

THE *Fairmont*  
VANCOUVER AIRPORT

**Estimate**

Ministry of Agriculture

Feb. 25 &amp; 26, 2016

Ministry of Agriculture Feb. 25 & 26, 2016				
Cost Estimate	QTY	ITEM	UNIT COST	TOTAL
<b>GUEST ROOMS</b>				
25-Feb	15	Fairmont	192.00	2,880.00
<b>Guest Rooms Subtotal</b>				<b>2,880.00</b>
			10% Room Tax	288.00
			1% DMF	31.68
			GST 5%	145.58
<b>TOTAL GUEST ROOMS:</b>	<b>15</b>		<b>Total F&amp;B</b>	<b>3,345.26</b>
<b>FOOD &amp; BEVERAGE</b>				
26-Feb	30	Government meeting package	\$52.00	1,560.00
25-Feb	14	14 dozen of hors d'oeuvres	\$39.00	546.00
		approx 5-6 piece per person		
	6	Mission Hill Chardonnay ( bottles)	\$48.00	288.00
	6	Mission Hill Merlot( bottles)	\$48.00	288.00
				-
<b>Food &amp; Beverage Subtotal</b>				<b>2,682.00</b>
			16% Service Charge	255.20
			Sub Total	2,937.20
			GST 5%	148.86
			10% Liquor tax	57.60
<b>Food &amp; Beverage Total</b>			<b>Total F&amp;B</b>	<b>3,141.66</b>
<b>AUDIO-VISUAL</b>				
Estimated AV		For Screen only		75.00
<b>AV Subtotal</b>				<b>75.00</b>
			PST 7% (AV Only)	5.25
			GST 5%	11.25
<b>AV Total</b>			<b>Total AV</b>	<b>91.50</b>
<b>ROOM RENTAL</b>				
				-
<b>Room Rental</b>		Mallard		995.00
		Eagle		350.00
		Raven		250.00
<b>Room Rental Subtotal</b>				<b>1,595.00</b>
			GST 5%	79.75
<b>Room Rental Total</b>			<b>Total Room Rental</b>	<b>3,269.75</b>
		<b>Guest Room Total</b>		3,345.26
		<b>Food &amp; Beverage Total</b>		3,141.66
		<b>AV Total</b>		91.50
		<b>Room Rental Total</b>		3,269.75
		<b>GRAND TOTOAL ( of Estimate)</b>		<b>9,848.17</b>
<b>TOTAL ESTIMATED CHARGES</b>				<b>9,848.17</b>

\*This is an estimate only, charges will be finalized based final numbers

## Kibble, Steve AGRI:EX

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**From:** Stephen Melville <smelville@ramadaabbotsford.ca>  
**Sent:** Tuesday, December 1, 2015 12:27 PM  
**To:** Kibble, Steve AGRI:EX  
**Subject:** Ministry of Agriculture Conference - February 25 & 26, 2016  
**Attachments:** Beverages and Snacks.pdf; Fall & Winter Lunch Menus.pdf

Hello Steve,

Thank you for your time today to chat about your conference.

As promised, see below cost estimate for your conference for February 25 & 26, 2016.

A few points, to note with the estimates below:

- Our government rate is \$99/ night plus taxes and fees
- Reception room will be Mt. Baker on Conference Centre side + Meeting will be in the Summit room located on the 4<sup>th</sup> floor of the hotel side and for a breakout, Apex Boardroom will be perfect as it is located directly across from Summit.
- For Food & Beverages, it is based on a continental breakfast, coffee refresh for the AM & PM, and Sandwich Lunch. I have attached our breakfast, breaks and lunch menus for your reference with other selections if you wish to chose something else. Otherwise, I'm happy to make the choices for you on your behalf.

I'll send photos of the meeting rooms for you in another e-mail, please let me know if you have further questions in the meantime.

I have the space on hold for you currently, if you can let me know as soon as you can if you plan to move forward will be great and I will send over a contract for your review and signature.

Thank you Steve.

Guest Rooms:

Sleeping Rooms					
Date	Day	Room Type	RMS Confirmed	RMS Blocked	Room Rate
25/02/2016	Thursday	Std - Standard	15	15	\$99.00
26/02/2016	Friday	Std - Standard	15	15	\$99.00

Reception + Meeting Rooms:

Date	Time	Function	# Expected	Function Room	Room Charge
25/02/2016	05:00 pm -08:00 pm	Reception	30	Mt. Baker (Conference Centre)	\$100.00
				Mt. Baker Foyer	
26/02/2016	09:00 am -05:00 pm	Meeting	30	Summit Room (Hotel)	\$200.00
26/02/2016	09:00 am -05:00 pm	Breakout Session	5	Apex Boardroom (Hotel)	\$100.00

Food and Beverage Breakdown:

**Reception on February 25, 2016**

Reception Menu Two (Minimum 30 people, based on 6 pieces per person)	30	\$19.00
Peller Estates, Merlot, BC	6	\$26.00
Peller Estates, Pinot Blanc, BC	6	\$26.00

**Meeting on February 25, 2016**

The Deluxe Continental	30	\$15.00
Full Service Coffee/Tea (per person, minimum 10 guests)	30	\$3.00
Hogan Park Deli Soup & Sandwich Station (Minimum 20 people)	30	\$22.00
Full Service Coffee/Tea (per person, minimum 10 guests)	30	\$3.00

6 ft Screen package	1	\$35.00
6 ft screen, 15 ft extension cord, power bar	0	

Total Estimated Charges:

Total Estimated Charges								
Category	Charges	Service Charge	Sub Total	GST	PST	Municipal Tax	Hotel Tax	Total
Sleeping Rooms	\$2,970.00	\$0.00	\$2,970.00	\$148.50	\$0.00	\$59.40	\$237.60	\$3,415.50
Room Rental	\$400.00	\$0.00	\$400.00	\$20.00	\$0.00	\$0.00	\$0.00	\$420.00
Audio Visual	\$35.00	\$5.25	\$40.25	\$2.01	\$0.00	\$0.00	\$0.00	\$42.26
Bar Services	\$312.00	\$46.80	\$358.80	\$17.94	\$0.00	\$0.00	\$0.00	\$407.94
Food & Beverage	\$1,860.00	\$279.00	\$2,139.00	\$106.97	\$0.00	\$0.00	\$0.00	\$2,245.97
Room Set Up	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals	\$5,577.00	\$331.05	\$5,908.05	\$295.42	\$0.00	\$59.40	\$237.60	\$6,531.67

Warm regards,

Stephen Melville  
Conference Sales Manager  
The Ramada Plaza & Conference Centre



# EXECUTIVE AIRPORT PLAZA

HOTEL & CONFERENCE CENTRE  
RICHMOND VANCOUVER BC



**YOUR EXECUTIVE AGREEMENT/CONTRACT**

## EVENT DETAILS

### **Specially Prepared for:**

Steve Kibble

Ministry of Agriculture  
Victoria BC

Tel: (250) 356-7644

Email: [steve.kibble@gov.bc.ca](mailto:steve.kibble@gov.bc.ca)

### **EVENT NAME & DATE:**

Ministry of Agriculture meeting  
Feb 25-26 ,2016

### **YOUR DEDICATED SALES CONTACT:**

Maswood Schah

604-207-7171 Direct

778-879-9766 Cell

[maswood.schah@executivehotels.net](mailto:maswood.schah@executivehotels.net)

December 4, 2015

Ministry of Agriculture meeting, Feb 25-26 ,2016 .docx

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Clients Initials and Date

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7311 Westminster Hwy | Richmond | BC | V6X 1A3

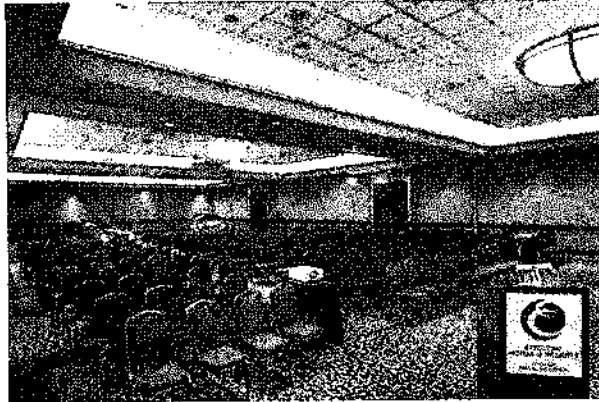
Tel: 604-278-5555 | Fax: 604-278-5319 | Toll Free: 1-800-663-2878



## EXECUTIVE AIRPORT PLAZA

HOTEL & CONFERENCE CENTRE  
RICHMOND VANCOUVER BC

Here is a look at the many outstanding features of Richmond's most unique property.



**Location** – Nestled in the vicinity of Downtown Richmond, the Executive Airport Plaza Hotel & Conference Centre is a heartbeat away from theatres, parks, entertainment, and 4 of the largest shopping malls in the lower mainland and some of the city's best restaurants. Our complimentary airport shuttle will deliver you to our door in 10 minutes from the international and south terminals of the airport.

**Sleep** – Comfort that artfully coalesces, complement the layout of each of our 304 stylishly refurbished luxury apartments, junior suites and newly renovated plaza guest rooms. Luxury is defined in its lavish use of space and the spectacular panoramic view of waterscapes, city and mountain skylines. An indoor lap pool, fitness room and Jacuzzi await your arrival, and our rooftop-jogging track is always available year round.



**Event** – A host of privileges await you within the Executive Airport Plaza. Our 16 function rooms spanning over 17,000 square feet of function space provide you with the opportunity to meet, socialize and sleep; all under one roof.

We have 3 restaurants to serve you, and are available from 6:30 AM – midnight and room service is available, should you wish to stay in.

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**EXECUTIVE  
AIRPORT PLAZA**  
HOTEL & CONFERENCE CENTRE  
RICHMOND VANCOUVER BC

**GUESTROOM SPECIFICATIONS & RATES**

Based on your specifications, we are providing you with the following:

**ARRIVAL DATE: Feb 18, 2016**

**DEPARTURE DATE: Feb 19, 2016**

Date	Feb 25	Feb 19
Day	Thu	Fri
Room Type / Run of the House		
SGL/DBL	15	C/O
TOTALS	15	

**GUESTROOM RATES:**

We are pleased to confirm the following room very special reduced rates for this Conference:

Room Type	Single Rate	Double Rate
Room Rate	\$105	\$105

**Special Notes:**

**1. Special rate includes:**

- Overnight Parking (regular \$16.75/night)
- High-speed Internet in the guestroom (Regular \$9.95/day).
- Free Local Calls
- Free Airport Transfer

Also please note these rates are based on availability and quoted on a daily basis, in Canadian funds, and are currently subject to 10% Provincial Room Tax Plus 5% Federal Goods & Services Taxes. The special guestroom rate is available 3 days prior to and 3 days after the event date.

**RESERVATIONS**

Guests will be responsible for calling the hotel and making their own reservations. Guests may call locally at 604-278-5555 or Toll free at 1-800-663-2878. Please quote "Ministry of Agriculture" and guarantee their reservation with a valid credit card, as well as payment of room & tax and their own incidental charges. Unless otherwise specified in writing by the **Organizer**, all guests will be responsible for own room, tax and incidental charges.

All reservations will be guaranteed for late arrival to **The Individual guest's with own method of Payment** for the first night's room & tax.

