

**From:** "Natalia Molotkova" <[REDACTED]>

**To:** "[REDACTED]" <[REDACTED]>

**Subject:** Meeting Space, Canada, FS

**Date:** Wed, 03 Jan 2018 17:12:01 +0000

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 US Centurion Banner

Sure, on it.

Regards,  
Natalia (Natasha) Molotkova

Centurion Relationship Manager

[REDACTED]

[REDACTED]

Hours: Mon through Friday 9AM-530PM EST

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Can we get a quote on something like the below...Jeffrey has not confirmed but I believe this is about what he would want...Ask for a quote with wine/beer and one without wine/beer...thanks!

- Dates for event: April 11-13
- Room should hold 15 pp
- April 11th: 5-7:00pm soda, wine, beer, light apps (3 cold, 3 hot)
- April 12th: 7:30-9:30am coffee, tea, bagels, croissants
- April 12th: 12-2:00pm coffee, tea, soda, light lunch (sushi?)
- April 12th: 5-7:00pm soda, wine, beer, light apps (3 cold, 3 hot)
- April 13th: 7:30-9:30am coffee, tea, bagels, croissants
- Boardroom set up, Dry Erase Board with Markers
- No Audio/Visual needed
- WE have booked guest room already with you (Confirm #'s 64672SB030616, 64672SB030617)

On Jan 3, 2018, at 9:10 AM, Natalia Molotkova <[REDACTED]> wrote:

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I am glad, let me know.

Regards,  
Natalia (Natasha) Molotkova

Centurion Relationship Manager

[REDACTED]

[REDACTED]

Hours: Mon through Friday 9AM-530PM EST

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Oh wow! So they could accommodate us with a meetings by room Now! Awesome. I'll provide answers We already have the 2 Guest suite/room!

Sent from my iPhone

On Jan 3, 2018, at 9:10 AM, Natalia Molotkova <[REDACTED]> wrote:

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From Four Seasons:

Thank you for reaching out to us regarding your meeting in April. My name is Linda Cheng. I am the Catering Sales Manager at the hotel and I'll be happy to assist you. Before I provide you with pricing, would you be able to assist me with some questions.

1. Timing for the event, start and end time for all 3 days?
2. Do you require any food and beverage for your meeting?
3. What is your set up requirements? Ie. Theatre, Classroom, Hollow Square, U-shape, Boardroom, Rounds or Half Rounds?
4. Do you need any Audio Visual rental?
5. Will you be needing any guestrooms?

If you could get back to me that would be greatly appreciated. Please feel free to contact me if you have any questions. I can be reached directly at [REDACTED] or via email at [REDACTED].

Thank you and I look forward to hearing from you soon.

Warm regards,

Linda N Cheng  
Catering Sales Manager

Regards,  
Natalia (Natasha) Molotkova

Centurion Relationship Manager

[REDACTED]

[REDACTED]

Hours: Mon through Friday 9AM-530PM EST

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