

BUO
Government Con

Supplier Name	Invoice No
Victoria Conference Centre	61404
SW Audio Visual	117922 & 177923
SW Audio Visual	117921
Savoury Chef	PCARD5352KUJ03MAR17
Legislative Dining Room	PCARD5352KUJ03MAR17
Queens Printers	4921TK
Island Office Equipment	VI84533
Grand & Toy	PCARD5352KUJ03FEB17
Grand & Toy	PCARD5352KUJ03MAR17
Staples Advantage	PCARD5352KUJ03FEB17
Staples Advantage	PCARD5352KUJ03FEB17
Staples Advantage	PCKUJ170228

SET: FEBRUARY 21, 2017

Communications and Public Engagement

Service Description	Amount
Space, food, communications, audio/visual, electrical, security	61,030.20
Audio & Visual Services Victoria	19,272.85
Audio & Visual Services Vancouver	2,136.00
Media/Staff breakfast & lunch	882.07
Lunch for Opposition	155.30
Podium sign	210.72
Copier rental	552.48
Laminating pouches and lanyards	493.16
Name badges, laminated pouches and index cards	170.47
Badge holders and tent cards	386.94
Clear labels	31.76
Laminating pouches	35.00
	85,356.95

Brendeland, Deb GCPE:EX

From: Nick Woolhouse <nwoolhouse@sw-online.com>
Sent: Tuesday, February 28, 2017 1:55 PM
To: Brendeland, Deb GCPE:EX
Cc: Joe Campbell
Subject: BC Budget Lock-up 2017 - Signed Drawdowns
Attachments: Quote-17-1960.pdf; Drawdown-17-1960.pdf; Quote-17-2871.pdf; Drawdown-17-2871.pdf; Quote-17-3368.pdf; Drawdown-17-3368.pdf; FAVC_INV-90791767.pdf

Hi Deb,

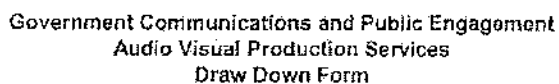
Please find attached the quotes and signed drawdowns for the BC Budget Financial Lock-up Event on February 21st, 2017.

Any questions, please let me know.

Many thanks,

Nick Woolhouse
Project Manager, Victoria
NW Audio Visual

PH: 250-940-1240 : M: 250-686-3399 : F: 800-909-7928 : F: 250-220-4205 :
nwoolhouse@sw-online.com
www.sw-online.com



SD-GCPE036

17-1960

To be completed by SUPPLIER		
<i>Nick Woolhouse</i>	NICK WOOLHOUSE	28/02/17
Authorized Signatory Approval	Print Name	Date

Date _____

Date _____



SW Audio+Visual
 544 Hillside Avenue
 Victoria, British Columbia V8T 1Y9
 Canada
 Phone: 250-220-2367
 Fax: 250-220-4205
 www.sw-online.com

Quote

Quote Number: 17-1960
 GCPE - Lock Up VCC - Feb 21, 2017

Client	Bill To	Venue / Site
Government Communications, Public Engagement Deb Brendeland 4th Floor, 617 Government Street P.O. Box 9409 Stn Prov Govt. Victoria, BC V8W 9V1 CA Mobile Phone: 250-213-3272 Deb.Brendeland@gov.bc.ca	Government Communications, Public Engagement 4th Floor, 617 Government Street P.O. Box 9409 Stn Prov Govt. Victoria, BC V8W 9V1 CA Phone: 604-7751604 Fax: 604-775-1688	Carson Hall VICTORIA CONFERENCE CENTRE 720 Douglas Street Carson Hall Victoria, BC V8W 3M7 Phone: 250-361-1000

Account Manager	Shipping Method	Customer PO	Warehouse	Terms	Tax Rule
Joe Campbell	3 Ton Truck		Victoria		Calculated at Time of Billing

Ship Date	Load In	Show Start	Load Out	Return Date	Discount
20/02/2017 6:00 AM	20/02/2017 8:00 AM	21/02/2017 8:00 AM	21/02/2017 3:00 PM	21/02/2017 3:00 PM	20%

Type	Qty.	Description	Note	Time	Rate	Disc %	Price	Price Ext.
Graphics, Switching, & Projection Package								
Rental	2	9x16 Deluxe Screen Package	*Rear Projection	1	Day Rate		375.00	600.00
Rental	2	Christie L2K1500 Projector - 15k	*Rear Projection	1	Day Rate		2,100.00	3,360.00
Rental	1	TV/Monitor - 42" Flat Screen Monitor	*Comfort Monitor	1	Day Rate		200.00	160.00
Rental	1	Comfort Monitor Stand		1	Day Rate		35.00	28.00
Rental	2	Roland VR50 HD Switcher		1	Day Rate		500.00	800.00
Rental	2	Laptop - Lenovo T410	Presentation/Info Slides	1	Day Rate		165.00	264.00
Rental	1	Cue Light - PerfectCue System		1	Day Rate		80.00	64.00
Rental	3	Cross Converter - HDMI & HDSDI		1	Day Rate		40.00	96.00
Rental	1	HD Cable Receiver		1	Day Rate		75.00	60.00
Rental	1	Complete Cable Package including Backups						
Rental	1	TV/Monitor - 75-80"		1	Day Rate		800.00	640.00
Rental	1	Flat Screen Monitor Floor Stand - 6'		1	Day Rate		75.00	60.00
Rental	1	TV/Monitor - 32" LED Flat Screen Monitor	Ministers Briefing Room					

Graphics, Switching, & Projection Package Total Before Discount: \$7,665.00

Applied Discount: \$1,533.00

Graphics, Switching, & Projection Package: \$6,132.00

Video Package

Rental	1	Panasonic P2 AG-HPX300P Camera	* HD Broadcast Studio Configured	1	Day Rate		440.00	352.00
Rental	1	Tripod - Pro						
Rental	1	AJA Ki-Pro HD Recorder		1	Day Rate		275.00	220.00
Rental	1	AJA Ki-PRO 500GB HD	*Video Record	1	Day Rate		50.00	40.00
Rental	1	Panasonic 9" Broadcast Monitor	*program	1	Day Rate		30.00	24.00
Rental	1	19" LED HDTV - 720P Barcoded	*Record	1	Day Rate		30.00	24.00
Rental	1	Complete Cable Package including Backups						

Video Package Total Before Discount: \$825.00

Applied Discount: \$165.00

28/02/2017 1:49 PM

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Type	Qty.	Description	Note	Time	Rate	Disc %	Price	Price Ext.
							Video Package:	\$660.00
Rental	2	RGBHV Cable - 100'						
Rental	8	BNC Female>Female	To Join SDI	1	Day Rate		0.00	0.00
Audio Package								
Rental	1	Government Plexiglass Podium Package		1	Day Rate		150.00	120.00
Rental	1	Press Audio Control Rack		1	Day Rate		300.00	240.00
Rental	1	Digital Hybrid	*Feed to YVR Lock Up	1	Day Rate		165.00	132.00
Rental	1	Zoom H6 Portable Recorder Kit		1	Day Rate		75.00	60.00
Rental	4	Press Feed 16ch		1	Day Rate		125.00	400.00
Rental	4	Press Feed 6ch		1	Day Rate		50.00	160.00
Rental	2	UHF Wireless Mic Kit	*2X Lapel (Minister) *2X Q&A	1	Day Rate		85.00	136.00
Rental	2	Shure SM58 Microphone	*Q&A	1	Day Rate		30.00	48.00
Rental	1	Shure SM58 Microphone	*Moderator Stage left	1	Day Rate		30.00	24.00
Rental	2	VTC Front Fill Speaker		1	Day Rate		50.00	80.00
Rental	1	Crown XT12000 2 Ch. Amplifier - 1000 Watts		1	Day Rate		40.00	32.00
Rental	2	JBL PRX712 Powered Speaker	*Foldback	1	Day Rate		70.00	112.00
Rental	8	JBL PRX712 Powered Speaker		1	Day Rate		70.00	448.00
Rental	4	EAW KF650Z Loudspeaker		1	Day Rate		110.00	352.00
Rental	1	EAW Amp Rack		1	Day Rate		160.00	128.00
Rental	1	Complete Cable Package including Backups						
Audio Package Total Before Discount:								\$3,090.00
Applied Discount:								\$618.00
Audio Package:								\$2,472.00
Soft Goods								
Rental	60	Linear Feet of 20' Blue Velour	* Main Room - behind stage	1	Day Rate		12.00	576.00
Rental	40	Linear Feet of 18' Black Velour	*Main Room -side stage	1	Day Rate		12.00	384.00
Rental	1	Tech Surround Kit		1	Day Rate		100.00	80.00
Rental	3	Media Flag Kit		1	Day Rate		0.00	0.00
Rental	12	Flag - British Columbia W. Sewn-In Sleeve		1	Day Rate		35.00	336.00
Rental	2	Exit Sign		1	Day Rate		20.00	32.00
Rental	70	Linear Feet of 8' Banjo Drape	*Prefunction Area Blue	1	Day Rate		7.00	392.00
Soft Goods Total Before Discount:								\$2,250.00
Applied Discount:								\$450.00
Soft Goods:								\$1,800.00
Lighting								
Rental	8	Bambino 7" Fresnel		1	Day Rate		35.00	224.00
Rental	4	Source 4 Leko Body ETC	*Podium Spot	1	Day Rate		28.00	89.60
Rental	4	Lens Tube 26 Degree		1	Day Rate		5.00	16.00
Rental	2	Source 4 Leko Body ETC	Backlight	1	Day Rate		28.00	44.80
Rental	1	Lightronics TL-5024 Controller - 12 Channel DMX		1	Day Rate		55.00	44.00
Rental	1	Dimmer - ETC SP1220A 12 x 2.4kw DMX		1	Day Rate		150.00	120.00
Rental	12	LED White Wash Fixture	*Drape/Flag Uplight	1	Day Rate		50.00	480.00
Lighting Total Before Discount:								\$1,283.00