**Individual reservations can be cancelled up to 4pm the day prior to arrival.**

**GUEST ROOM BLOCK RELEASE**

100% of the unsold rooms remaining in the block shall be released 14 DAYS prior to the event.

**FUNCTION SPACE**

Based on the requirements outlined by **Organizer**, the Hotel has reserved the function space set forth on the Function Information Agenda/Event Agenda below. Function rooms are assigned based on the number of persons anticipated. The Hotel reserves the right to adjust function space based upon changes in attendance.

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# EXECUTIVE AIRPORT PLAZA

HOTEL & CONFERENCE CENTRE  
RICHMOND VANCOUVER BC  
FUNCTION INFORMATION AGENDA

Thu Feb 25, 2016

Reception	17:00-12:30	Tivoli's II	30	14 Dozen Assorted Appetizers + 6 White + 6 Red Bottle House Wine	1598	Room rental Waived Appetizers and Drinks \$808
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Meeting	08:00-17:00	Fraser	30	U-Shape	1350	Rental Fee \$300 Per day
B/Out Room	08:00-17:00	Boardroom B	10	Boardroom	364	\$100 per day
AV	08:00-17:00	Fraser		Projection Screen+ AV Cart		\$50 per day
B/Fast	07:30-08:30	Fraser	30	Buffet		From \$16 PP
Lunch	12:00-13:00	Fraser	30	Buffet		From \$22 PP
Coffee Break	TBA	Fraser	30	Buffet		From \$11 PP

## FOOD AND BEVERAGE

All food & beverage details are to be finalized with the catering office no later than **3 Days prior to the event**. Due to licensing, insurance requirements and health regulations all food and beverage to be served on the Hotel property must be supplied and prepared by the Hotel.

## LIABILITY

The hotel assumes no responsibility or any liability for damage, theft or loss to any of your guests' property in meeting rooms or any of the hotel public areas.

## FUNCTION GUARANTEES

The hotel requires an approximate guest count 3 days prior to your event. A final guarantee is **required 48 hours prior to the event**. Guarantees for Monday or Tuesday events will be required on the Friday prior. In the event that the hotel has not received a guarantee, the number charged will be based on the original contract number, or the actual number of guests served whichever is greater. The hotel reserves the right to provide an alternate room, should the numbers change dramatically.

## SERVICE CHARGE AND TAXES

All Food & Beverage is subject to a 15% service charge. Current Government taxes are applicable as follows:

Food	5% GST
Alcoholic Beverages	5% GST + 10% PST
Audio Visual	5% GST + 7% PST
Miscellaneous	5% GST + 7% PST

## SHIPPING AND STORAGE

The **Executive Airport Plaza** is pleased to receive and assist in handling of boxes and packages. Due to limited storage space at the property we are unable to accept shipments any earlier than 2 days prior to your event. Please coordinate the pickup of items immediately following your event as the hotel is not responsible for damage to, or loss of, any article left on the premises during or following an event. All deliveries must be properly labeled. Please include the name of the group, group contact, hotel contact, number of boxes and date of event.

Receiving Hours: 08:00 - 16:30 Monday through Friday

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# EXECUTIVE AIRPORT PLAZA

HOTEL & CONFERENCE CENTRE  
RICHMOND VANCOUVER BC

## PARKING

The **Executive Airport Plaza Hotel & Conference Centre** has ample on-site pay parking, including an indoor 7 level parkade.  
*The rates are inclusive of taxes and are as follows:*

- ~~\$16.25 per night for overnight hotel guests~~ – **WAIVED for Overnight & day Guests**

## DEPOSIT AND PAYMENT INFORMATION

Please note there is **No Advance Deposit** required for this meeting.

Upon completion, all meeting charges including: meeting room rental, catered food and beverage, AV equipment and any other "approved" charges will be billed to the  
**"Ministry of Agriculture"** master account.

*All guestroom charges and incidental charges are to be paid by individuals.*

## CANCELLATION POLICY

Group agrees that if it cancels this Agreement for any reason, the Hotel will suffer damages. The closer in time the cancellation occurs the greater the damages will be. Therefore, Group agrees to pay the hotel at the time of cancellation a liquidated damages fee as follows:

### 14 days or less:

- 100% of the Guest Room block, meeting room rental and estimated catered food and beverage revenue.

## ALL CANCELLATIONS MUST BE RECEIVED IN WRITING

Dear Steve, to enable the **Executive Airport Plaza Hotel and Conference Centre** to establish these arrangements on a definite basis, would you be so kind to signing this Agreement **PRIOR TO Dec12,2015**, so that we are able to immediately secure and protect your guestroom blocks and meeting space requirements in our hotel reservations system.

I look forward to working with you and welcoming you and your delegates to the  
**Executive Airport Plaza Hotel & Conference Centre**. Please feel free to call me at 604-207-7171 /Cell 778-879-9766 or via e-mail at [das.richmond@executivehotels.net](mailto:das.richmond@executivehotels.net) if you have any questions or concerns.

Thank you for your consideration.

Yours sincerely,

**Maswood Schah -Director of Sales**  
**EXECUTIVE AIRPORT PLAZA HOTEL & CONFERENCE CENTRE**

Accepted and Agreed by:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

December 4, 2015

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**COST ESTIMATE - MINISTRY OF AGRICULTURE**

	<b>COST PP</b>	<b>UNIT/PAX</b>	<b>SUBTOTAL</b>	<b>TAX+SC</b>
Guestroom / 15 Room one night	\$105	15	\$1,575	\$260
Evening Reception		30	\$808	\$170
Meeting Room rental	\$300	1	\$300	\$15
B/Out Room room renral	\$100	1	\$100	\$5
AV	\$50	1	\$50	\$11
B/Fast	\$16	30	\$480	\$101
Lunch	\$22	30	\$660	\$139
Coffee Break AM	\$11	30	\$330	\$69
Coffee Break PM	\$11	30	\$330	\$69
Grand Total			\$4,633	\$973

TOTAL	Remarks
\$1,835	16% tax & DMF
\$978	14 Dozen Apetizers + 12 Bottle House wine. 5% tax and 15% gratuity
\$315	5% tax
\$105	
\$61	Tax and Gratuety
\$581	Tax and Gratuety
\$799	Tax and Gratuety
\$399	Tax and Gratuety
\$399	Tax and Gratuety
\$5,606	

146 Kingston Street, Victoria, BC V8V 1V4

t. 250.360.1211

f. 250.360.1418

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## GROUP ACCOMMODATION & CATERING PROPOSAL

### Ministry of Agriculture MAAC

Date: December 7, 2015

Sales & Catering Coordinator: Ella Traversy

Telephone Direct: 250.940.1101

Facsimile Direct: 250.360.1418

e-mail: [cateringvictoria@coasthotels.com](mailto:cateringvictoria@coasthotels.com)

Mr. Steve Kibble  
Ministry of Agriculture  
British Columbia

Telephone: 250.356.7644

Facsimile:

email: [steve.kibble@gov.bc.ca](mailto:steve.kibble@gov.bc.ca)

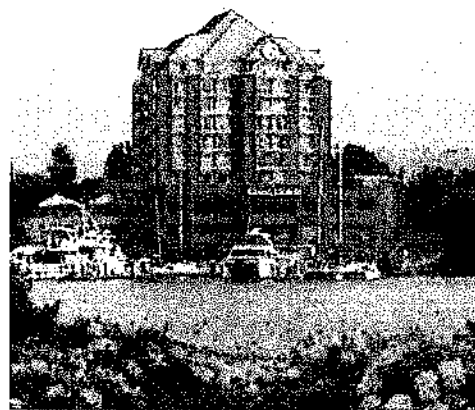
Dear Mr. Kibble,

Thank you for considering the Coast Victoria Harbourside Hotel & Marina for your event on behalf of Ministry of Agriculture.

#### GENERAL INFORMATION:

Our spectacular oceanfront location gives you one of the most captivating views in the area- letting you soak in the natural beauty and historic splendor of Victoria right from the hotel. Situated on Victoria's lively inner harbor, our full-service property features a 42-slip marina, the award-winning Blue Crab Seafood House, and gorgeous event spaces. While you're here, be sure to take advantage of Victoria's only indoor/outdoor pool and our whirlpool, sauna, and fitness centre.

Staying at our location is likely to inspire the adventurer in you. Conveniently located on our marina level, Orca Spirit Adventures will help you get up close and personal with Vancouver Island's wild West Coast beauty. From Blue Crab catered catamaran charters to exciting whale watching expeditions, connect with Orca Spirit to book your group adventure and receive our on-site preferred partner rates.



Just as you'll find at every Coast Hotel, we provide a relaxed but professional atmosphere, where people always come first.

#### GUEST ROOM ACCOMMODATIONS:



Featuring 132 guest rooms and suites, each one of our spacious, freshly updated rooms features large windows and a private balcony- so you can take in that fresh ocean air. Many of our rooms and suites also come with breathtaking harbour views or, on a clear day, majestic vistas southward to the Olympic Mountains across the Salish Sea in Washington State. Should you absolutely have to turn on your computer and can tear yourself away, all rooms also offer complimentary Wi-Fi as well as free local and toll-free calling.

**GROUP ACCOMMODATION & CATERING PROPOSAL**  
**Ministry of Agriculture MAAC**

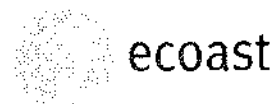
**MEETING & FUNCTION SPACE:**

Several of our meeting rooms feature large windows and private balconies overlooking the marina and inner harbour, and all meeting spaces are equipped with complimentary high speed internet. Step onto our patio for a break of fresh air, and enjoy a catering function on our tented patio.



With meeting space for up to 180 guests, we pride ourselves on our service and attention to detail. The Blue Crab Catering Team offers an individual approach to providing the perfect setting for every meeting and special event. Enjoy the finest West Coast Cuisine prepared by our executive Chef and his award winning Blue Crab Seafood House culinary team.

Coast Hotels makes it easy to be kind to the environment while you go about your business. Our eCoast program makes it effortless to hold a green meeting. Ask about eCoast today.



**MEETING ROOM & GUEST ROOM BLOCK:**

The Hotel is pleased to offer function space and guest rooms for your group as indicated in the table below. Specific catering details will be outlined in a Banquet Event Order from the Catering and Conference Services Manager.

**Function Room Summary** February 25, 2016 - February 27, 2016

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
Feb 25	5:00 PM	9:00 PM	Reception	Ballroom	Reception	30	250.00
Feb 26	8:00 AM	4:00 PM	Meeting	Ballroom	U-Shape	30	500.00

\*breakout guest room can be assigned on February 25 @ \$90. Room will be located on 4<sup>th</sup> floor - one floor up from Ballroom

**Guest Room Block Summary** February 25, 2016 - February 26, 2016

	Feb 25
Superior Harbour View, One Queen or One King	15

**Guest Room Block Rates**

Room	Single Rate	Double Rate
Superior Harbour View	134	134

**VALUE-ADDS & INCENTIVES:**

- 14 dozen appetizers – approximately \$500 before taxes & service charge
- 12 bottles of wine – approximately \$420 before taxes & service charge
- Option of meeting package at per person price point (\$49.95-\$69.95) including breakfast, lunch, coffee, tea & afternoon snack, room rental, projection screen, & flip chart

**COAST MEETING PLANNER:**

This Event is not eligible for Coast Rewards Points or Aeroplan Miles under the Coast Meeting Planner program however we would be pleased to discuss eligibility guidelines for the Coast Meeting Planner program with you. Individual Guests may still collect Coast Rewards Points or Aeroplan Miles according to the guidelines of the Coast Rewards Program.

