

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

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

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

**Date:** Wed, 03 Jan 2018 20:26:51 +0000

 US Centurion Banner

Please find the below the menu and the estimate. Let me know if you have any questions.

April 11:

- Salmon Tartare, Caprese Pops, Grilled Chicken Brochettes, Vegetable Spring Rolls

April 12 breakfast:

- Continental Breakfast

April 12 lunch reception:

- Futomaki Roll, California Roll, Dynamite Roll,  
- Alberta Beef Sliders  
- Cheese/Meat platter  
- Korean Street Taco  
- Coffee/Tea Break

April 12 evening reception:

- Paella Arancini, Carved Rack of Lamb Lollipops, Tuna Tataki, Salt Spring Island Goat Cheese Lollipop

April 13: breakfast:

- Continental Breakfast

### Cost Estimate

Function Name: AMEX Meeting				
Function Date: April 11-13, 2018				
Number of Guests: 15				
Food Details				
Item	Unit	Quantity	Price	Total
Salmon Tartare	per dozen	2	\$56.00	\$112.00
Caprese Pops	per dozen	2	\$52.00	\$104.00
Grilled Chicken Brochettes	per dozen	2	\$57.00	\$114.00
Vegetable Spring Rolls	per dozen	2	\$57.00	\$114.00
Continental Breakfast x 2 Days	per person	30	\$31.00	\$930.00
Futomaki Roll, California Roll, Dynamite Roll	per roll	15	\$16.00	\$240.00
Alberta Beef Slider	per dozen	2	\$78.00	\$156.00
Small Cheese / Meat Plater	per platter	1	\$300.00	\$300.00
Korean Street Taco	per dozen	2	\$60.00	\$120.00
Paella Arancini	per dozen	2	\$75.00	\$150.00
Carved Rack of Lamb Lollipops	per dozen	2	\$84.00	\$168.00
Tuna Tataki	per dozen	2	\$60.00	\$120.00

Salt Spring Island Goat Cheese Lollipop	per dozen	2	\$52.00	\$104.00
Coffee/Tea Break	per person	1	\$15.00	\$15.00
non-alcoholic beverages	per drink	90	\$6.00	\$540.00
Sub Total Food				\$2,957.00
20% Service Charge				\$591.40
5% Goods and Services Tax (GST)				\$177.42
Total Food			(A)	\$3,725.82
<b>Beverage Details</b>				
Item		Quantity	Price	Total
Wine/Beer estimate	per drink	60	\$10.00	\$600.00
Sub Total Beverage				\$600.00
20% Service Charge (9.6% Service Fee, 10.4% Admin Fee)				\$120.00
Liquor Tax (10%)				\$60.00
5% Goods and Services Tax (GST)				\$36.00
Total Beverage			(B)	\$816.00
<b>Room Rental Details</b>				
Item		Quantity	Price	Total
Discounted Rental with \$3000 F&B minimum		3	\$500.00	\$1,500.00
				\$0.00
Sub Total Room Rental				\$1,500.00
10.4% Administration Fee				\$156.00
5% Goods and Services Tax (GST)				\$82.80
Total Room Rental			(C)	\$1,738.80
<b>Miscellaneous Charges</b>				
Item		Quantity	Price	Total
Labour Charge for under 30 people		4	\$150.00	\$600.00
Sub Total Miscellaneous				\$600.00
5% Goods and Services Tax (GST)				\$30.00
Total Miscellaneous			(D)	\$630.00
Total Estimate Costs ( A + B + C + D Totals)				\$6,910.62
Less Advance Deposit Received				
Balance				\$6,910.62
<i>Please note that the above total is only an estimate and you will be billed on actual consumption.</i>				

Thanks,

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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If you still would like to get quote from FS, they are asking: On April 11, do you also need boardroom set up for the reception?

Regards,  
Natalia (Natasha) Molotkova

Centurion Relationship Manager

[REDACTED]

[REDACTED]

Hours: Mon through Friday 9AM-530PM EST

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thanks.

On Jan 3, 2018, at 12:12 PM, Natalia Molotkova <[REDACTED]> wrote:

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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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