Type	Qty.	Description	Note	Time	Rate	Disc. %	Price	Price Ext.
							Applied Discount:	\$256.60
							Lighting:	\$1,026.40
Power & Rigging								
Rental	5	Hoist - 30' Chain 1t Manual		1	Day Rate		55.00	220.00
Rental	1	100 Amp Distro		1	Day Rate		200.00	160.00
Rental	5	A Type 12" Blk Truss - 8'	*Front Truss	1	Day Rate		35.00	140.00
Power & Rigging Total Before Discount:								\$650.00
Applied Discount:								\$130.00
Power & Rigging:								\$520.00
Staging								
Rental	4	Steeldeck - 4'x8'	8'x36' @ 16"	1	Day Rate		85.00	272.00
Rental	2	Steeldeck - 4'x4'	8'x36' @ 16"	1	Day Rate		70.00	112.00
Rental	2	Stairs - Wood : 2 Step		1	Day Rate		35.00	56.00
Staging Total Before Discount:								\$550.00
Applied Discount:								\$110.00
Staging:								\$440.00
Miscellaneous & Back Ups								
Rental	1	Podium Microphone - MX412c						
Rental	1	Mic Base - A412B						
Rental	2	Laptop - Lenovo T410						
Rental	4	Headphones						
Rental	1	Cue Light - PerfectCue System						
Rental	2	Laser Pointer						
Rental	1	5 Channel Humbucker						
Rental	1	Whirlwind IMP 1x3 ISO XLR Splitter						
Rental	1	Yorkville M1610 - Powered Mixer - 10:2						
Rental	2	EV SX300 Loudspeaker						
Rental	2	Speaker - Floor Stand						
Rental	40	Linear Feet of 18' Black Velour						
Rental	2	UHF Wireless Mic Kit						
Rental	1	LCD 23" Data Monitor						
Rental	1	DA - VGA 1x4						
Rental	1	Digital Hybrid						
							Miscellaneous/Spare:	\$0.00
Labour								
Labour	6	AV Technician	Load In, Setup	5	Hourly Rate		55.00	1,650.00
		20/02/2017 8:00 AM - 1:00 PM						
Labour	3	Senior General Technician	Rehearsal, Sound Check, Standby	2	Hourly Rate		55.00	330.00
		20/02/2017 3:00 PM - 5:00 PM						
Labour	1	Senior Audio Technician	Standby, Operate	8	Hourly Rate		55.00	440.00
		21/02/2017 7:00 AM - 3:00 PM						
Labour	1	Senior Video Technician	Standby, Operate	8	Hourly Rate		55.00	440.00
		21/02/2017 7:00 AM - 3:00 PM						
Labour	1	Camera Technician	Standby, Operate	8	Hourly Rate		55.00	440.00
		21/02/2017 7:00 AM - 3:00 PM						
Labour	6	Junior General Technician	Dismantle	4	Hourly Rate		55.00	1,320.00
		21/02/2017 4:00 PM - 8:00 PM						
Labour Total:								\$4,620.00
Transport								
Travel	1	Flat Fee <75Km			Government		100.00	100.00
							Transport:	\$100.00

Legal:

Applicable Taxes will be Calculated at Time of Billing.

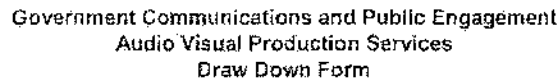
By Signing this Agreement you agree to the Terms & Conditions

Subtotal:	\$17,770.40
Cable & Consumables Fee (3%):	\$0.00
EHF Fee:	\$0.00
Delivery and Pickup:	\$0.00
Sponsorship Discount:	\$0.00
Sales Tax:	\$0.00
Total:	\$17,770.40
Total Applied Payments:	\$0.00
Balance Due:	\$17,770.40

☒

Signature

Date



SO GCPE036

17-2871

To be completed by SUPPLIER		
<i>Nick Woolhouse</i>	NICK WOOLHOUSE	28/02/17
Authorized Signatory Approval	Print Name	Date

Date _____

Date _____

Date _____



SW Audio+Visual
 6075 Irmin Street
 Burnaby, BC V5J 5C5
 Canada
 Phone: 604-327-5878
 www.sw-online.com

Quote

Quote Number: 17-2871
 GCPE - Lock Up YVR - Feb 21, 2017

Client	Bill To	Venue / Site
Government Communications, Public Engagement Deb Brendeland 4th Floor, 617 Government Street P.O. Box 9409 Stn Prov Govt. Victoria, BC V8W 9V1 CA Mobile Phone: 250-213-3272 Deb.Brendeland@gov.bc.ca	Government Communications, Public Engagement GCPE Finance/Billing 4th Floor, 617 Government Street P.O. Box 9409 Stn Prov Govt. Victoria, BC V8W 9V1 CA Phone: 604-7751604 Fax: 604-775-1688 GCPE.FinanceBilling@gov.bc.ca	OFFICE OF THE PREMIER Pan Pacific 7th Floor

Account Manager	Shipping Method	Customer PO	Warehouse	Terms	Tax Rule
Joe Campbell	3 Ton Truck		Vancouver		Calculated at Time of Billing

Ship Date	Load In	Show Start	Load Out	Return Date	Discount
20/02/2017 12:00 PM	20/02/2017 1:00 PM	21/02/2017 8:00 AM	21/02/2017 4:00 PM	21/02/2017 5:00 PM	20%

Type	Qty.	Description	Note	Time	Rate	Disc %	Price	Price Ext.
VPO								
Rental	1	Press Audio Control Rack		1	Day Rate		300.00	240.00
Rental	1	PR - Compact Telephone Audio Interface		1			150.00	150.00
Rental	2	JBL PRX612 Powered Speaker		1	Day Rate		70.00	112.00
Rental	1	PR - Press Feed 16ch		1	Day Rate		125.00	100.00
Rental	1	PR - Zoom H6 Portable Recorder Kit		1	Day Rate		75.00	60.00
Rental	1	PR - UHF Wireless Mic Kit	Q&A	1	Day Rate		85.00	68.00
Rental	1	Vocal Mic - Shure SM58	Moderator	1	Day Rate		30.00	24.00
Rental	1	Mackie SRM150 Powered Speaker	boardroom #3	1	Day Rate		50.00	40.00
Rental	1	Table - 6'	Foyer entrance	1	Day Rate		40.00	32.00
VPO Total Before Discount:								\$995.00
Applied Discount:								\$169.00
VPO:								\$826.00

Back Up								
Rental	1	Wireless Mic Kit - Sennheiser D1						
Rental	1	Digital Hybrid						
Back Up :								\$0.00

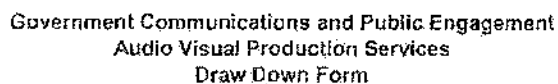
Labour								
Labour	2	AV Technician	Setup	2	Hourly Rate		55.00	220.00
		20/02/2017 1:00 PM - 3:00 PM						
Labour	2	AV Technician	Rehearsal	2	Hourly Rate		55.00	220.00
		20/02/2017 3:00 PM - 5:00 PM						
Labour	2	AV Technician	Operate	6	Hourly Rate		55.00	660.00
		21/02/2017 7:00 AM - 1:00 PM						
Note		Techs need to be onsite for 7 am						
Note		Need to submit names for Techs						
Note		Who will be on site for clearance						
		Techs will be locked in room for duration.						
Labour	2	AV Technician	Dismantle	1	Hourly Rate		55.00	110.00
		28/02/2017 1:50 PM						

Type	Qty.	Description	Note	Time	Rate	Disc %	Price	Price Ext.
21/02/2017 2:30 PM - 3:30 PM								
Labour Total:							\$1,210.00	
Transport								
Travel	1	<75Km					100.00	100.00
Transport:							\$100.00	
Operational additions:							\$0.00	
Operational additions::							\$0.00	
Legal:				Subtotal:				\$2,136.00
Applicable Taxes will be Calculated at Time of Billing.				Cable & Consumables Fee (3%):				\$0.00
By Signing this Agreement you agree to the Terms & Conditions				EHF Fee:				\$0.00
				Delivery and Pickup:				\$0.00
				Sponsorship Discount:				\$0.00
				Sales Tax:				\$0.00
				Total:				\$2,136.00
				Total Applied Payments:				\$0.00
				Balance Due:				\$2,136.00

X

Signature

Date



SC-ECPE036

47-3368

To be completed by SUPPLIER		
<i>Nick Woolhouse</i>	NICK WOOLHOUSE	28/02/17
Authorized Signatory Approval	Print Name	Date

Date _____

Date _____



SW Audio+Visual
 544 Hillside Avenue
 Victoria, British Columbia V8T 1Y9
 Canada
 Phone: 250-220-2367
 Fax: 250-220-4205
 www.sw-online.com

Quote

Quote Number: 17-3368
 GCPE - Lockup - In-house Rigging Charges

Client	Bill To	Venue / Site
Government Communications, Public Engagement Deb Brendeland 4th Floor, 617 Government Street P.O. Box 9409 Stn Prov Govt. Victoria, BC V8W 9V1 CA Mobile Phone: 250-213-3272 Deb.Brendeland@gov.bc.ca	Government Communications, Public Engagement GCPE Finance/Billing 4th Floor, 617 Government Street P.O. Box 9409 Stn Prov Govt. Victoria, BC V8W 9V1 CA Phone: 604-7751604 Fax: 604-775-1688 GCPE.FinanceBilling@gov.bc.ca	VICTORIA CONFERENCE CENTRE 720 Douglas Street Victoria, BC V8W 3M7 CA Phone: (250) 361-1000

Account Manager	Shipping Method	Customer PO	Warehouse	Terms	Tax Rule
Nick Woolhouse	N/A		Victoria		Calculated at Time of Billing

Ship Date	Load In	Show Start	Load Out	Return Date	Discount
20/02/2017 8:00 AM	20/02/2017 8:00 AM	21/02/2017 8:00 AM	22/02/2017 3:00 PM	21/02/2017 3:00 PM	

Type	Qty.	Description	Note	Time	Rate	Disc %	Price	Price Ext.
Note		Freeman Rigging Charges						
In-house Rigging Charges								
Labour	1	Rigger	Setup	4	Hourly Rate		75.00	300.00
		20/02/2017 8:00 AM - 12:00 PM						
Rental	1	Genie Lift Rental		1	Day Rate		250.00	250.00
Rental	9	Rigging Points			Each		75.00	675.00
Rental	2	Lighting T-Bar For Rigging Point			Each		10.00	20.00
Misc	1	Cables & Consumables					13.50	13.50
Misc	1	GST					62.93	62.93
In-house Rigging Charges:							\$1,321.43	

Legal:
 Applicable Taxes will be Calculated at Time of Billing.