**TAXES & FEES:**

The following taxes and fees apply, and are subject to change without notice:

<b>Guest Room Accommodations: 16.15%</b>	<b>Parking: 12%</b>
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**GROUP ACCOMMODATION & CATERING PROPOSAL**  
**Ministry of Agriculture MAAC**

Destination Marketing Fee (DMF): 1% <sup>1</sup>	Goods & Services Tax (GST): 5%
Municipal Hotel Room Tax (MRT): 2%	Provincial Sales Tax (PST): 7%
Provincial Hotel Room Tax (PRT): 8%	
Goods & Services Tax (GST): 5%	
<b>Function Room Rental: 5%</b>	<b>Food &amp; Non-Alcoholic Beverages: 20.75%</b>
Goods & Services Tax (GST): 5%	Service Charge (SC): 15% <sup>2</sup>
	Goods & Services Tax (GST): 5%
<b>Audio-Visual Services: 5%</b>	<b>Alcoholic Beverages: 30.75%</b>
Goods & Services Tax (GST): 5%	Service Charge (SC): 15% <sup>3</sup>
	Goods & Services Tax (GST): 5%
	Provincial Alcohol Sales Tax (PAT): 10%

<sup>1</sup> DMF is subject to MRT, PRT and GST.

<sup>2</sup> SC is subject to GST.

<sup>3</sup> SC is subject to GST but not PAT.

Please note, the hotel is currently not holding any of the above mentioned space. If you wish to confirm the function space, or if you have any questions, please feel free to contact me.

Yours in Hospitality,

Ella Traversy  
Sales & Catering Coordinator  
Coast Hotels



**COAST**  
victoria harbourside  
hotel & marina

146 Kingston Street, Victoria, BC V8V 1V4

*ESTIMATE*

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RES ID:

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## Banquet Check

BEO#: 8364

<b>Account:</b>	Ministry of Agriculture	<b>Event Date:</b>	2/25/2016
<b>Post As:</b>	Ministry of Agriculture MAAC	<b>Contact:</b>	Mr. Steve Kibble
<b>Address:</b>	Nanaimo, British Columbia	<b>Phone:</b>	250.356.7644
		<b>Fax:</b>	
		<b>Onsite:</b>	

Day/Date	Time	Function	Room	Gtd
Thursday, February 25, 2016	5:00 PM		Coast Ballroom	

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
14	dozen variety of hot & cold appetizers	35.00	490.00	
	<b>TOTAL FOOD</b>		<b>490.00</b>	
	Service Charge %	15.00	73.50	
	GST %	5.00	28.18	
	<b>Total:</b>			<b>591.68</b>

NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
12	bottles House Wine	35.00	420.00	
	<b>TOTAL BEVERAGE</b>		<b>420.00</b>	
	Service Charge %	15.00	63.00	
	PST %:	10.00	42.00	
	GST %	5.00	24.15	
	<b>Total:</b>			<b>549.15</b>

	ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
	Coast Ballroom	500.00	500.00	
	REC			
	<b>TOTAL</b>		<b>500.00</b>	
	GST %	5.00	25.00	
	<b>Total:</b>			<b>525.00</b>

<b>Total Charges:</b>	<b>1,410.00</b>
<b>Total Service Charges:</b>	<b>136.50</b>
<b>Total PST Taxes:</b>	<b>42.00</b>
<b>Total GST Taxes:</b>	<b>77.33</b>

**Banquet Check**

<b>Account:</b>	Ministry of Agriculture	<b>Event Date:</b>	2/25/2016
<b>Post As:</b>	Ministry of Agriculture MAAC	<b>Contact:</b>	Mr. Steve Kibble
<b>Address:</b>	Nanaimo, British Columbia	<b>Phone:</b>	250.356.7644
		<b>Fax:</b>	
		<b>Onsite:</b>	

<b>Grand Total:</b>	<b>1,665.83</b>
<b>Balance Due:</b>	<b>1,665.83</b>

Client Signature

Date: 12/7/2015

# Laurel Point Inn Estimate

Ministry of Agriculture  
February 25-26, 2016

Food and Beverage Item/Event Per Day	Average Food Cost	# of Guests		Total
<b>Thursday February 25, 2016</b>				
Reception	\$18.00	30		\$540.00
Wine (6 bottles White and Red)	\$36.00	12		\$432.00
<b>Friday February 26, 2016</b>				
Breakfast	\$22.00	30		\$660.00
AM Coffee	\$4.50	30		\$135.00
Lunch	\$27.00	30		\$810.00
PM Break	\$11.00	30		\$330.00
<b>Total Estimated Food &amp; Beverage</b>				<b>\$2,907.00</b>
Room Rental Item/Event	Meeting Room Rental	No. Days		Total
Harbour Room	\$300.00	1		\$300.00
Merino Rooms	\$400.00	1		\$400.00
<b>Full Meeting Room Rental before discounts</b>				<b>\$700.00</b>
Audio Visual Item/Event	Total Net Cost	Quantity		Total
Screen package	\$85.00	1		\$85.00
<b>Total Estimated Audio Visual</b>				<b>\$85.00</b>
Guestrooms (prices quoted single or double occupancy)	Rate	Quantity	No. Days	Total
Laurel Wing Rooms	\$99.00	15	1	\$1,485.00
Erickson Wing - Studio Suites	\$159.00			\$0.00
<b>Total Estimated Room Charges</b>				<b>\$1,485.00</b>
<b>Total Estimated Charges</b>				<b>\$5,177.00</b>

Cost Estimate Prepared By: Krista Sidhu

Date Prepared: December 7, 2015

Please note that the following prices are subject to taxes and gratuities



# Inn at Laurel Point

Ministry of Agriculture  
February 25-26, 2016

Food and Beverage Item/Event Per Day	Average Food Cost	# of Guests	Service Charge 15%	GST 5%	Total
<b>Thursday February 25, 2016</b>					
Reception	\$18.00	30	\$2.70	\$1.04	\$652.05
Wine(6 white and 6 red)	\$36.00	12	\$5.40	\$6.21	\$571.32
<b>Friday February 26, 2016</b>					
Continental breakfast	\$22.00	30	\$3.30	\$1.27	\$796.95
Morning Coffee Break	\$4.50	30	\$0.68	\$0.26	\$163.01
Lunch Buffet	\$27.00	30	\$4.05	\$1.55	\$978.08
Afternoon Coffee Break	\$11.00	30	\$1.65	\$0.63	\$398.48
<b>Total Estimated Food &amp; Beverage</b>					<b>\$3,559.88</b>
Room Rental Item/Event	Meeting Room Rental	No. Days		GST 5%	Total
Merino Room	\$400.00	1		\$20.00	\$420.00
Harbour Room	\$300.00	1		\$15.00	\$315.00
<b>Full Meeting Room Rental ~ Before discounts</b>					<b>\$735.00</b>
Audio Visual Item / Event	Total Net Cost	No. Days		PST 7%	Total
Podium & Microphone	\$0.00	2		\$0.00	\$0.00
Screen package with cart & cabling	\$85.00	1		\$4.25	\$89.25
<b>Total Estimated Audio Visual</b>					<b>\$89.25</b>
Guestrooms (prices quoted single or double occupancy)	Rate	Quantity	No. Days	Guestroom Tax 16.15%	Total
Laurel Wing - Guestrooms	\$99.00	15	1	\$15.99	\$1,724.83
Erickson Wing - Studio Suites	\$159.00	0	0	\$25.68	\$0.00
<b>Total Estimated Room Charges</b>					<b>\$1,724.83</b>
<b>Total Estimated Charges</b>					<b>\$5,108.96</b>
<b>Total Estimated Charges, less meeting room rental</b>					

Cost Estimate Prepared By: Krista Sidhu

Date Prepared: December 7, 2015

Please note that the following prices are subject actual menu selections

Estimate

Ministry of Agriculture - February 2016

Hotel Grand Pacific - Victoria BC

Quantity	Meeting Room	Price	per	Sub Total	5% GST	7% PST	TOTAL
1	Reception-East Vancouver Island Ballroom	\$150.00	total	\$150.00	\$7.50		\$157.50
1	Meeting-South Pender Ballrom	\$250.00	total	\$250.00	\$12.50		\$262.50
<b>Total</b>				<b>\$250.00</b>	<b>\$12.50</b>	<b>\$0.00</b>	<b>\$262.50</b>

Quantity	Food	Price	per	Sub Total		15% Grat	5%GST	TOTAL
14	Dozen appetizers	\$35.00	dozen	\$490.00		\$73.50	\$28.18	\$591.68
30	Mtg day - Grand Experience meal pkg	\$57.00	person	\$1,710.00		\$256.50	\$98.33	\$2,064.83
<b>Total</b>				<b>\$2,200.00</b>		<b>\$73.50</b>	<b>\$28.18</b>	<b>\$2,656.50</b>

Quantity	Audio Visual	Price	per	Sub Total	5% GST	7% PST	TOTAL
1	Screen Package	\$60.00	day	\$60.00	\$3.00	\$4.20	\$67.20
0	Phone Jack (outgoing calls only - no cost)	\$0.00	day	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>				<b>\$60.00</b>		<b>\$4.20</b>	<b>\$67.20</b>

Quantity	Beverages	Price	per	Sub Total	10%LST	15% Grat	5%GST	TOTAL
12	Bottles of Wine (average price)	\$40.00	bottle	\$480.00	\$48.00	\$72.00	\$27.60	\$627.60
<b>Total</b>				<b>\$480.00</b>		<b>\$72.00</b>	<b>\$27.60</b>	<b>\$627.60</b>

Quantity	Guestrooms	Price	per	Sub Total	10% PST	5% GST	1.15% DMT	TOTAL
15	Victoria rooms - Approved Prov Govt Rate	\$94.00	room	\$1,410.00	\$141.00	\$70.50	\$16.22	\$1,637.72
<b>Total</b>				<b>\$1,410.00</b>	<b>\$141.00</b>	<b>\$70.50</b>	<b>\$16.22</b>	<b>\$1,637.72</b>

<b>Total Estimated Cost (tax and gratuity included)</b>	<b>\$5,251.52</b>
<b>Total Estimated Cost (tax and gratuity not included)</b>	<b>\$4,400.00</b>

ESTIMATE

Ministry of Agriculture - February 2016  
Hotel Grand Pacific - Victoria BC

Quantity	Meeting Room	Price	per	Sub Total	5% GST	7% PST	TOTAL
1	Reception-East Vancouver Island Ballroom	\$150.00	total	\$150.00	\$7.50		\$157.50
1	Breakout Room for phonecalls	\$75.00	total	\$75.00	\$3.75		\$78.75
1	Meeting-South Pender Ballroom	\$250.00	total	\$250.00	\$12.50		\$262.50
<b>Total</b>				<b>\$475.00</b>	<b>\$23.75</b>	<b>\$0.00</b>	<b>\$498.75</b>

Quantity	Food	Price	per	Sub Total		15% Grat	5%GST	TOTAL
14	Dozen appetizers	\$35.00	dozen	\$490.00		\$73.50	\$28.18	\$591.68
30	Mtg day - Grand Experience meal pkg	\$57.00	person	\$1,710.00		\$256.50	\$98.33	\$2,064.83
<b>Total</b>				<b>\$2,200.00</b>		<b>\$73.50</b>	<b>\$28.18</b>	<b>\$2,656.50</b>

