaranteed number is received; the above number will be considered the minimum guaranteed attendance. All prices are subject to applicable taxes on the total. Food and beverage prices are subject to 16% service charge, 4% administration fee and applicable taxes.

Enhanced Education	02-12-16	Jean-Roger Girard	02-12-16
Organization Authorized Signature		Director, Catering & Event Sales	

*No Food
Monday FEB 15
Room Charge only
Per Jean Girard*

Customer Initials LG