By Signing this Agreement you agree to the Terms & Conditions

Subtotal:	\$1,321.43
Cable & Consumables Fee (3%):	\$0.00
EHF Fee:	\$0.00
Delivery and Pickup:	\$0.00
Sponsorship Discount:	\$0.00
Sales Tax:	\$0.00
Total:	\$1,321.43
Total Applied Payments:	\$0.00
Balance Due:	\$1,321.43

X
 Signature _____ Date _____

F R E E M A N

AUDIO VISUAL | CANADA

Freeman Audio Visual
1950 Government Street
Suite 15
Victoria, British Columbia
Tel: (778) 410-2522
info-ca@freemanco.com

V8T 4N8
Fax: (250) 381-0680
freemanav-ca.com

OFFICES COAST TO COAST

Invoice

Billing Address

Mr. Nick Woolhouse
SW AUDIO VISUAL
544 Hillside Avenue
Victoria BC V8T 1Y9

Shipping Address

VICTORIA CONFERENCE CENTRE
BUDGET LOCKUP 2017 RIGGING
CARSON HALL
Victoria, British Columbia

Information

Document Number 90791767
Document Date 02/23/2017

Purchase Order No. 17-NW-1003
Work Order Number BC09009556
Customer Number 80365
BC09-C44904

Account Executive MSN
Contact Mr. Nick Woolhouse
Start Date 02/20/2017
End Date 02/21/2017
Payment Terms Payable on receipt
Billing Date 02/23/2017
Currency CAD
Tax Exemption 10016388

Invoice Details

Page 1 of 2

Quantity	Description	Term	Price	Amount
	BUDGET LOCKUP 2017 CLIENT: DEB BRENDELAND ATTN: NICK WOOLHOUSE P.O.# 17-NW-1003 PST# 1001-6388			
1	** LABOUR ** RIGGING LABOUR - SETUP	4.00 HR	75.00	300.00
1	** GENIE LIFT ** GENIE MECHANICAL LIFT	1.00 DAY	250.00	250.00
9	** RIGGING POINTS ** RIGGING POINT RENTAL	EA	75.00	675.00
2	LIGHTING T-BAR FOR RIGGING POINT	1.00 DAY	10.00	20.00

PLEASE REMIT PAYMENT TO: 1930 Onesime-Gagnon, Lachine, Quebec H8T 3M6
INVOICES ARE PAYABLE UPON RECEIPT AND INTEREST ON ALL UNPAID SUMS THEREAFTER SHALL ACCRUE AT 2% PER MONTH.

F R E E M A N

AUDIO VISUAL I CANADA

Freeman Audio Visual
1950 Government Street
Suite 15
Victoria, British Columbia
Tel: (778) 410-2522
info-ca@freemanco.com

V8T 4N8
Fax: (250) 381-0680
freemanav-ca.com

OFFICES COAST TO COAST

Invoice

SW AUDIO VISUAL

Document Number

90791767

Document Date

02/23/2017

Invoice Details

Page 2 of 2

Quantity	Description	Term	Price	Amount
	EQUIPMENT			270.00
	CABLES & CONSUMABLES			13.50
	LABOUR			300.00
	SERVICES			675.00
	GST			62.93
	PST			0.00
	Total			\$ 1,321.43
	GST : R105164933			
	PST : 1007-6039			

PLEASE REMIT PAYMENT TO: 1930 Onesime-Gagnon, Lachine, Quebec H8T 3M6
INVOICES ARE PAYABLE UPON RECEIPT AND INTEREST ON ALL UNPAID SUMS THEREAFTER SHALL ACCRUE AT 2% PER MONTH.



Invoice

Invoice Date: Mar- 7-17
Invoice #: 61404
Account: 40975
Due Date: Apr- 6-17

Government Communications & Public Engagement

Ms Deb Brendeland
Public Affairs Bureau, BC Provincial Government
PO Box 9409
Stn Prov Govt
Victoria BC V8W 9V1

Budget Lock Up 2017 (14585)

February 21, 2017 to February 21, 2017

Departmental Summary

Space Rental Charges	\$16,285.00
Food & Beverage	\$20,084.00
Client Services	\$646.00
Communications	\$4,000.00
Audio Visual	\$8,450.24
Electrical	\$7,016.00
Security	\$720.00
Parking	\$0.00
F&B Gratuity	\$3,012.62
Taxes - AV	\$422.51
Taxes - Electrical	\$841.92
Taxes - Food & Beverage	\$1,154.82
Taxes - Space Rental Charges	\$814.25
Taxes - Security	\$36.00
Taxes - Other	\$557.52
Total Charges:	\$64,040.88
Less: Deposits/Payments:	\$0.00
Invoice Net Due:	\$64,040.88



Invoice

Invoice Date:	Mar- 7-17
Invoice #:	61404
Account:	40975
Due Date:	Apr- 6-17

Budget Lock Up 2017 (14585)
February 21, 2017 to February 21, 2017

Please make cheque payable to:

*City of Victoria
720 Douglas Street
Victoria, BC V8W 3M7*

For account enquiries, please contact (250) 361-1005.

Accounts are considered overdue after 30 days and will be subject to interest at 1 1/2%.

GST Registration Number: R122206394

Invoice

Invoice Date: Mar- 7-17
Invoice #: 61404
Account: 40975
Due Date: Apr- 6-17

Budget Lock Up 2017 (14585)

February 21, 2017 to February 21, 2017

Order	Description	Units	Rate	Duration	Charges
Space Rental Charges					
Space Rental Charges		February 19, 2017			
000138042	Level 1 Mtg & Spec Event Full Day Rate	1.00 \$	3,035.00 / DAY	1.00 Day	\$3,035.00
	Level 2 Mtg & Spec Event 24 Hr Rate	1.00 \$	6,290.00 / DAY	2.00 Day	12,580.00
	Saanich Mtg & Spec Event Full Day Rate	1.00 \$	670.00 / DAY	1.00 Day	670.00
000155209	Miscellaneous Room Charges	1.00 \$		3.00 Day	\$0.00
Total For Space Rental Charges:					\$16,285.00
Total For Space Rental Charges:					\$16,285.00
Food & Beverage					
Refreshment Break		February 21, 2017			
000156379	Coffee, Tea, Decaf / Person	75.00 PRS	5.50 / EA		Salon B & C \$412.50
	Regular & Diet Soft Drinks	20.00 EA	5.00 / EA		100.00
	Individual Fruit Juices	18.00 EA	5.00 / EA		90.00
	Bottled Mineral Water	30.00 EA	5.00 / EA		150.00
	Patisserie Breakfast Pastries	8.00 DZ	60.00 / EA		480.00
Total For Refreshment Break:					\$1,232.50
Refreshment Break		February 21, 2017			
000156380	Coffee, Tea, Decaf / Person	75.00 PRS	5.50 / EA		Salon B & C \$412.50
	Regular & Diet Soft Drinks	20.00 EA	5.00 / EA		100.00
	Individual Fruit Juices	20.00 EA	5.00 / EA		100.00
	Bottled Mineral Water	42.00 EA	5.00 / EA		210.00
	Deluxe Cookies	5.00 DZ	60.00 / EA		300.00
	Fresh Sliced Fruits & Berries (large - serves 30)	1.00 EA	300.00 / EA		300.00
	Crisp Seasonal Vegetable Crudites with Dip (large-	1.00 EA	185.00 / EA		185.00
	Assortment of Sandwiches	5.00 DZ	100.00 / EA		500.00
	Chicken & Vegetarian Wraps (1/2 to be Vegetarian)	5.00 DZ	100.00 / EA		500.00
	French Pastries	5.00 DZ	68.00 / EA		340.00
Total For Refreshment Break:					\$2,947.50
Refreshment Break		February 21, 2017			
000156381	Coffee, Tea, Decaf / Person	60.00 PRS	5.50 / EA		Sidney \$330.00
	Regular & Diet Soft Drinks	6.00 EA	5.00 / EA		30.00
	Individual Fruit Juices	7.00 EA	5.00 / EA		35.00
	Bottled Mineral Water	8.00 EA	5.00 / EA		40.00
	Patisserie Breakfast Pastries	8.00 DZ	60.00 / EA		480.00
Total For Refreshment Break:					\$915.00
Refreshment Break		February 21, 2017			
000156382	Coffee, Tea, Decaf / Person	60.00 PRS	5.50 / EA		Sidney \$330.00
	Regular & Diet Soft Drinks	6.00 EA	5.00 / EA		30.00
	Individual Fruit Juices	10.00 EA	5.00 / EA		50.00
	Bottled Mineral Water	6.00 EA	5.00 / EA		30.00
Total For Refreshment Break:					\$440.00
Break - Lunch		February 21, 2017			
000156383	Coffee, Tea, Decaf / Person	60.00 PRS	5.50 / EA		Sidney \$330.00
	Regular & Diet Soft Drinks	6.00 EA	5.00 / EA		30.00
	Individual Fruit Juices	10.00 EA	5.00 / EA		50.00
	Bottled Mineral Water	8.00 EA	5.00 / EA		40.00
	Deluxe Cookies	5.00 DZ	60.00 / EA		300.00

Invoice

Invoice Date: Mar- 7-17
Invoice #: 61404
Account: 40975
Due Date: Apr- 6-17

Budget Lock Up 2017 (14585)