Quantity	Audio Visual	Price	per	Sub Total	5% GST	7% PST	TOTAL
1	Screen Package	\$60.00	day	\$60.00	\$3.00	\$4.20	\$67.20
0	Phone Jack (outgoing calls only - no cost)	\$0.00	day	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>				<b>\$60.00</b>		<b>\$4.20</b>	<b>\$67.20</b>

Quantity	Beverages	Price	per	Sub Total	10%LST	15% Grat	5%GST	TOTAL
12	Bottles of Wine (average price)	\$40.00	bottle	\$480.00	\$48.00	\$72.00	\$27.60	\$627.60
<b>Total</b>				<b>\$480.00</b>		<b>\$72.00</b>	<b>\$27.60</b>	<b>\$627.60</b>

Quantity	Guestrooms	Price	per	Sub Total	10% PST	5% GST	1.15% DMT	TOTAL
15	Victoria rooms - Approved Prov Govt Rate	\$94.00	room	\$1,410.00	\$141.00	\$70.50	\$16.22	\$1,637.72
<b>Total</b>				<b>\$1,410.00</b>	<b>\$141.00</b>	<b>\$70.50</b>	<b>\$16.22</b>	<b>\$1,637.72</b>

<b>Total Estimated Cost (tax and gratuity included)</b>	<b>\$5,487.77</b>
<b>Total Estimated Cost (tax and gratuity not included)</b>	<b>\$4,625.00</b>



**COAST**  
victoria harbourside  
hotel & marina™

146 Kingston Street, Victoria, BC V8V 1V4

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f. 250.360.1418

coasthotels.com

RES ID:

Page 1 of 2

## Banquet Check

BEO#: 8364

<b>Account:</b>	Ministry of Agriculture	<b>Event Date:</b>	2/25/2016
<b>Post As:</b>	Ministry of Agriculture MAAC	<b>Contact:</b>	Mr. Steve Kibble
<b>Address:</b>	Nanaimo, British Columbia	<b>Phone:</b>	250.356.7644
		<b>Fax:</b>	
		<b>Onsite:</b>	

Day/Date	Time	Function	Room	Gtd
Thursday, February 25, 2016	5:00 PM		Coast Ballroom	

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
30	The Premium Meeting Package	69.95	2,098.50	
14	dozen variety of hot & cold appeitzers	35.00	490.00	
	<b>TOTAL FOOD</b>		<b>2,588.50</b>	
	Service Charge %	15.00	388.28	
	GST %	5.00	148.84	
	<b>Total:</b>			<b>3,125.62</b>

NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
12	bottles House Wine	35.00	420.00	
	<b>TOTAL BEVERAGE</b>		<b>420.00</b>	
	Service Charge %	15.00	63.00	
	PST %:	10.00	42.00	
	GST %	5.00	24.15	
	<b>Total:</b>			<b>549.15</b>

	ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
	Coast Ballroom	500.00	500.00	
	<b>TOTAL</b>		<b>500.00</b>	
	GST %	5.00	25.00	
	<b>Total:</b>			<b>525.00</b>

<b>Total Charges:</b>	<b>3,508.50</b>
<b>Total Service Charges:</b>	<b>451.28</b>
<b>Total PST Taxes:</b>	<b>42.00</b>

**Banquet Check**

<b>Account:</b>	Ministry of Agriculture	<b>Event Date:</b>	2/25/2016
<b>Post As:</b>	Ministry of Agriculture MAAC	<b>Contact:</b>	Mr. Steve Kibble
<b>Address:</b>		<b>Phone:</b>	250.356.7644
	Nanaimo, British Columbia	<b>Fax:</b>	
		<b>Onsite:</b>	

<b>Total GST Taxes:</b>	<b>197.99</b>
<b>Grand Total:</b>	<b>4,199.77</b>
<b>Balance Due:</b>	<b>4,199.77</b>

Client Signature

Date: 12/8/2015



# HOTEL GRAND PACIFIC

## GROUP BOOKING AGREEMENT

GROUP NAME	MINISTRY OF AGRICULTURE
Contact	Steve Kibble
Billing Address	PO Box 9120 Stn Prov Gov
	Victoria, BC V8W 9B4
Contact Phone	250-356-7644
Contact Email	steve.kibble@gov.bc.ca
Arrival Date	02/10/2016
Departure Date	02/11/2016
Sales Contact	Karen Wiltse Antolin Phone: (250) 380-4493 Email: kwiltse@hotelgrandpacific.com

The Ministry of Agriculture (the "Group") and the Hotel Grand Pacific (the "Hotel") enter into this Group Booking agreement ("The Agreement") as of December 23, 2015. The Group and the Hotel agree as follows:

### 1. GUESTROOM REQUIREMENTS

The Hotel has reserved the following guest rooms for the Group:

Group Dates: February 10-11, 2016

FEBRUARY 2016	10	11	
Room Type	Wed	Thu	Rate CDN \$/ night
Victoria/Grand Rooms	15	C/O	\$94.00 single/double, plus tax
Total rooms	15		15 Total room nights

Extra Person Charge = \$30.00 (triple)

- Complimentary Wifi is available in all guestrooms, and throughout the entire hotel.
- Please note that the Hotel Grand Pacific is a 100% non-smoking property, including balconies. A \$350 fee will be charged to any guest who smokes in their room.

### Room Rates

The guestroom rates outlined above are quoted in Canadian dollars, are net non-commissionable and exclude applicable taxes (Currently a combined total of 16.15% in GST, DMF and Hotel Tax). Taxes are subject to change without notice. These rates are available for three days before and after the meeting dates, subject to availability. *The room rate is available for three days before and after the meeting dates, based on availability, should delegates choose to extend their stay.*

### Reservation Procedure (Please Advise)

Rooming List \_\_\_\_\_ \*Individual \_\_\_\_\_

\*Individuals making their own reservations should contact our reservation department at one of the following numbers:

Toll Free 1-800-663-7550

Direct (250) 386-0450

Email [reserve@hotelgrandpacific.com](mailto:reserve@hotelgrandpacific.com)

In order to qualify for the group rate, it is imperative that individuals indicate the Group Name or Group Code.

Group Name: Ministry of Agriculture

Please note that the hotel requires a valid credit card as security or full pre-payment of room and taxes upon arrival.

### Cut-off Date

The Guestroom Release Date is: January 22, 2016

The cut-off date for reservations is 30 days prior to arrival. All rooms in the group block that have not been picked up by this date will be released for general sale to the hotel. Reservation requests received after the cut-off date will be accepted based on availability at the best available rate.

### Check-in/ Check-out

Check in time is 4:00 pm. The Hotel will make all reasonable efforts to accommodate early arrivals. Check-out time is 11:00 am. Group members staying in their rooms beyond the check-out time without authorization will be charged for an additional room night or a day use rate.

## 2. MEETING REQUIREMENTS

### Function Space

The Hotel has reserved the following function space for the Group:

DATE	TIME	EVENT	FUNCTION SPACE	SETUP STYLE	ATT.	RENTAL REV.
02/10/16	06:00 PM-08:00 PM	Reception	East Vancouver Island Ballroom	Reception Style	30	\$150
02/11/16	08:00 AM-05:00 PM	Meeting	South Pender Island Ballroom	U-shape Setup	30	\$250
	08:00 AM-05:00 PM	Breakout Meeting	Denman Room 241	Custom Setup	5	\$75

TOTAL SET-UP/LABOUR COST = \$475.00, plus GST

### Function Cancellation

If there are changes in the group agenda resulting in the cancellation of one or more functions (meetings or meal functions) as outlined in the Agreement, the hotel must be notified no later than 21 days prior to the function. Cancellations made after this time will be subject to the full meeting room rental fee for the unused rooms unless the hotel is able to resell the space. Please note that this fee is based on the actual full selling price of the function space, not a reduced price that was based on a combined program for the group at the time of contracting that included guestroom blocks and food & beverage requirements.

If a group cancels a function less than 7 days prior to the group's arrival, the group will be charged for the anticipated food and beverage revenue for that event, as well as the meeting room rental.

Subject to the requirements of the group, the hotel reserves the right to reassign function rooms should the number of anticipated attendees at any particular function be decreased.

#### Shipping and Receiving of Company Materials

Should the group be sending materials (boxes, booths, promotional materials) to the hotel prior to the start of the meeting, please note that the items will be accepted and stored free of charge 24hrs prior to the group's arrival. Items shipped and received prior to that time will be charged a \$7 per item storage fee.

### 3. PAYMENT PROCEDURES

#### Deposit

Waived

#### Billing Instructions (please check all that apply)

- ☐ Individuals are responsible for own room, tax, and incidentals
- ☐ The Group will pay for meeting/function charges
- ☐ The Group will pay for meeting/function charges, room and tax. Individuals are responsible for incidentals.

#### Method of Payment

- ☐ Direct Bill (Based on Credit Approval)
- ☐ Company Credit Card (a credit card authorization form will be provided)

#### Direct Billing Payment Terms

Payment is required on receipt of invoice. Carrying charges are applied 2% per month on balance over 30 days from the date of departure. Additional credit will not be extended if account balance is in arrears.

### 4. CANCELLATION AND LIQUIDATION OF DAMAGES

Under the terms of this agreement, the Hotel reserves on behalf of the Group, the guestroom requirements and meeting, banquet and exhibit requirements as outlined herein. In the event these reserved facilities and services are cancelled, the Hotel will experience monetary losses. Therefore, should the Group cancel this entire agreement the group agrees to pay the Hotel as liquidated damages a charge equivalent to the appropriate percentage (%) of the total value of the guest room-nights blocked.

TIME PRIOR TO THE ARRIVAL DATE	% OF ESTIMATED ROOM REVENUE
Less than 21 days	100%

### 5. IMPOSSIBILITY OF PERFORMANCE

It is expressly agreed that each party shall be relieved of its obligations under this Agreement in the event and to the extent the performance of this agreement is delayed or prevented by any cause reasonably beyond its control, including, without limitation, acts of God, and acts or orders of government authorities, or by fire, flood, or explosion, sale of the Hotel, necessary and essential construction, disruption of utility services, arrest or seizure under legal process, strike, lockout or work stoppage or other restraint of labour either partial or general, from whatever cause. If and when the occurrence or condition that delayed or prevented such performance shall cease and be removed, it shall be the obligation of the Hotel or the Group, as the case may be, without further delay to commence the correction of such performance or confirm the correction thereof.

## 6. DAMAGE TO THE HOTEL PREMISES

The Group accepts the responsibility for damages to any contracted meeting or event space operated by the Hotel and under contract to the Group.

## 7. PRIVACY POLICY

The Hotel Grand Pacific is committed to respecting your privacy and adhering to the principles of applicable data protection and privacy laws as set out by the Office of the Privacy Commissioner of Canada and the Office of the Information & Privacy Commissioner of British Columbia. For specific details regarding our Privacy Policy, please refer to our hotel website at <http://hotelgrandpacific.com/privacy-policy>

## 8. ACCEPTANCE

When signed by a representative of both parties, this Agreement will bind both Ministry of Agriculture and the Hotel Grand Pacific to the terms and conditions stated herein.

Guestroom and meeting space outlined is reserved on a tentative basis until the signed Agreement is received by the Hotel. The Hotel will tentatively hold this space for the Group until January 8, 2016. After this time, the hotel reserves the right to resell both meeting and guestroom space.

