

To: Amex Centurian Travel[REDACTED]
From: [REDACTED]
Sent: Wed 1/3/2018 5:10:25 PM
Subject: Re: Meeting Space, Canada, FS

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:

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. 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? I.e. Theatre, Classroom, Hollow Square, U-shape, Boardroom, Rounds or Horseshoe?
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 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
Centurian Relationship Manager
[REDACTED]

Hours: Mon through Friday 9AM-530PM EST

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