February 21, 2017 to February 21, 2017

Order	Description	Units	Rate	Duration	Charges
Food & Beverage (Continued)					
	Fresh Sliced Fruits & Berries (large - serves 30)	1.00 EA	300.00 / EA		300.00
	Crisp Seasonal Vegetable Crudites with Dip (large-	1.00 EA	185.00 / EA		185.00
	Assortment of Sandwiches	4.00 DZ	100.00 / EA		400.00
	Chicken & Vegetarian Wraps (1/2 to be Vegetarian)	4.00 DZ	100.00 / EA		400.00
	French Pastries	4.00 DZ	68.00 / EA		272.00
Total For Break - Lunch:					\$2,307.00
Refreshment Break February 21, 2017					Langford
000156376	Coffee, Tea, Decaf / Person	4.00 PRS	5.50 / EA		\$22.00
	Regular & Diet Soft Drinks	1.00 EA	5.00 / EA		5.00
	Individual Fruit Juices	4.00 EA	5.00 / EA		20.00
	Bottled Mineral Water	2.00 EA	5.00 / EA		10.00
	Crisp Seasonal Vegetable Crudites with Dip (small	0.50 EA	65.00 / EA		32.50
	3 Assortment of Sandwiches & 3 Vegetarian Wraps	0.50 DZ	100.00 / EA		50.00
Total For Refreshment Break:					\$139.50
Refreshment Break February 21, 2017					Colwood
000156361	Coffee, Tea, Decaf / Person	60.00 PRS	5.50 / EA		\$330.00
	Regular & Diet Soft Drinks	14.00 EA	5.00 / EA		70.00
	Individual Fruit Juices	22.00 EA	5.00 / EA		110.00
	Bottled Mineral Water	25.00 EA	5.00 / EA		125.00
	Patisserie Breakfast Pastries	6.00 DZ	60.00 / EA		360.00
Total For Refreshment Break:					\$995.00
Break - Lunch #1 February 21, 2017					Colwood
000156371	Coffee, Tea, Decaf / Person	45.00 PRS	5.50 / EA		\$247.50
	Regular & Diet Soft Drinks	15.00 EA	5.00 / EA		75.00
	Individual Fruit Juices	25.00 EA	5.00 / EA		125.00
	Bottled Mineral Water	27.00 EA	5.00 / EA		135.00
	Deluxe Cookies	3.00 DZ	60.00 / EA		180.00
	Fresh Sliced Fruits & Berries (small - serves 10)	1.00 EA	100.00 / EA		100.00
	Crisp Seasonal Vegetable Crudites with Dip (small	1.00 EA	65.00 / EA		65.00
	Assortment of Sandwiches	2.00 DZ	100.00 / EA		200.00
	Chicken & Vegetarian Wraps (1/2 to be Vegetarian)	4.00 DZ	100.00 / EA		400.00
	French Pastries	3.00 DZ	68.00 / EA		204.00
Total For Break - Lunch #1:					\$1,731.50
Stakeholder Refreshment Break February 21, 2017					Prefunction 2A
000156377	Coffee, Tea, Decaf / Person	200.00 PRS	5.50 / EA		\$1,100.00
	Regular & Diet Soft Drinks	30.00 EA	5.00 / EA		150.00
	Individual Fruit Juices	30.00 EA	5.00 / EA		150.00
	Bottled Mineral Water	100.00 EA	5.00 / EA		500.00
	Patisserie Breakfast Pastries	20.00 DZ	60.00 / EA		1,200.00
Total For Stakeholder Refreshment Break:					\$3,100.00
Break - Lunch February 21, 2017					Prefunction 2A
000156378	Coffee, Tea, Decaf / Person	150.00 PRS	5.50 / EA		\$825.00
	Regular & Diet Soft Drinks	18.00 EA	5.00 / EA		90.00
	Individual Fruit Juices	17.00 EA	5.00 / EA		85.00
	Bottled Mineral Water	74.00 EA	5.00 / EA		370.00
	Deluxe Cookies	12.00 DZ	60.00 / EA		720.00
	Fresh Sliced Fruits & Berries (large - serves 30)	2.00 EA	300.00 / EA		600.00

Invoice

Invoice Date: Mar- 7-17
Invoice #: 61404
Account: 40975
Due Date: Apr- 6-17

Budget Lock Up 2017 (14585)

February 21, 2017 to February 21, 2017

Order	Description	Units	Rate	Duration	Charges
Food & Beverage (Continued)					
	Crisp Seasonal Vegetable Crudites with Dip (large-	2.00 EA	185.00 / EA		370.00
	Assortment of Sandwiches	12.00 DZ	100.00 / EA		1,200.00
	Chicken & Vegetarian Wraps (1/2 to be Vegetarian)	12.00 DZ	100.00 / EA		1,200.00
	French Pastries	12.00 DZ	68.00 / EA		816.00
	Total For Break - Lunch:				\$6,276.00
	Total For Food & Beverage:				\$20,084.00
Client Services					
EH Setup		February 19, 2017			Salon B & C
000156300	Carpeted Riser(s)	9.00 EA	50.00 / EA		\$450.00
	Total For EH Setup:				\$450.00
Telephone Line Installation for SW		February 20, 2017			Salon B & C
000157169	Saanich Communications	2.00 HR	98.00 / EA		\$196.00
	Total For Telephone Line Installation for SW:				\$196.00
	Total For Client Services:				\$646.00
Communications					
Telephone Line Installation for SW		February 20, 2017			Salon B & C
000156314	Telephone Line for SW Tech	2.00 \$	150.00 / EVT		\$300.00
000157169	Telephone Line CBC Radio	5.00 \$	150.00 / EVT		\$750.00
	Telephone Line CBC News	4.00 \$	150.00 / EVT		600.00
	Telephone Line CBC French	3.00 \$	150.00 / EVT		450.00
	Telephone Line CTV	1.00 \$	150.00 / EVT		150.00
	Telephone Line G&M	1.00 \$	150.00 / EVT		150.00
	Telephone Line CHEK	1.00 \$	150.00 / EVT		150.00
	Telephone Line Times Colonist	2.00 \$	150.00 / EVT		300.00
	Telephone Line CFAX	2.00 \$	150.00 / EVT		300.00
	Telephone Line CKNW	1.00 \$	150.00 / EVT		150.00
	Telephone Line Vancouver Sun	1.00 \$	150.00 / EVT		150.00
	Telephone Line Bloomberg	1.00 \$	150.00 / EVT		150.00
	Total For Telephone Line Installation for SW:				\$3,600.00
Telephone Installation for Media		February 20, 2017			Salon B & C
000156320	Telephone Line with Single Line Set	0.00 \$	150.00 / EVT		\$0.00
	Total For Telephone Installation for Media:				\$0.00
Setup Metchosin		February 20, 2017			Metchosin
000156189	Telephone Line with Single Line Set	1.00 \$	150.00 / EVT		\$150.00
	Telephone Line (for Fax)	1.00 \$	125.00 / EVT		125.00
	Total For Setup Metchosin:				\$275.00
Setup Treasury Board & DM's Briefing Room		February 20, 2017			Saanich
000156325	Telephone Line (for Polycom)	1.00 \$	125.00 / EVT		\$125.00
	Total For Setup Treasury Board & DM's Briefing Room:				\$125.00
Media Lock-Up		February 21, 2017			Salon B & C
000156348	Telephone Line with Single Line Set	2.00 \$			\$0.00
	Total For Media Lock-Up:				\$0.00
Office		February 21, 2017			Metchosin
000156193	Telephone Line with Single Line Set	1.00 \$			\$0.00

Invoice

Invoice Date: Mar- 7-17
 Invoice #: 61404
 Account: 40975
 Due Date: Apr- 6-17

Budget Lock Up 2017 (14585) February 21, 2017 to February 21, 2017

Order	Description	Units	Rate	Duration	Charges
Communications (Continued)					
	Telephone Line (for Fax)	1.00	\$		0.00
Total For Office:					\$0.00
Treasury Board & DM's Briefing	February 21, 2017				Saanich
000156327	Telephone Line (for Polycorn)	1.00	\$		\$0.00
Total For Treasury Board & DM's Briefing:					\$0.00
Total For Communications:					\$4,000.00
Audio Visual					
Media Lock-Up	February 21, 2017				Salon B & C
000156866	Custom AV Package	1.00	EA	8,450.24 / EA	\$8,450.24
Total For Media Lock-Up:					\$8,450.24
Electrical					
VCC Power Drop	February 19, 2017				Salon A
000156294	Power Bar	76.00	EA	10.00 / EA	\$760.00
	120V - 1500W - 15 Amp Double Receptacle	38.00	EA	79.00 / EA	3,002.00
Total For VCC Power Drop:					\$3,762.00
Stakeholder Setup Continues	February 20, 2017				Salon A
000156296	Power Bar	76.00	EA		\$0.00
	120V - 1500W - 15 Amp Double Receptacle	38.00	EA		0.00
Total For Stakeholder Setup Continues:					\$0.00
Power Drop for SW Audio Visual	February 20, 2017				Salon B & C
000157170	208V Three Phase 60 Amp	3.00	EA	432.00 / EA	\$1,296.00
Total For Power Drop for SW Audio Visual:					\$1,296.00
Power Drop to Media Tables	February 20, 2017				Salon B & C
000156319	Power Bar	22.00	EA	10.00 / EA	\$220.00
	120V - 1500W - 15 Amp Double Receptacle	22.00	EA	79.00 / EA	1,738.00
Total For Power Drop to Media Tables:					\$1,958.00
Stakeholder Lock-Up	February 21, 2017				Salon A
000156298	Power Bar	76.00	EA		\$0.00
000156330	120V - 1500W - 15 Amp Double Receptacle	38.00	EA		\$0.00
Total For Stakeholder Lock-Up:					\$0.00
Media Lock-Up	February 21, 2017				Salon B & C
000156344	208V Three Phase 100 Amp	1.00	EA		\$0.00
000156350	Power Bar	22.00	EA		\$0.00
	120V - 1500W - 15 Amp Double Receptacle	22.00	EA		0.00
Total For Media Lock-Up:					\$0.00
Total For Electrical:					\$7,016.00
Security					
Security Order	February 21, 2017				Metchosin
000155206	Security #1	6.00	HR	30.00 / EA	\$180.00
	Security #2	6.00	HR	30.00 / EA	180.00
	Security #3	6.00	HR	30.00 / EA	180.00
	Security #4	6.00	HR	30.00 / EA	180.00



Invoice

Invoice Date: Mar- 7-17
 Invoice #: 61404
 Account: 40975
 Due Date: Apr- 6-17

Budget Lock Up 2017 (14585) February 21, 2017 to February 21, 2017

Order	Description	Units	Rate	Duration	Charges
Security (Continued)					
Total For Security Order:					\$720.00
Total For Security:					\$720.00
Parking					
SW Audio Visual Setup	February 20, 2017				Salon B & C
000156311	Daytime Parking Service Yard - Standard Length	2.00	\$		\$0.00
Total For SW Audio Visual Setup:					\$0.00
Media Lock-Up	February 21, 2017				Salon B & C
000156347	Daytime Parking Service Yard - Standard Length	2.00	\$		\$0.00
Total For Media Lock-Up:					\$0.00
Total For Parking:					\$0.00
Taxes and Service Charges					
GST (Security):					36.00
Gratuity:					3,012.62
GST:					232.30
GST (Room Rental):					814.25
GST (AV):					422.51
GST (F&B):					1,154.82
GST (Electrical):					350.80
PST:					325.22
PST - Supplier (AV):					591.52
PST (Electrical):					491.12
PST - AV (m):					-591.52
Total Taxes and Service Charges:					\$6,839.64

Brendeland, Deb GCPE:EX

From: Leanna Hayes <LeannaH@victoriaconference.com>
Sent: Thursday, February 16, 2017 10:47 AM
To: Brendeland, Deb GCPE:EX
Subject: Budget Lock-Up event plan attached
Attachments: Budget Lock-Up Event Plan.pdf

Hi Deb

Please review, initial in the left hand corner of each page and send back to me.