On Behalf of:  
Ministry of Agriculture

On Behalf of:  
Hotel Grand Pacific

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:   Accounting  
                  Catering  
                  Reservations

Hotel Grand Pacific  
463 Belleville Street  
Victoria, B.C. Canada V8V 1X3  
FAX: (250) 380-4475



# HOTEL GRAND PACIFIC

## GROUP BOOKING AGREEMENT

GROUP NAME	MINISTRY OF AGRICULTURE
Contact	Steve Kibble
Billing Address	PO Box 9120 Stn Prov Gov
	Victoria, BC V8W 9B4
Contact Phone	250-356-7644
Contact Email	steve.kibble@gov.bc.ca
Arrival Date	02/10/2016
Departure Date	02/11/2016
Sales Contact	Karen Wiltse Antolin Phone: (250) 380-4493 Email: kwiltse@hotelgrandpacific.com

The Ministry of Agriculture (the "Group") and the Hotel Grand Pacific (the "Hotel") enter into this Group Booking agreement ("The Agreement") as of December 23, 2015. The Group and the Hotel agree as follows:

24

### 1. GUESTROOM REQUIREMENTS

The Hotel has reserved the following guest rooms for the Group:

Group Dates: February 10-11, 2016

FEBRUARY 2016	10	11	
Room Type	Wed	Thu	Rate CDN \$/ night
Victoria/Grand Rooms	15	C/O	\$94.00 single/double, plus tax
Total rooms	15		15 Total room nights

Extra Person Charge = \$30.00 (triple)

- Complimentary Wifi is available in all guestrooms, and throughout the entire hotel.
- Please note that the Hotel Grand Pacific is a 100% non-smoking property, including balconies. A \$350 fee will be charged to any guest who smokes in their room.

### Room Rates

The guestroom rates outlined above are quoted in Canadian dollars, are net non-commissionable and exclude applicable taxes (Currently a combined total of 16.15% in GST, DMF and Hotel Tax). Taxes are subject to change without notice. These rates are available for three days before and after the meeting dates, subject to availability. *The room rate is available for three days before and after the meeting dates, based on availability, should delegates choose to extend their stay.*

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Rooming List \_\_\_\_\_ \*Individual ☒

\*Individuals making their own reservations should contact our reservation department at one of the following numbers:

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Direct (250) 386-0450  
Email [reserve@hotelgrandpacific.com](mailto:reserve@hotelgrandpacific.com)

In order to qualify for the group rate, it is imperative that individuals indicate the Group Name or Group Code.

Group Name: Ministry of Agriculture

Please note that the hotel requires a valid credit card as security or full pre-payment of room and taxes upon arrival.

Cut-off Date

The Guestroom Release Date is: January 22, 2016

The cut-off date for reservations is 30 days prior to arrival. All rooms in the group block that have not been picked up by this date will be released for general sale to the hotel. Reservation requests received after the cut-off date will be accepted based on availability at the best available rate.

Check-in/ Check-out

Check in time is 4:00 pm. The Hotel will make all reasonable efforts to accommodate early arrivals. Check-out time is 11:00 am. Group members staying in their rooms beyond the check-out time without authorization will be charged for an additional room night or a day use rate.

**2. MEETING REQUIREMENTS**

Function Space

The Hotel has reserved the following function space for the Group:

DATE	TIME	EVENT	FUNCTION SPACE	SETUP STYLE	ATT.	RENTAL REV.
02/10/16	06:00 PM-08:00 PM	Reception	East Vancouver Island Ballroom	Reception Style	30	\$150
02/11/16	08:00 AM-05:00 PM	Meeting	South Pender Island Ballroom	U-shape Setup	30	\$250
	08:00 AM-05:00 PM	Breakout Meeting	Denman Room 241	Custom Setup	5	\$75

TOTAL SET-UP/LABOUR COST = \$475.00, plus GST

Function Cancellation

If there are changes in the group agenda resulting in the cancellation of one or more functions (meetings or meal functions) as outlined in the Agreement, the hotel must be notified no later than 21 days prior to the function. Cancellations made after this time will be subject to the full meeting room rental fee for the unused rooms unless the hotel is able to resell the space. Please note that this fee is based on the actual full selling price of the function space, not a reduced price that was based on a combined program for the group at the time of contracting that included guestroom blocks and food & beverage requirements.

If a group cancels a function less than 7 days prior to the group's arrival, the group will be charged for the anticipated food and beverage revenue for that event, as well as the meeting room rental.

Subject to the requirements of the group, the hotel reserves the right to reassign function rooms should the number of anticipated attendees at any particular function be decreased.

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Should the group be sending materials (boxes, booths, promotional materials) to the hotel prior to the start of the meeting, please note that the items will be accepted and stored free of charge 24hrs prior to the group's arrival. Items shipped and received prior to that time will be charged a \$7 per item storage fee.

### 3. PAYMENT PROCEDURES

#### Deposit

Waived

#### Billing Instructions (please check all that apply)

- ☒ Individuals are responsible for own room, tax, and incidentals  
☒ The Group will pay for meeting/function charges  
☐ The Group will pay for meeting/function charges, room and tax. Individuals are responsible for incidentals.

#### Method of Payment

- ☐ Direct Bill (Based on Credit Approval)  
☒ Company Credit Card (a credit card authorization form will be provided)

#### Direct Billing Payment Terms

Payment is required on receipt of invoice. Carrying charges are applied 2% per month on balance over 30 days from the date of departure. Additional credit will not be extended if account balance is in arrears

### 4. CANCELLATION AND LIQUIDATION OF DAMAGES

Under the terms of this agreement, the Hotel reserves on behalf of the Group, the guestroom requirements and meeting, banquet and exhibit requirements as outlined herein. In the event these reserved facilities and services are cancelled, the Hotel will experience monetary losses. Therefore, should the Group cancel this entire agreement the group agrees to pay the Hotel as liquidated damages a charge equivalent to the appropriate percentage (%) of the total value of the guest room-nights blocked.

TIME PRIOR TO THE ARRIVAL DATE	% OF ESTIMATED ROOM REVENUE
Less than 21 days	100%

### 5. IMPOSSIBILITY OF PERFORMANCE

It is expressly agreed that each party shall be relieved of its obligations under this Agreement in the event and to the extent the performance of this agreement is delayed or prevented by any cause reasonably beyond its control, including, without limitation, acts of God, and acts or orders of government authorities, or by fire, flood, or explosion, sale of the Hotel, necessary and essential construction, disruption of utility services, arrest or seizure under legal process, strike, lockout or work stoppage or other restraint of labour either partial or general, from whatever cause. If and when the occurrence or condition that delayed or prevented such performance shall cease and be removed, it shall be the obligation of the Hotel or the Group, as the case may be, without further delay to commence the correction of such performance or confirm the correction thereof.

## 6. DAMAGE TO THE HOTEL PREMISES

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## 7. PRIVACY POLICY

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## 8. ACCEPTANCE

When signed by a representative of both parties, this Agreement will bind both Ministry of Agriculture and the Hotel Grand Pacific to the terms and conditions stated herein.

Guestroom and meeting space outlined is reserved on a tentative basis until the signed Agreement is received by the Hotel. The Hotel will tentatively hold this space for the Group until January 8, 2016. After this time, the hotel reserves the right to resell both meeting and guestroom space.

On Behalf of:  
Ministry of Agriculture

Signature:

Name:

Title:

Date:

On Behalf of:  
Hotel Grand Pacific

Signature:

Name:

Title:

Date:

Distribution:    Accounting  
                         Catering  
                         Reservations

Hotel Grand Pacific  
463 Belleville Street  
Victoria, B.C. Canada V8V 1X3  
FAX: (250) 380-4475

***Ministry of Agriculture  
February 10 – 11, 2016  
Planning Schedule***

**Stage 1: Thursday January 14th**

- ☐ Review Catering Menus
- ☐ Meeting schedule – confirm if there are any schedule changes that affect times or requirements of the meeting rooms booked

**Stage 2: Wednesday January 20th**

- ☐ Food & Beverage – start to finalize details
- ☐ Audio Visual – start to finalize details

**Stage 3: Friday January 22nd**

- ☐ Room block cut-off date – rooms not picked up will be released into general hotel inventory
- ☐ Food & Beverage – finalize requirements
- ☐ Audio Visual – finalize requirements
- ☐ Banquet Event Orders to be completed and forwarded for client signature authorization

**Stage 4: Tuesday January 26th**

- ☐ Signed Banquet Event Orders due

**Stage 5: Friday February 5th**

- ☐ Final food & beverage guarantees due

## Kibble, Steve AGRI:EX

**From:** Gigi Choy <gchoy@hotelgrandpacific.com>  
**Sent:** Wednesday, January 27, 2016 12:03 PM  
**To:** Kibble, Steve AGRI:EX  
**Cc:** Salpeter, Rebecca AGRI:EX  
**Subject:** RE: Menu

Hi Steve,

Thank you for the response. Here is a re-cap of my responses and questions. I have also re-listed any outstanding details needed. (I understand you are waiting on the answer for some, but I just wanted to re-list them so they are all in one place ☺)

- Yes, you can most definitely have access at 7am, but I will set a reminder for myself to let you know if the night before is available by Tuesday February 9<sup>th</sup> via email.
- With 30 people we should order 3 dozen of each type. Doing so allows a minimum of 1 piece per person of each type. Here is what I suggest for your reception. Please let me know if this works for you (there is 15 dozen in this quote):

Quantity	Food	Price	per	Sub Total	15% Grat	5% GST	TOTAL
3	House Smoked Salmon on Cornbread, Lemon Crème Fraiche	\$34.00	dozen	\$102.00	\$15.30	\$5.87	\$123.17
3	Roasted Red Pepper Hummus, Curried Pistachio on Nanna Chip	\$33.00	dozen	\$99.00	\$14.85	\$5.69	\$119.54
3	Turkey Meatball, Toasted Walnuts, Dried Cranberry	\$34.00	dozen	\$102.00	\$15.30	\$5.87	\$123.17
3	Mozzarella & Roasted Garlic Risotto Croquette	\$33.00	dozen	\$99.00	\$14.85	\$5.69	\$119.54
3	Vegetable Spring Roll with Sweet & Sour Sauce	\$33.00	dozen	\$99.00	\$14.85	\$5.69	\$119.54
<b>Total</b>				<b>\$501.00</b>	<b>\$75.15</b>	<b>\$28.81</b>	<b>\$604.96</b>

- I didn't include any dessert type items in the quote above. Please let me know if you want to add items as such.
- Would you want Premium Wine or Ultra Premium Liquor available at the cash bar?
- What would you like for lunch?
- "I understood that the coffee was brought in for breakfast, mid-morning, with lunch and mid-afternoon. At any rate we would certainly like this included. Also, mid-afternoon snacks, but we need to confirm which item from your menu we that we wish." If you were to go with the Grand Experience Meal Package then yes it would be included, but this does limit your lunch to the Express Lunch Buffet. If you want to go this route that is perfectly fine as well. I will just need you to pick 4 sandwiches out of the following:

- Vegetarian – Roasted Curried Cauliflower, Tomato Onion Relish, Hummus, Roasted Peppers, Arugula, Crispy Chickpeas
- Cotto Ham, Balsamic Red Onion, Roasted Red Pepper Cream Cheese, Pickle & Tomato

- Roast Beef, Grilled Portobello, Boursin Cheese, Caramlized Onions Roasted Tomato, Grainy Mustard Mayonnaise
- Grilled Lemongrass Infused Chicken, Shredded Pickled Vegetables, Peanut Sauce Cilantro Aioli, Lettuce
- Roasted BBQ Pork Loin with Honey Mustard and Coleslaw
- House Smoked Salmon Salad, Lemon Caper Aioli
- Pastrami, Dijon Mustard, Swiss Emmenthal, Dill Pickle & Red Onion
- House Brined Turkey & Pancetta Club with Havarti
- Basil Goat Cheese, Roasted Peppers, Grilled Portobello, Roasted Tomatoes, Grilled

Zucchini, Spinach

- What time would you like the AM and PM breaks set for?
- What is the meeting name to be posted in our public areas?
- What is the set-up requirements for the Reception?