If there are any changes you wish to make, please note them on the copy you are returning.

See you Monday!



Leanna Hayes, CMP
250.361.1026

Event Manager
VictoriaConference.com

Share Ideas Stay Connected Be Inspired

#1 Small City in Americas – fDi Magazine, Financial Times, 2013

#1 Destination to Visit in Canada – Trip Advisor's Traveller's Choice Best
2010

Most Cultured City in Canada – Macleans Magazine 2010





VICTORIA
CONFERENCE
CENTRE

Event Plan

Page ____ of ____

Government Communications & Public Engagement

Budget Lock Up 2017

February 19, 2017 - February 21, 2017

Event Contact

Ms Deb Brendeland
Public Affairs Bureau, BC Provincial
Government
PO Box 9409
Stn Prov Govt
Victoria BC V8W 9V1

Main: 250.356.2087
Fax: 250.387.6070
E-Mail: deb.brendeland@gov.bc.ca

Bill-to Contact

Ms Deb Brendeland
Public Affairs Bureau, BC Provincial
Government
PO Box 9409
Stn Prov Govt
Victoria BC V8W 9V1

Main: 250.356.2087
Fax: 250.387.6070
E-Mail: deb.brendeland@gov.bc.ca

On-site Contact

Deb Brendeland

Event Coordinator

Leanna Hayes CMP
Direct: 250.361.1026
Fax: 250.361.1030
E-Mail: leannah@victoriainconference.com
Main: 250.361.1000

Empress Hotel Contact

Wendy Goulding
Direct: 250.995.3682
Fax: 250.381.5959
E-Mail: wendy.goulding@fairmont.com

Display Coordinator

Services

Audio Visual
SW Audio Visual
Nick Woolhouse
1925 Blanshard Street
Victoria, BC V8T 4J2
Canada
250.220.2609



Event Plan
Government Communications & Public Engagement
Budget Lock Up 2017

Page ____ of ____
VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Sunday, February 19, 2017

Salon A

<i>Start</i>	<i>End</i>	<i>Function</i>	<i>Set / Guarantee</i>	<i>Function #</i>
09:00 - 12:00		EH SETUP	1	14585-2

All Suppliers

SEE DIAGRAM

Empress

Classroom tables are to be set without linen

Linen will not be set until Monday at 1200

<i>Start</i>		<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>	<i>Order #</i>
Set-up Empress					
	Classroom Setup - No Drape	240.0 PRS	0.00	\$0.00	156293
	Set 2 chairs per c/r table				
	Chair/Folding	240 EA			
	Classroom Table	80 EA			
	Function Subtotal			\$0.00	

12:00 - 18:00		VCC POWER DROP	1	14585-3
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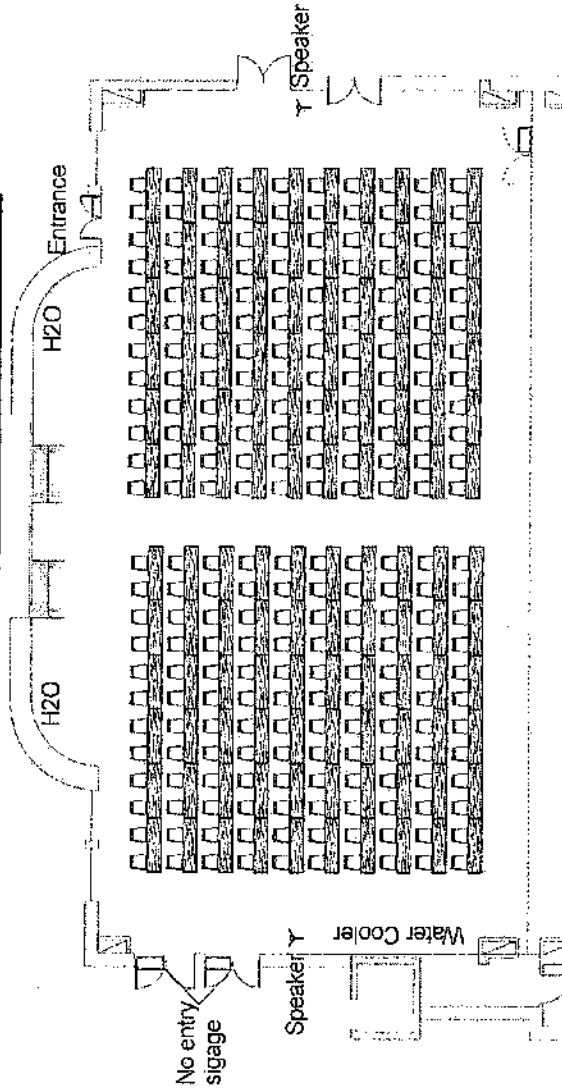
<i>Start</i>		<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>	<i>Order #</i>
Electrical					
	Power Bar	76.0 EA	10.00	\$760.00	156294
	Set 1 power bar per every 3 seats				
	120V - 1500W - 15 Amp Double	38.0 EA	79.00	\$3,002.00	
	Receptacle				
	Set 1 receptacle per every 6 seats				
	Function Subtotal			\$3,762.00	

Client Initials: _____

Budget Lock-Up 2017
 Sun Feb 19, 2017
 SO#14585 - 2

- * Set 2 chairs per C/R table
- * Set 1 power bar per 3 pax
- * Set 1 dbie amp power receptacle per 6 pax

DO NOT SET TABLES WITH LINEN UNTIL MON AT NOON



CLIENT NAME & EVENT DATE		NOTES
EH Setup		Classroom seating for 240 pax
SALON A		
DIMENSION: LxWxH 36 x 28 x 9.5 EACH SQUARE REPRESENTS 3' X 3'		



VICTORIA
 CONFERENCE
 CENTRE

Printed on: 2/18/17 09:36



Event Plan

Government Communications & Public Engagement
Budget Lock Up 2017

Page ____ of ____
VCC Contact: Learina Hayes
EH Contact: Wendy Goulding

Sunday, February 19, 2017

Salon B & C

Start	End	Function	Set / Guarantee	Function #
09:00 - 12:00		EH SETUP	/	14585-4

All Suppliers

SEE DIAGRAM

Empress

- Please note that only a partial setup can take place due to SW setting AV on Monday
- Classroom setup (using 30" wide tables, not 18" tables) to be set without linen

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
6' Table Draped, Black	2.0 EA	0.00	\$0.00	156299
Set in an "L" shape with 4 chairs for SW Audio Visual Tech				
Classroom Setup - No Drape	28.0 PRS	0.00	\$0.00	
• Use 8'x30" tables w/2 chairs per table				
• Linen will be set on MONDAY at 1200				
Chair/Folding	28 EA			
Classroom Table	10 EA			
2 stair (16") - for Carpeted Risers	2.0 EA	0.00	\$0.00	156300
Carpeted Riser Setup	12.0 EA	0.00	\$0.00	
• 24' wide x 18' d x 16" high w/stairs on both sides				
• Back of stage to be 18'9" off the back wall (this is v/important due to the rigging points)				
• Ensure all risers are the same colour				

Client Services

Carpeted Riser(s)	9.0 EA	50.00	\$450.00
Function Subtotal			\$450.00

13:00 - 16:00	VCC POWER DROP & PHONE PATCHING	/	14585-5
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All Suppliers

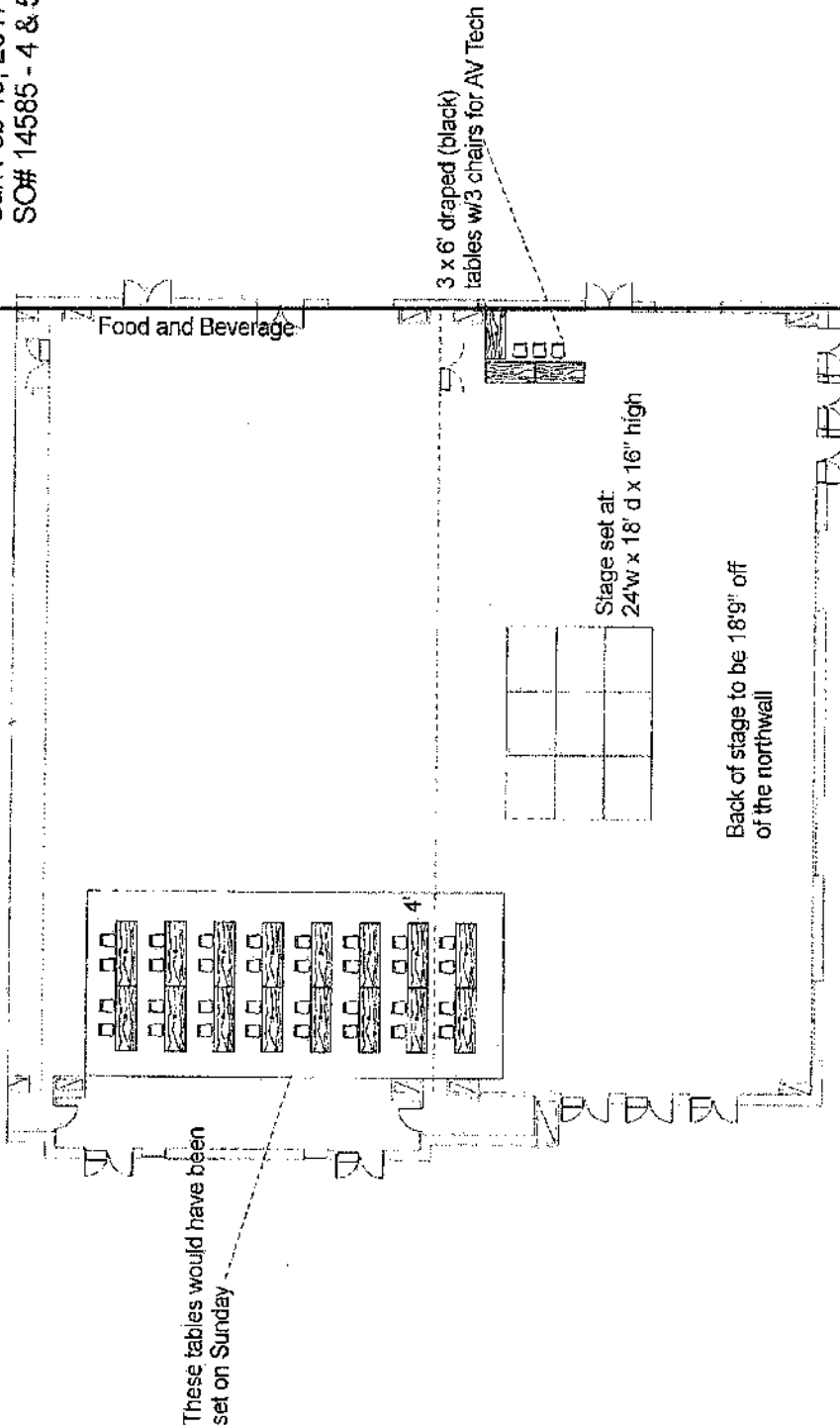
- VCC Electrician will be dropping power back stage of Salon C
- VCC Operations will be patching phone lines
- Freeman Audio Visual will install internet

Client Initials: _____

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Date Printed: February 16, 2017 10:04

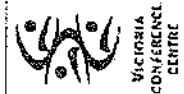
Budget Lock-Up 2017
 Sun Feb 19, 2017
 SO# 14585 - 4 & 5



CLIENT NAME & EVENT DATE:

EH setup and VCC Power Drop & Phone Patching

DIMENSION:
 LxWxH 36 x 28 x 9.5
 EACH SQUARE
 REPRESENTS 3' x 3'



NOTES:

Classroom seating at 8' x 30"
 wide banquet tables for 28 pax

Printed on: 2/16/17 10:13



Event Plan

Government Communications & Public Engagement

Budget Lock Up 2017

Page ____ of ____

VCC Contact: Leanna Hayes

EH Contact: Wendy Goulding

Monday, February 20, 2017

Salon A

Start	End	Function	Set / Guarantee	Function #
09:00 - 15:00		STAKEHOLDER SETUP CONTINUES	/	14585-6

All Suppliers

SAME SETUP AS PREVIOUS DAY

Empress

Classroom tables are to be set without linen

Linen will not be set until Monday at 1200

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
Classroom Setup - No Drape	240.0 PRS	0.00	\$0.00	156295
Set 2 chairs per c/r table				
Chair/Folding	240 EA			
Classroom Table	80 EA			
Electrical				
Power Bar	76.0 EA	0.00	\$0.00	156296
Set 1 power bar per every 3 seats				
120V - 1500W - 15 Amp Double	38.0 EA	0.00	\$0.00	
Receptacle				
Set 1 receptacle per every 6 seats				
Function Subtotal			\$0.00	

12:00 - 13:00		EH TO SET TABLE LINENS & REFRESHMENT STATIONS	/	14585-7
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Empress

Set food and beverage stations in PF2A

Set H2O stations in Salon A alcoves

Set table linen on all classroom tables

Start	Quantity	Rate	Amount	Order #
Client Services				
Coatrack (Portable Folding)	2.0 EA	0.00	\$0.00	156364
Function Subtotal			\$0.00	

14:30 - 16:00		CLIENT WALK-THRU WITH VOLUNTEERS	/	14585-8
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16:00 - 18:30		CLOSE AIRWALL BETWEEN SALON A/B	/	14585-9
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Client Initials: _____

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Date Printed: February 16, 2017 10:04



Event Plan

Government Communications & Public Engagement
Budget Lock Up 2017

Page ____ of ____
VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Monday, February 20, 2017

Salon B & C

Start	End	Function	Set / Guarantee	Function #
08:00 - 11:00		POWER DROP FOR SW AUDIO VISUAL	/	14585-10

In-house Electrical

Power drop needs to be placed back of stage in Salon C and may be set on SUNDAY

Start	Quantity	Rate	Amount	Order #
Electrical				
208V Three Phase 100 Amp	1.0 EA	575.00	\$575.00	156307
Function Subtotal			\$575.00	

08:00 - 11:00		SW AUDIO VISUAL SETUP	/	14585-11
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All Suppliers

SAME SETUP AS PREVIOUS DAY

- SW will arrive on site at 0800 to begin setup with the aim of having the floor cleared by 1000
- Rigging will be in the centre of the room so no tables/chairs can be placed until rigging is completed

Empress/All Suppliers

- Please note that only a partial setup can was done on SUNDAY balance of setup to be completed after 1000
- Classroom setup (using 30" wide tables, not 18" tables) to be set without linen
- Linen on tables will be placed after 1200

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
6' Table Draped, Black	2.0 EA	0.00	\$0.00	156308
Set in an "I." shape with 4 chairs for SW Audio Visual Tech				
Classroom Setup - No Drape	28.0 PRS	0.00	\$0.00	
• Use 8'x30" tables w/2 chairs per table				
• Linen will be set on MONDAY at 1200				
Chair/Folding	28 EA			
Classroom Table	10 EA			
2 stair (16") - for Carpeted Risers	2.0 EA	0.00	\$0.00	156309
Carpeted Riser Setup	9.0 EA	0.00	\$0.00	
• 24' wide x 18' d x 16" high w/stairs on both sides				
• Back of stage to be 18'9" off the back wall (this is v/important due to the rigging points)				
• Ensure all risers are the same colour				

Parking

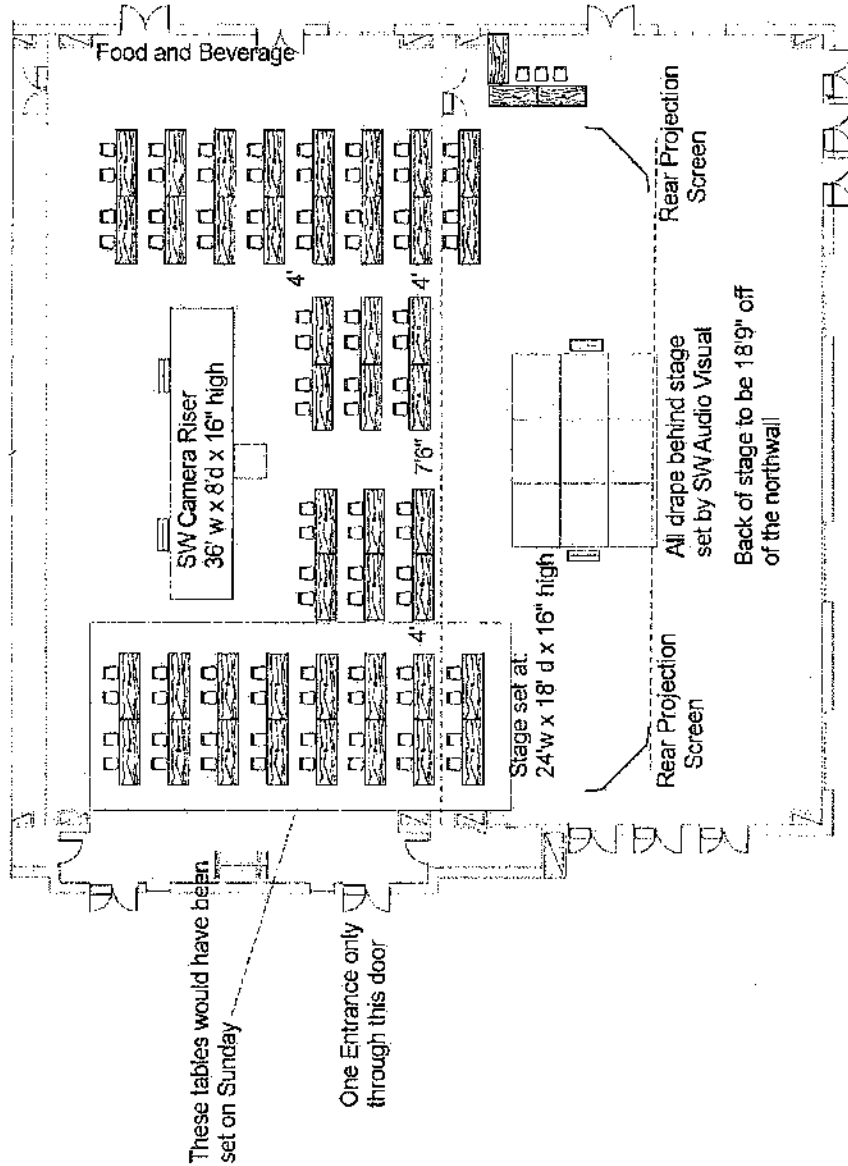
Daytime Parking Service Yard - Standard Length	2.0 \$	0.00	\$0.00	156311
• SW Audio Visual will be parking their trucks in the service yard during the setup hours only and will remove their trucks at the end of the day.				
• CS to provide parking pass valid for Mon Feb 20 and Tue Feb 21.				
Function Subtotal			\$0.00	

09:00 - 11:00		TELEPHONE LINE INSTALLATION FOR SW	2/	14585-12
---------------	--	------------------------------------	----	----------

Client Initials: _____

Budget Lock-Up 2017
 Mon Feb 20, 2017
 SO# 14585 - 13

DO NOT SET TABLE LINENS UNTIL 1200



CLIENT NAME & EVENT DATE:

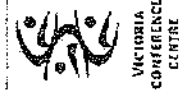
NOTES:

Empress to Set Remaining Tables

Classroom seating at 8' x 30" wide banquet tables for 88 pax

DIMENSION:
 L x W x H 36' x 28' x 9' 5"
 EACH SQUARE
 REPRESENTS 3' X 3'

SALON B and C



Printed on: 2/16/17 09:35



Event Plan

Government Communications & Public Engagement

Budget Lock Up 2017

Page ____ of ____

VCC Contact: Leanna Hayes

EH Contact: Wendy Goulding

Monday, February 20, 2017

Salon B & C (continued)

Start	End	Function	Set / Guarantee	Function #
09:00 - 11:00		TELEPHONE LINE INSTALLATION FOR SW (Continued)	2 /	14585-12

Start	Quantity	Rate	Amount	Order #
Communications				
Telephone Line with Single Line Set	2.0 \$	150.00	\$300.00	156314
Installed at tech table and tested by 0900				
Function Subtotal			\$300.00	

10:00 - 12:00		EH TO SET REMAINING TABLES	/	14585-13
---------------	--	----------------------------	---	----------

Empress

Set food and beverage stations along the west wall

All Suppliers

SEE DIAGRAM

Empress

Please note that only a partial setup can take place due to SW setting AV on Monday