Thank you again!

Cheers,

Gigi

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**From:** Kibble, Steve AGRI:EX [mailto:Steve.Kibble@gov.bc.ca]  
**Sent:** January-27-16 11:34 AM  
**To:** 'Gigi Choy'  
**Cc:** Salpeter, Rebecca AGRI:EX  
**Subject:** RE: Menu

Hi Gigi,

Please see my comments in green.

Thanks,  
 Steve

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**From:** Gigi Choy [mailto:gchoy@hotelgrandpacific.com]  
**Sent:** Wednesday, January 27, 2016 11:20 AM  
**To:** Kibble, Steve AGRI:EX  
**Subject:** RE: Menu

Hi Steve,

Did you have a chance to look at my email below? I just wanted to see if you had more details finalized?

Hope you are having a lovely day!

Cheers,

Gigi

**From:** Gigi Choy [<mailto:gchoy@hotelgrandpacific.com>]  
**Sent:** January-21-16 3:41 PM  
**To:** 'Kibbie, Steve AGRI:EX'  
**Subject:** RE: Menu

Hi Steve,

Thank you for giving me the information. I hope you have/had a fantastic long weekend. Please see my comments in RED

#### 1) Room Access

- Will need access to reception room by 3:00 PM on February 10<sup>th</sup> – Not a problem I have held this space from 3:00pm until 6:00pm as "Client Set-Up"
- Will need access to conference room by 7:00 PM evening of the 10<sup>th</sup> to setup for the 11<sup>th</sup> – Unfortunately, at this point I cannot confirm that this is possible. The reason being is if someone was interested in renting this room we would have to take the booking. It is currently available at the moment and if it remains available on the 10<sup>th</sup> then you are more than welcome to set up the night before (no additional cost). However, if you were interested in guaranteeing this, I can rent the space and block it out at the rate of \$200 – Please let me know if you want me to do so. - This should be okay without booking the evening. Can I assume we will have access by 7:00 AM on the day of?

#### 2) Food and Beverage

- Reception:
  - Will retain 14 dozen appetizers as per the estimate – Did you want me to pick an assortment of hot and cold appetizers close to the estimate or did you have certain ones in mind? Did you want these appetizers waiter served or would you like them all stationed (there is no fee for either) – Please make a recommendation based on most popular items.
  - Will change to a cash bar. Please let me know what you need to know about this. – That's perfect. My only questions would you want Premium Wine or Ultra Premium Liquor available at the cash bar? These are at a higher price point, so some clients like to leave them off the bar menu? – Will confirm this.
- Conference
  - Breakfast will be Continental from you menu, but also add some cans ginger ale - Perfect
  - Lunch TBD, will determine and let you know next week – Sounds good – Still not confirmed, hope to finalize this week.
  - All coffee breaks as listed, but add some cans of ginger ale – I apologize, I didn't see coffee breaks referenced in any earlier correspondence between yourself and Karen. Did you just want coffee/tea and gingerale at these breaks. Did you have a times for the morning and afternoon breaks? – I understood that the coffee was brought in for breakfast, mid-morning, with lunch and mid-afternoon. At any rate we would certainly like this included. Also, mid afternoon snacks, but we need to confirm which item from your menu we that we wish.

#### 3) Attendees

- Please provide a list of all delegates who booked rooms through our group for first thing Monday. - I have attached a rooming list as of now for you here. If you would like an update one on Monday, please let me know and will run that for you as well! – Thanks for this.

Here are some additional questions that I have for you to consider:

- Do you require any F&B in the Denman Room (breakout room) or will water suffice? Just water is fine.

- Will people be going in and out Denman room throughout the day or did you have a specific time this room will be in use? – No schedule, in and out during the day.
- Will you be the on-site contact during this event? If not, would you please provide me with a name. Please ask this person to stop at the front desk prior to events to pick up the key for Denman Room. – Your onsite contact will be Rebecca Salpeter. She will stop at front desk, and also connect with you on those days.
- How would you like the name of this meeting to be posted as? This will be posted in our reader boards located in the lobby and elevator areas to direct your guests to the proper rooms. Will get back to you.
- Room Set Up:
  - Reception: Were you thinking just high and low cocktail rounds throughout the room with seats at some of the lower rounds? Will get back to you.
  - Meeting: I have this room currently set in a U-Shape for 30 seats(max. capacity for this set up is 34 seats) with a screen package (you will bring your own projector and laptop), and a phone line ran to the front of the room. Is this correct? Do you have any additional set up requests? This is correct.
  - Breakout Room: This is in a boardroom set up with 5 chairs with a phone line to the middle of the table. Perfect.

Please let me know if you have any questions with the above. Thank you again Steve! Chat with you on Monday!

Cheers,

**Gigi Choy**

Conference and Catering Manager

**HOTEL GRAND PACIFIC**

Member of Preferred Hotels & Resorts LVX Collection

T: 250.380.4461 | F: 250.380.4475 | TF: 1.800.663.7550

*Named in the Top 10 City Hotels in Canada, in the Travel + Leisure World's Best Awards 2014.*

If you no longer wish to receive email communications from me, please reply to me with the subject as Unsubscribe.

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**From:** Kibble, Steve AGRI:EX [<mailto:Steve.Kibble@gov.bc.ca>]

**Sent:** January-21-16 2:56 PM

**To:** 'Gigi Choy'

**Subject:** RE: Menu

Hi Gigi,

We are getting closer to finalizing our details. Here's what we have so far:

1) Room Access

- Will need access to reception room by 3:00 PM on February 10<sup>th</sup>
- Will need access to conference room by 7:00 PM evening of the 10<sup>th</sup> to setup for the 11<sup>th</sup>

2) Food and Beverage

- Reception:
  - Will retain 14 dozen appetizers as per the estimate
  - Will change to a cash bar. Please let me know what you need to know about this.
- Conference

- Breakfast will be Continental from you menu, but also add some cans ginger ale
- Lunch TBD, will determine and let you know next week
- All coffee breaks as listed, but add some cans of ginger ale

### 3) Attendees

- Please provide a list of all delegates who booked rooms through our group for first thing Monday.

I'm out of the office tomorrow, will check in with you Monday.

Regards,  
Steve

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**From:** Gigi Choy [<mailto:gchoy@hotelgrandpacific.com>]  
**Sent:** Wednesday, January 20, 2016 4:33 PM  
**To:** Kibble, Steve AGRI:EX  
**Subject:** RE: Menu

Hi Steve,

Unfortunately, nothing under that name is in our system. The one I had in 2014 was under s.22 , but as mentioned the meeting was cancelled before anything was even discussed.

Cheers,

Gigi

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**From:** Kibble, Steve AGRI:EX [<mailto:Steve.Kibble@gov.bc.ca>]  
**Sent:** January-20-16 4:29 PM  
**To:** 'Gigi Choy'  
**Subject:** RE: Menu

Please check under Julene Warwick.

Thanks,  
S.

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**From:** Gigi Choy [<mailto:gchoy@hotelgrandpacific.com>]  
**Sent:** Wednesday, January 20, 2016 4:23 PM  
**To:** Kibble, Steve AGRI:EX  
**Subject:** RE: Menu

Hi Steve,

I looked under Ministry of Agriculture and as well as your contact to see any previous meetings and it looks like there was a meeting that had been started, but was cancelled in September of 2014. Would it be under a different company name perhaps?

Many Thanks!

Gigi

**From:** Kibble, Steve AGRI:EX [<mailto:Steve.Kibble@gov.bc.ca>]  
**Sent:** January-20-16 4:19 PM  
**To:** 'Gigi Choy'  
**Subject:** RE: Menu

Hi Gigi,

Thanks for sending.

We held a meeting at your hotel late in 2014 (possibly November). Would you be able to dig out the records of that event, and what kind of food services were included?

Thanks,  
Steve

---

**From:** Gigi Choy [<mailto:gchoy@hotelgrandpacific.com>]  
**Sent:** Wednesday, January 20, 2016 3:15 PM  
**To:** Kibble, Steve AGRI:EX  
**Subject:** Menu

**Gigi Choy**

Conference and Catering Manager

**HOTEL GRAND PACIFIC**

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HOTEL  
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**Hotel Grand Pacific**  
463 Belleville Street Victoria, BC V8V 1X3  
P: 250-386-0450 F: 250-380-4473

Print Date: 01/29/16

<b>Account Name:</b> Ministry of Agriculture	<b>Contract #:</b> 2258700	<b>BEO #:</b> 2703028
<b>Contact Name:</b> Steve Kibble	<b>Catering Contact:</b> Gigi Choy	
<b>Address:</b> PO Box 9120 Stn Prov Gov Victoria, B8W 9B4	<b>Infoboard:</b> Ministry of Agriculture	
<b>E-mail:</b> steve.kibble@gov.bc.ca	<b>PM #:</b> 9220	
<b>Telephone:</b> 250-356-7644	<b>On Site Contact:</b> Rebecca Salpeter	

**Wednesday, February 10, 2016**

Time	Room	Function	Set-up	Exp	Rental	Event ID
03:00 PM - 06:00 PM	East Vancouver Island Ballroom	Client Set UP	Reception Style	30	Included	2717777
06:00 PM - 08:00 PM	East Vancouver Island Ballroom	Reception	Reception Style	30	\$150.00	2703028

**Food**

**East Vancouver Island Ballroom**  
**ID 2703028 06:00 PM - 08:00 PM**

**MOD: Hors d'Oeuvres**

MOD: GLUTEN FREE House Smoked Salmon on Cornbread,  
Lemon Creme Fraiche  
3 @ \$34.00 Per Dozen  
Roasted Red Pepper Hummus, Curried Pistachio on a Naan Chip  
3 @ \$33.00 Per Dozen  
\*\*\*

MOD: GLUTEN FREE Turkey Meatball, Toasted Walnuts, Dried  
Cranberry

3 @ \$36.00 Per Dozen  
Mozzarella and Roasted Garlic Risotto Croquette  
3 @ \$33.00 Per Dozen

Vegetable Spring Roll with Sweet & Sour Sauce  
3 @ \$33.00 Per Dozen

\* \*\*Modification - Smoked Salmon and Turkey Meatballs to be  
Gluten Free Please  
Dietary Restrictions:  
s.22

**Beverage Service**

**East Vancouver Island Ballroom**  
**ID 2703028 06:00 PM - 08:00 PM**

**MOD: Cash Bar (Based on Consumption)**

Premium Liquor \$7.50 Per Drink  
MOD: Domestic Beer - BC ONLY \$6.75 Per Drink  
MOD: Local Craft Beer - BC ONLY \$7.25 Per Drink  
Liqueur \$8.50 Per Drink  
MOD: House Wine - BC ONLY \$7.75 Per Drink  
Pop, Juice and Water \$3.75 Per Drink

Cash Bar Prices are inclusive of taxes

Bar Labour Fee: Bartender Labour  
Charges of \$25 per hour (minimum 4  
hours) will apply to functions with less  
than \$300 net sales per bar.  
Please only have BC house wines

**Room Set-Up**

**East Vancouver Island Ballroom**  
**ID 2703028 06:00 PM - 08:00 PM**

1 Please Note:  
Set High and Low Cocktail rounds throughout the room  
Have Seats at Low Cocktail rounds  
Only have BC House Wines  
Tray Served Hors D'oeuvres  
Clearly verbalize Gluten Free items

Dietary Restrictions:  
s.22

A guaranteed number of guests is required 3 business days prior to the function. If a guarantee is not received, billing will be based on the expected attendance or the number of guests served, whichever is greater. Food and Beverage including alcohol is subject to a 15% Gratuity with applicable taxes and fees. All other charges are subject to applicable taxes and fees. The Hotel Grand Pacific reserves the right to assign a function room that fits the events final requirements.