Classroom setup (using 30" wide tables, not 18" tables) to be set **without linen**

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
6' Table Draped, Black	2.0 EA	0.00	\$0.00	156316
Set in an "L" shape with 4 chairs for SW Audio Visual Tech				
Classroom Setup - No Drape	88.0 PRS	0.00	\$0.00	
Use 8'x30" tables w/2 chairs per table				
Linen will be set at 1200				
Chair/Folding	88 EA			
Classroom Table	30 EA			
Client Services				
Coatrack (Portable Folding)	1.0 EA	0.00	\$0.00	156365
Function Subtotal			\$0.00	

11:00 - 14:00		POWER DROP TO MEDIA TABLES	/	14585-14
---------------	--	----------------------------	---	----------

Start	Quantity	Rate	Amount	Order #
Electrical				
Power Bar	22.0 EA	10.00	\$220.00	156319
Set 1 power bar for every 4 pax				
120V - 1500W - 15 Amp Double	22.0 EA	79.00	\$1,738.00	
Receptacle				
Set 1 receptacle for every 4 pax				
Function Subtotal			\$1,958.00	

11:00 - 14:00		TELEPHONE INSTALLATION FOR MEDIA	/	14585-15
---------------	--	----------------------------------	---	----------

Start	Quantity	Rate	Amount	Order #
Communications				
Telephone Line with Single Line Set	0.0 \$	150.00	\$0.00	156320

Client Initials: _____

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Event Plan

Government Communications & Public Engagement Budget Lock Up 2017

Page ____ of ____

VCC Contact: Leanna Hayes

EH Contact: Wendy Goulding

Monday, February 20, 2017

Salon B & C (continued)

Start	End	Function	Set / Guarantee	Function #
11:00 - 14:00		TELEPHONE INSTALLATION FOR MEDIA (Continued)	/	14585-15
Communications			Function Subtotal	\$0.00
12:00 - 14:00		EH TO SET TABLE LINENS	/	14585-16
<u>Empress</u> Do not set linens until after the power and phone lines have been installed Check with electrical and the phone installer before setting linens				
14:30 - 16:00		CLIENT WALK THRU WITH VOLUNTEERS	/	14585-17

Client Initials: _____

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Event Plan
Government Communications & Public Engagement
Budget Lock Up 2017

Page ____ of ____
 VCC Contact: Leanna Hayes
 EH Contact: Wendy Goulding

Monday, February 20, 2017

Sidney

Start	End	Function	Set / Guarantee	Function #
10:00 - 14:30		SETUP VOLUNTEER ROOM		14585-18

All Suppliers

SEE DIAGRAM

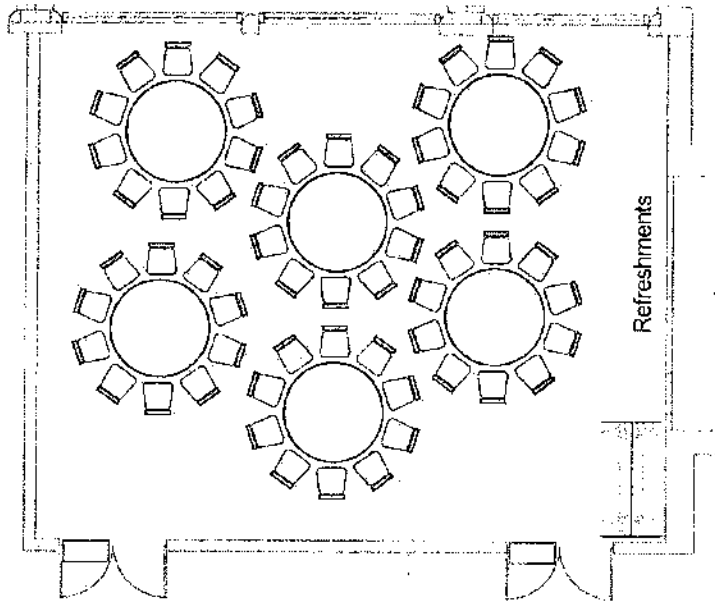
Start	Quantity	Rate	Amount	Order #
Set-up Empress				
Rounds of Ten	60.0 PRS	0.00	\$0.00	156321
Chair/Folding	60 EA			
Round (66")	6 EA			
Client Services				
Coatrack (Portable Folding)	1.0 EA	0.00	\$0.00	
	Function Subtotal		\$0.00	

Client Initials: _____

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Budget Lock-Up 2017
 Mon Feb 20, 2017
 SO#14585-18



CLIENT NAME & EVENT DATE:
 Set Up Volunteer Lounge

NOTES:

Rounds of 10 for 60 pax



VICTORIA
 CONFERENCE
 CENTRE

DIMENSION
 LAYOUT 36 x 28 x 9.5
 EACH SQUARE
 REPRESENTS 3' X 3'

SIDNEY

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Event Plan

Government Communications & Public Engagement Budget Lock Up 2017

Page ____ of ____
VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Monday, February 20, 2017

Metchosin

Start	End	Function	Set / Guarantee	Function #
09:00 - 12:00		SETUP METCHOSIN		14585-19

All Suppliers

SEE DIAGRAM

Freeman Audio Visual Canada

Client is providing own FAX machine, printers and computers and require 2 internet connections w/hubs to connect to 10-12 computers

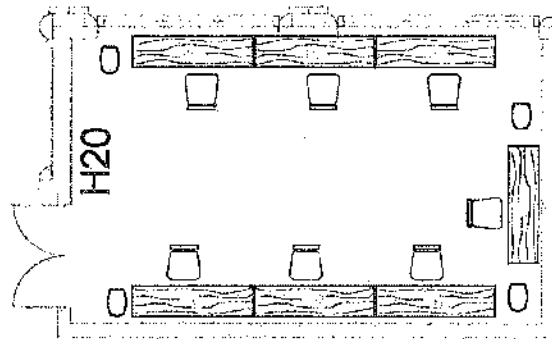
Client Services

Island Office Equipment will deliver around 1000 a photocopier that is to be placed outside of the Metchosin Room (see diagram)

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
Classroom Setup - Draped	7.0 PRS	0.00	\$0.00	156188
Set around the perimeter w/1 chair at each table				
Chair/Folding	7 EA			
Classroom Table	3 EA			
Client Services				
Pole Coatrack	1.0 EA	0.00	\$0.00	156190
Communications				
Telephone Line with Single Line Set	1.0 \$	150.00	\$150.00	156189
Telephone Line (for Fax)	1.0 \$	125.00	\$125.00	
Housekeeping				
Wastebasket	2.0 EA	0.00	\$0.00	156191
Recycle Bin	2.0 EA	0.00	\$0.00	156189
Function Subtotal			\$275.00	

Client Initials: _____

Budget Lock-Up 2017
 Mon Feb 20, 2017
 SO#14585 -19



CLIENT NAME & EVENT DATE:

Setup - Office

DIMENSION:
 LxWxH 36 x 28 x 9.5
 EACH SQUARE
 REPRESENTS 3' X 3'



VICTORIA
 CONFERENCE
 CENTRE

NOTES:

7 x C/R tables w/1 chair per
 set around perimeter of room

METCHOSIN

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Event Plan

Government Communications & Public Engagement Budget Lock Up 2017

Page ____ of ____
VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Monday, February 20, 2017

Langford

Start	End	Function	Set / Guarantee	Function #
09:00 - 12:00		SETUP GREEN ROOM	/	14585-20

All Suppliers
SEE DIAGRAM

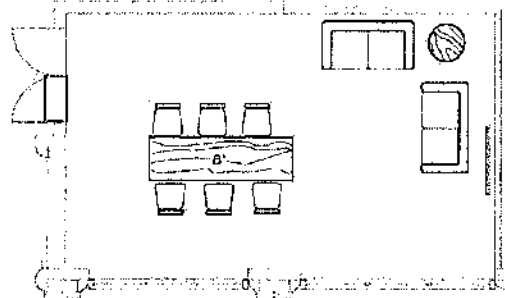
Start	Quantity	Rate	Amount	Order #
Set-up Empress				
Boardroom Setup	12.0 PRS	0.00	\$0.00	156187
Chair/Folding	12 EA			
Client Services				
Lounge Couch	2.0 EA	0.00	\$0.00	
Rd Coffee Table	1.0 EA	0.00	\$0.00	
	Function Subtotal		\$0.00	

Client Initials: _____

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Budget Lock-Up 2017
 Mon Feb 20, 2017
 SO#14585-20



CLIENT NAME & EVENT DATE

Setup - Green Room



VICTORIA
 CONFERENCE
 CENTRE

DIMENSION:
 CAPACITY: 36 x 28 x 9.5
 EACH SQUARE
 REPRESENTS 3 X 3'

LANGFORD

NOTES:

Boardroom for 6
 2 VCC couches
 1 VCC coffee table

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Event Plan
Government Communications & Public Engagement
Budget Lock Up 2017

Page ____ of ____
VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Monday, February 20, 2017

Colwood

<i>Start</i>	<i>End</i>	<i>Function</i>	<i>Set / Guarantee</i>	<i>Function #</i>
09:00 - 12:00		SETUP TREASURY BOARD & DM'S	/	14585-21

SEE DIAGRAM

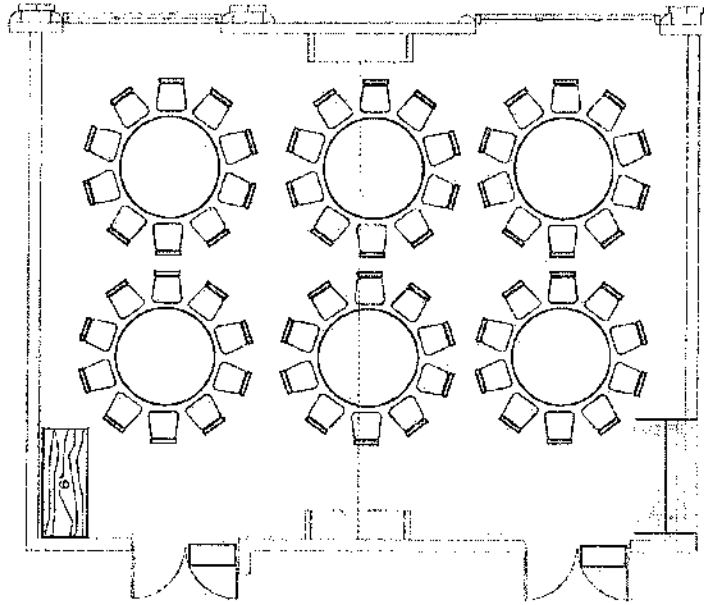
<i>Start</i>		<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>	<i>Order #</i>
Set-up Empress					
	6' Table Draped & Skirted	1.0 EA	0.00	\$0.00	156183
	Set inside room for handouts				
	Rounds of Ten	60.0 PRS	0.00	\$0.00	
	Chair/Folding	60 EA			
	Round (66")	6 EA			
Client Services					
	Coalrack (Portable Folding)	1.0 EA	0.00	\$0.00	
			Function Subtotal	\$0.00	