Ministry of Agriculture 01/29/16  
Organization Authorized Signature

Gigi Choy 01/29/16  
Conference Services Manager

**Account Name:** Ministry of Agriculture  
**Contact Name:** Steve Kibble  
**Address:** PO Box 9120 Stn Prov Gov  
 Victoria, B8W 9B4  
**E-mail:** steve.kibble@gov.bc.ca  
**Telephone:** 250-356-7644

**Contract #:** 2258700 **BEO #:** 2703029  
**Catering Contact:** Gigi Choy  
**Infoboard:** Ministry of Agriculture  
**PM #:** 9220  
**On Site Contact:** Rebecca Salpeter

**Thursday, February 11, 2016**

Time	Room	Function	Set-up	Exp	Rental	Event ID
08:00 AM - 05:00 PM	South Pender Island Ballroom	Meeting	U-shape Setup	30	\$250.00 Discounted Rate	2703029
08:00 AM - 08:30 AM	South Pender Island Ballroom	Breakfast	U-shape Setup	30	Included	2717790
10:00 AM - 10:15 AM	South Pender Island Ballroom	AM Break	U-shape Setup	30	Included	2722521

**Food**
**South Pender Island Ballroom**
**ID 2717790 08:00 AM - 08:30 AM**
**Continental Breakfast Buffet 30 @ \$22.00 Per Person**

Chilled Assorted Juices

Muffins, Croissants, Danish &amp; Sweet Pastries

Variety of Preserves

Assorted Individual Yogurts

Fresh Fruit

 Freshly Brewed Regular, Decaffeinated Organic Fair Trade Coffee  
 & Two Leaves Teas

\*\*\*

Assorted Canned Soft Drinks

@ \$4.00 Per Consumption

Assorted Regular &amp; Flavoured San Pellegrino

@ \$4.25 Per Consumption

\* Please ensure there is gingerale

Dietary Restrictions:

S.22

**South Pender Island Ballroom**
**ID 2722521 10:00 AM - 10:15 AM**
**Individual Item List**

Assorted Fruit Juices

@ \$4.00 Per Consumption

Assorted Regular &amp; Flavoured San Pellegrino

@ \$4.25 Per Consumption

 Freshly Brewed Regular, Decaffeinated Organic Fair Trade Coffee  
 & Two Leaves Teas

30 @ \$4.50 Per Person

Assorted Canned Soft Drinks

@ \$4.00 Per Consumption

\*\* Please ensure there is Gingerale

**Audio Visual**
**South Pender Island Ballroom**
**ID 2703029 08:00 AM - 05:00 PM**

 1 Screen Package NO Startup \$60.00 Per Day  
 Assistance

AV cart skirted, projector screen, VGA Extension &amp; Cabling

Client to Supply Own Projector &amp;

Laptop

**Room Set-Up**
**South Pender Island Ballroom**
**ID 2703029 08:00 AM - 05:00 PM**

Please Note:

- Run phone cable to front of the room for outgoing calls.

Clients are bringing their own phone

Meeting will proceed during delivery of break items

Clearly label gluten free items

Dietary Restrictions:

S.22

A guaranteed number of guests is required 3 business days prior to the function. If a guarantee is not received, billing will be based on the expected attendance or the number of guests served, whichever is greater. Food and Beverage including alcohol is subject to a 15% Gratuity with applicable taxes and fees. All other charges are subject to applicable taxes and fees. The Hotel Grand Pacific reserves the right to assign a function room that fits the events final requirements.

Ministry of Agriculture 01/29/16

Organization Authorized Signature

Gigi Choy

Conference Services Manager

01/29/16



HOTEL  
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## Hotel Grand Pacific

463 Belleville Street Victoria, BC V8V 1X3  
P: 250-386-0450 F: 250-380-4473

Print Date: 01/29/16

<b>Account Name:</b> Ministry of Agriculture	<b>Contract #:</b> 2258700	<b>BEO #:</b> 2703271
<b>Contact Name:</b> Steve Kibble	<b>Catering Contact:</b> Gigi Choy	
<b>Address:</b> PO Box 9120 Stn Prov Gov Victoria, B8W 9B4	<b>Infoboard:</b> Ministry of Agriculture	
<b>E-mail:</b> steve.kibble@gov.bc.ca	<b>PM #:</b> 9220	
<b>Telephone:</b> 250-356-7644	<b>On Site Contact:</b> Rebecca Salpeter	

### Thursday, February 11, 2016

Time	Room	Function	Set-up	Exp	Rental	Event ID
08:00 AM - 05:00 PM	Denman Room 241	Breakout Meeting	Boardroom Setup	5	\$75.00	2703271

#### Food

**Denman Room 241**  
**ID 2703271 08:00 AM - 05:00 PM**  
**Individual Item List**

Assorted Canned Soft Drinks  
@ \$4.00 Per Consumption  
Assorted Fruit Juices  
@ \$4.00 Per Consumption  
Assorted Regular & Flavoured San Pellegrino  
@ \$4.25 Per Consumption

Please ensure there is gingerale  
Replenish as needed

#### Room Set-Up

**Denman Room 241**  
**ID 2703271 08:00 AM - 05:00 PM**

1 Please Note:

Run telephone to table for outgoing calls  
No set schedule for this breakout room.  
There will be in/out throughout the day

1 Replenish cold beverages as needed throughout the day  
WATER STATION

A guaranteed number of guests is required 3 business days prior to the function. If a guarantee is not received, billing will be based on the expected attendance or the number of guests served, whichever is greater. Food and Beverage including alcohol is subject to a 15% Gratuity with applicable taxes and fees. All other charges are subject to applicable taxes and fees. The Hotel Grand Pacific reserves the right to assign a function room that fits the events final requirements.

Ministry of Agriculture 01/29/16  
Organization Authorized Signature

Gigi Choy 01/29/16  
Conference Services Manager



**GRAND  
PACIFIC**

## Hotel Grand Pacific

463 Belleville Street Victoria, BC V8V 1X3  
P: 250-386-0450 F: 250-380-4473

Print Date: 01/29/16

<b>Account Name:</b> Ministry of Agriculture	<b>Contract #:</b> 2258700	<b>BEO #:</b> 2722522
<b>Contact Name:</b> Steve Kibble	<b>Catering Contact:</b> Gigi Choy	
<b>Address:</b> PO Box 9120 Stn Prov Gov Victoria, B8W 9B4	<b>Infoboard:</b> Ministry of Agriculture	
<b>E-mail:</b> steve.kibble@gov.bc.ca	<b>PM #:</b> 9220	
<b>Telephone:</b> 250-356-7644	<b>On Site Contact:</b> Rebecca Salpeter	

### Thursday, February 11, 2016

Time	Room	Function	Set-up	Exp	Rental	Event ID
12:00 PM - 01:00 PM	South Pender Island Ballroom	Lunch	U-shape Setup	30	Included	2722522

#### Food

##### South Pender Island Ballroom

ID 2722522 12:00 PM - 01:00 PM

##### Express Luncheon Buffet 30 @ \$27.00 Per Person

Soup of the Day

Mixed Garden Lettuce with Assorted Vinaigrettes

\*\*\*

Vegetarian - Roasted Curried Cauliflower, Tomato Onion Relish,

Hummus, Roasted Peppers, Arugula, Crispy Chickpeas

House Smoked Salmon Salad, Lemon Caper Aioli

Pastrami, Dijon Mustard, Swiss Emmenthal, Dill Pickle & Red  
Onion

House Brined Turkey & Pancetta Club with Havarti

All Sandwiches will be made on the chefs choice of French

Baguette, Multigrain Ciabatta, Whole Wheat Tortilla, Pretzel Kaiser,

Portuguese Rolls, Croissants

\*\*\*

Vegetables & Dip

Mediterranean Mixed Olives, Pickled Beets, Gherkins &

Pepperoncini

Assorted Bars & Squares

Freshly Brewed Regular, Decaffeinated Organic Fair Trade Coffee

& Two Leaves Teas

\*\*\*

Assorted Canned Soft Drinks

@ \$4.00 Per Consumption

Assorted Energy Drinks

@ \$4.50 Per Consumption

Assorted Regular & Flavoured San Pellegrino

@ \$4.25 Per Consumption

\* Please do a couple Gluten free versions of each sandwich

Please ensure there is gingerale

Dietary Restrictions:

S.22

A guaranteed number of guests is required 3 business days prior to the function. If a guarantee is not received, billing will be based on the expected attendance or the number of guests served, whichever is greater. Food and Beverage including alcohol is subject to a 15% Gratuity with applicable taxes and fees. All other charges are subject to applicable taxes and fees. The Hotel Grand Pacific reserves the right to assign a function room that fits the events final requirements.

Ministry of Agriculture 01/29/16  
Organization Authorized Signature

Gigi Choy 01/29/16  
Conference Services Manager

**Account Name:** Ministry of Agriculture  
**Contact Name:** Steve Kibble  
**Address:** PO Box 9120 Stn Prov Gov  
 Victoria, B8W 9B4  
**E-mail:** steve.kibble@gov.bc.ca  
**Telephone:** 250-356-7644

**Contract #:** 2258700 **BEO #:** 2722524  
**Catering Contact:** Gigi Choy  
**Infoboard:** Ministry of Agriculture  
**PM #:** 9220  
**On Site Contact:** Rebecca Salpeter

**Thursday, February 11, 2016**

Time	Room	Function	Set-up	Exp	Rental	Event ID
02:30 PM - 02:45 PM	South Pender Island Ballroom	PM Break	U-shape Setup	30	Included	2722524

**Food**

**South Pender Island Ballroom**  
**ID 2722524 02:30 PM - 02:45 PM**

**Individual Item List**

Gluten Free Chocolate Chip Cookies

1 @ \$16.00 Per Half Dozen

Selection of Housemade Cookies-Chocolate Chip, Oatmeal  
 Cranberry & White Chocolate, Coffee Toffee or Double Chocolate  
 Hazelnut

2 @ \$33.00 Per Half Dozen

Freshly Brewed Regular, Decaffeinated Organic Fair Trade Coffee  
 & Two Leaves Teas

\*\*\*

Assorted Canned Soft Drinks

@ \$4.00 Per Consumption

Assorted Fruit Juices

@ \$4.00 Per Consumption

Assorted Regular & Flavoured San Pellegrino

@ \$4.25 Per Consumption

\* \*\* Please ensure there is Gingerale

Dietary Restrictions:

S.22

A guaranteed number of guests is required 3 business days prior to the function. If a guarantee is not received, billing will be based on the expected attendance or the number of guests served, whichever is greater. Food and Beverage including alcohol is subject to a 15% Gratuity with applicable taxes and fees. All other charges are subject to applicable taxes and fees. The Hotel Grand Pacific reserves the right to assign a function room that fits the events final requirements.

Ministry of Agriculture 01/29/16  
 Organization Authorized Signature

Gigi Choy 01/29/16  
 Conference Services Manager

**Group Name: Ministry of Agriculture**
**Catering Policies for Conferences**
**Function Contract**

All food and beverage is to be supplied by the Hotel Grand Pacific. Prior to the event, the client will advise the Hotel Grand Pacific of the names of guests with any food allergies. It is then the responsibility of the guest to identify themselves to their server prior to the meal being served.

Outside alcohol is not permitted. If alcohol not purchased from the hotel is discovered at the event it will be confiscated and the event brought to an end. Menu prices and room charges are subject to change without notice; however, catering menu prices will be honoured 90 days from the date of the contract. Food and beverage including alcohol prices are subject to 15% gratuity plus applicable taxes. Room rentals and audiovisual prices are subject to applicable taxes and fees. Contracted services, including rentals or purchases, organized by the hotel on behalf of the client are subject to final billing and a hotel administration fee plus applicable taxes. The Hotel has underground parking available for a fee, monitored by Robbins Parking. Overheight parking is not available underground but can be arranged elsewhere.

**Guarantee**

A guaranteed number of guests is required 3 business days prior to the function. If a guarantee is not received, billing will be based on the expected attendance or the number of guests served, whichever is greater. Function rooms are assigned by the guaranteed minimum number of people. With prior notification the Hotel Grand Pacific reserves the right to relocate groups to a room suitable for the attendance.



## Hotel Grand Pacific

Print Date: 01/29/16

463 Belleville Street Victoria, BC V8V 1X3  
P: 250-386-0450 F: 250-380-4473

### Cancellation

If there are changes in the group agenda resulting in the cancellation of one or more functions as outlined in the Sales Agreement, the full set-up fee will be applied for the function room(s) cancelled. Cancellations within 3 business days of the event date will be charged the function room rental and 100% of the food revenue.

### Damages

The client is responsible for damages to the hotel premises, by their guests, agents or independent contractors acting on their behalf, during the period the hotel premises are under their control. This includes damages to wall coverings or doorways from the use of strong tape, tacks or other attachments for posters, flyers or written materials.

### Meeting Space

The Hotel Grand Pacific reserves the right to inspect and control all private functions. Space reserved is based as per the Meeting Requirements section of the Sales Agreement. Set up and dismantle times are to be specified at the time of booking the function. Time added to an event onsite or changes to room setups within 24 hours of a function, will be subject to an additional labour charge which will be a minimum of \$100. The Hotel Grand Pacific is not responsible for stolen, loss of or damage to any article left in the hotel prior to, during or following a function. A \$250.00 labour fee for clean-up is applicable if confetti or sparkles is placed on tables in the banquet or hotel facilities. As governed by the Copyright Act, Tariff No. 8, all events with live and/or recorded music shall be charged the applicable Music Federal License Fees plus applicable taxes. Audio-visual & special equipment requirements should be determined 14 days prior to the date of the function. If equipment is supplied by outside suppliers the prices are subject to their confirmation. The safety of all equipment is the responsibility of the client. The client is responsible for additional security that may be required for an event. The performance of the contract between The Hotel Grand Pacific and the client is contingent upon the ability of The Hotel Grand Pacific management to complete the same and is subject to Acts of God, labour disputes or strikes, accidents, government restrictions, transportation of food, beverages or supplies and other causes beyond the control of management preventing or interfering with performance.

### SW Audio Visual Cancellation

If the audio visual is cancelled with a signed contract in place 50% of the original price will be charged. After the room has been set 100% of the original price plus any previous rental and/or labour charges will be applied. I have read, understand, and agree to the terms and conditions as outlined above:

I have read, understand, and agree to the terms and conditions as outlined above:

Client Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**HOTEL  
GRAND  
PACIFIC**

## Hotel Grand Pacific

463 Belleville Street Victoria, BC V8V 1X3  
P: 250-386-0450 F: 250-380-4473

Print Date: 02/02/16

**Account Name:** Ministry of Agriculture  
**Contact Name:** Steve Kibble  
**Address:** PO Box 9120 Stn Prov Gov  
Victoria, B8W 9B4  
**E-mail:** steve.kibble@gov.bc.ca  
**Telephone:** 250-356-7644

**Contract #:** 2258700 **BEO #:** 2703028  
**Catering Contact:** Gigi Choy  
**Infoboard:** Ministry of Agriculture  
**PM #:** 9220  
**On Site Contact:** Rebecca Salpeter

### Wednesday, February 10, 2016

Time	Room	Function	Set-up	Exp	Rental	Event ID
03:00 PM - 06:00 PM	East Vancouver Island Ballroom	Client Set UP	Reception Style	30	Included	2717777
06:00 PM - 08:00 PM	East Vancouver Island Ballroom	Reception	Reception Style	30	\$150.00	2703028

#### Food

**East Vancouver Island Ballroom**  
**ID 2703028 06:00 PM - 08:00 PM**

**MOD: Hors d'Oeuvres**

MOD: GLUTEN FREE House Smoked Salmon on Cornbread,  
Lemon Creme Fraiche

3 @ \$34.00 Per Dozen

Roasted Red Pepper Hummus, Curried Pistachio on a Naan Chip

3 @ \$33.00 Per Dozen

\*\*\*

MOD: GLUTEN FREE Turkey Meatball, Toasted Walnuts, Dried  
Cranberry

3 @ \$36.00 Per Dozen

Mozzarella and Roasted Garlic Risotto Croquette

3 @ \$33.00 Per Dozen

Vegetable Spring Roll with Sweet & Sour Sauce

3 @ \$33.00 Per Dozen

\* \*\*Modification - Smoked Salmon and Turkey Meatballs to be

Gluten Free Please

Dietary Restrictions:

s.22

#### Beverage Service

**East Vancouver Island Ballroom**  
**ID 2703028 06:00 PM - 08:00 PM**

**MOD: Cash Bar (Based on Consumption)**

Premium Liquor \$7.50 Per Drink

MOD: Domestic Beer - BC ONLY \$6.75 Per Drink

MOD: Local Craft Beer - BC ONLY \$7.25 Per Drink

Liqueur \$8.50 Per Drink

MOD: House Wine - BC ONLY \$7.75 Per Drink

Pop, Juice and Water \$3.75 Per Drink

Cash Bar Prices are inclusive of taxes

Bar Labour Fee: Bartender Labour

Charges of \$25 per hour (minimum 4  
hours) will apply to functions with less  
than \$300 net sales per bar.

Please only have BC house wines

#### Room Set-Up

**East Vancouver Island Ballroom**  
**ID 2703028 06:00 PM - 08:00 PM**

1 Please Note:

Set High and Low Cocktail rounds throughout the room

Have Seats at Low Cocktail rounds

Only have BC House Wines

Tray Served Hors D'oeuvres

Clearly verbalize Gluten Free items

Dietary Restrictions:

s.22

A guaranteed number of guests is required 3 business days prior to the function. If a guarantee is not received, billing will be based on the expected attendance or the number of guests served, whichever is greater. Food and Beverage including alcohol is subject to a 15% Gratuity with applicable taxes and fees. All other charges are subject to applicable taxes and fees. The Hotel Grand Pacific reserves the right to assign a function room that fits the event's final requirements.

Ministry of Agriculture

02/02/16

Organization Authorized Signature

Gigi Choy

02/02/16

Conference Services Manager



HOTEL  
GRAND  
PACIFIC

INVOICE

463 Belleville Street, Victoria, BC, Canada V8V 1X3 Tel: (250) 386-0450 Guest Fax: (250) 380-4473

**Reservations 1-800-663-7550**

Ministry of Agriculture  
Canada

Room : 9220  
Arrival Date : 02/10/16  
Invoice No. :  
Folio No. :  
Conf. No. : 4174737  
Cashier No. : 44  
Billing Date : 02/12/16  
A/R Number

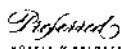
Ministry of Agriculture

Date	Description		Debit	Credit
02/10/16	Meeting Room	East Vancouver Island Ballroom 1 at 150.00	150.00	
02/10/16	GST		7.50	
02/10/16	Banquet Food	MOD: Gluten Free House Smoked Salmon on Cornbread, Lemon Creme Fraiche	102.00	
02/10/16	Banquet Gratuity		15.30	
02/10/16	Banquet GST		5.87	
02/10/16	Banquet Food	Roasted Red Pepper Hummus, Curried Pistachio on a Naan Chip 3 at 33.00 per dozen	99.00	
02/10/16	Banquet Gratuity		14.85	
02/10/16	Banquet GST		5.69	
02/10/16	Banquet Food	MOD: Gluten Free Turkey Meatball. Toasted Walnuts, Dried Cranberry	108.00	
02/10/16	Banquet Gratuity		16.20	
02/10/16	Banquet GST		6.21	
02/10/16	Banquet Food	Mozzarella and Roasted Garlic Risotto Croquette 3 at 33.00 per dozen	99.00	
02/10/16	Banquet Gratuity		14.85	
02/10/16	Banquet GST		5.69	
02/10/16	Banquet Food	Vegetable Spring Roll with Sweet and Sour Sauce 3 at 33.00 per dozen	99.00	
02/10/16	Banquet Gratuity		14.85	
02/10/16	Banquet GST		5.69	
Room H/GST Total - 0.00			<b>Total</b>	<b>769.70</b>
Other H/GST Total - 36.65				<b>0.00</b>
H/GST # 122212624 PST# 1000-6248			<b>Balance</b>	<b>769.70</b>

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

L V X™

www.hotelgrandpacific.com



Email: reserve@hotelgrandpacific.com



# HOTEL GRAND PACIFIC

463 Belleville Street, Victoria, BC, Canada V8V 1X3 Tel: (250) 386-0450 Guest Fax: (250) 380-4473  
Reservations 1-800-663-7550

Ministry of Agriculture  
Canada

Room : 9220  
Arrival Date : 02/10/16  
Invoice No. :  
Folio No. :  
Conf. No. : 4174737  
Cashier No. : 44  
Billing Date : 02/19/16  
A/R Number

Ministry of Agriculture

Date	Description		Debit	Credit
02/10/16	Meeting Room	East Vancouver Island Ballroom 1 at 150.00	150.00	
02/10/16	GST		7.50	
02/10/16	Banquet Food	MOD: Gluten Free House Smoked Salmon on Cornbread, Lemon Creme Fraiche	102.00	
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02/10/16	Banquet GST		5.69	
02/19/16	Mastercard	s.17 05/16		769.70
Room H/GST Total - 0.00			<b>Total</b>	<b>769.70</b>
Other H/GST Total - 36.65				<b>769.70</b>
H/GST # 122212624 PST# 1000-6248			<b>Balance</b>	<b>0.00</b>

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

L V X™

*Preferred*  
HOTELS & RESORTS

www.hotelgrandpacific.com

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