Client Initials: _____

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Budget Lock-Up 2017
 Mon Feb 20, 2017
 SO#14585 - 21



Victoria
 Conference
 Centre

CLIENT NAME & EVENT DATE

Setup - Treasury Board & DM's

DIMENSION
 L x W x H 30 x 28 x 0.5
 EACH SQUARE
 REPRESENTS 3' X 3'

COLWOOD ROOM

NOTES

Rounds of 10 for 60 pax

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Event Plan
Government Communications & Public Engagement
Budget Lock Up 2017

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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Monday, February 20, 2017

View Royal

Start	End	Function	Set / Guarantee	Function #
09:00 - 12:00		SETUP FILING ROOM	1	14585-26

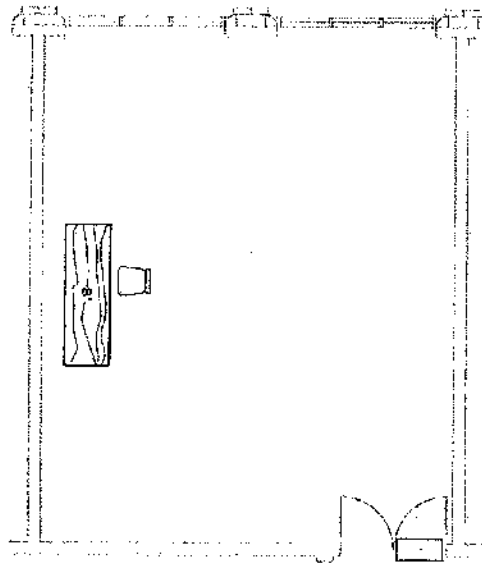
Start	Quantity	Rate	Amount	Order #
Set-up Empress				
8' Table Draped, White	2.0 EA	0.00	\$0.00	156322
2 Chairs at each				
Function Subtotal			\$0.00	

Client Initials: _____

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Budget Lock-Up 2017
 Mon Feb 20, 2017
 SO#14585-27



NOTES:

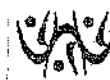
1 x 8' draped table
 w/1 chair

VIEW ROYAL

CLIENT NAME & EVENT DATE:

Setup - Filing Room

DIMENSION
 LAVOAH 36 x 28 x 0.5
 EACH SQUARE
 REPRESENTS 3' X 3'



VICTORIA
 CONFERENCE
 CENTRE

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Event Plan

Government Communications & Public Engagement Budget Lock Up 2017

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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Monday, February 20, 2017

Prefunction 2A

Start	End	Function	Set / Guarantee	Function #
09:00 - 12:00		SETUP STAKEHOLDER REGISTRATION	/	14585-27

Client Services

- SW Audio Visual is providing drape (see diagram) as well as a fire exit sign
- The west glass doors cannot be locked, they can be covered with drape and an EXIT sign provided by SW
- 1 guard will be stationed at the bottom of the west staircase on TUE to re-direct people to use the east stairs only and to assist in case of an emergency

All Suppliers

SEE DIAGRAM

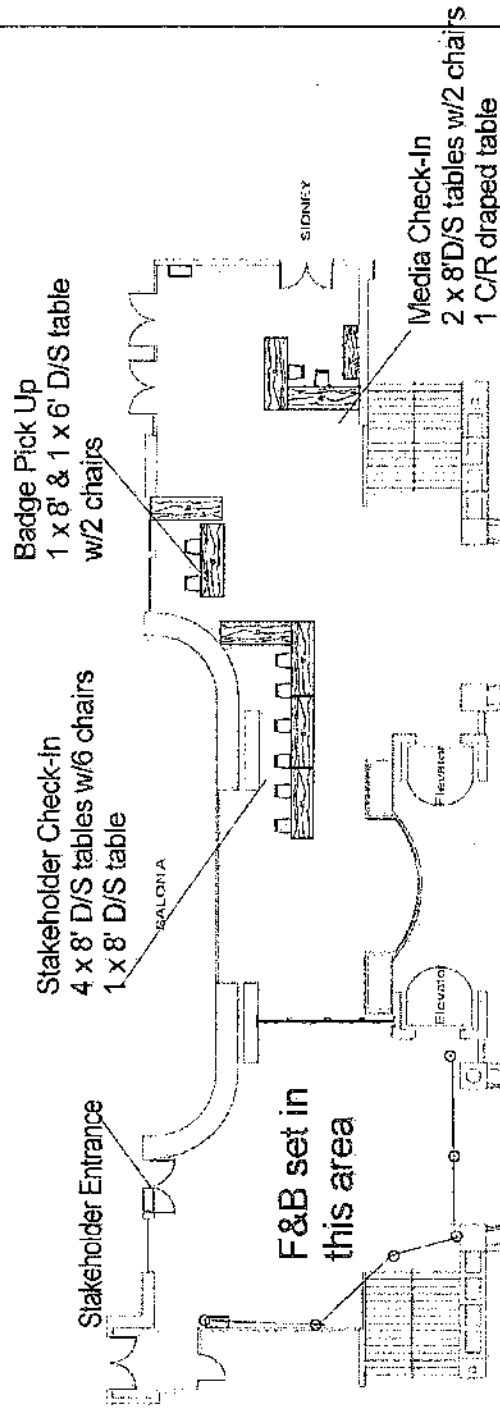
Start	Quantity	Rate	Amount	Order #
Set-up Empress				
8' Table Draped & Skirted	4.0 EA	0.00	\$0.00	156196
Stakeholder check-in with 6 chairs				
8' Table Draped & Skirted	2.0 EA	0.00	\$0.00	
Media check-in with 2 chairs				
Classroom Setup - Draped	1.0 PRS	0.00	\$0.00	
Media check-in				
Chair/Folding	1 EA			
Classroom Table	1 EA			
	Function Subtotal		\$0.00	

Client Initials: _____

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Budget Lock-Up 2017
 Mon Feb 20, 2017
 SO#114585-27



All drape is provided by SW Audio Visual
 Glass doors cannot be closed
 Drape will be placed in front of stairs but
 must have EXIT sign on it provided by SW Audio Visual

CLIENT NAME & EVENT DATE

Set Up - Stakeholder Registration

NOTES:



Victoria
 CONFERENCE
 CENTRE

DIMENSION:
 LxWxH 35 x 28 x 11.5
 EACH SQUARE
 REPRESENTS 3' X 3'

PREFUNCTION 2A

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Event Plan
Government Communications & Public Engagement
Budget Lock Up 2017

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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Monday, February 20, 2017

Prefunction 2B

Start	End	Function	Set / Guarantee	Function #
09:00 - 12:00		SETUP DOCUMENT STUFFING AREA	/	14585-28

All Suppliers

SEE DIAGRAM

Client Services

Set stanchioning where indicated on the diagram

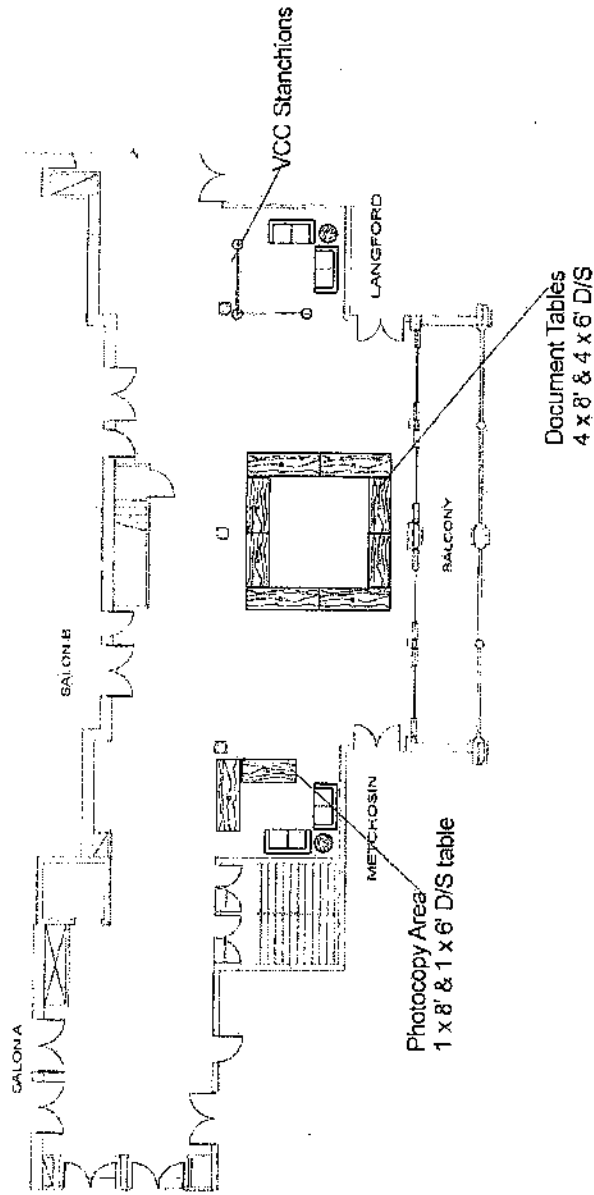
Start	Quantity	Rate	Amount	Order #
Set-up Empress				
8' Table Draped & Skirted	5.0 EA	0.00	\$0.00	156198
8' Table Draped & Skirted	5.0 EA	0.00	\$0.00	
Client Services				
Lounge Couch	4.0 EA	0.00	\$0.00	
Rd Coffee Table	2.0 EA	0.00	\$0.00	
Stanchion	1.0 EA	0.00	\$0.00	
Function Subtotal			\$0.00	

Client Initials: _____

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Budget Lock-Up 2017
 Mon Feb 20, 2017
 SO#14585-28



NOTES

CLIENT NAME & EVENT DATE
 Set Up - Document Stuffing Area

PREFUNCTION 2B

DIMENSION:
 LAYMAN 36 x 28 x 9.5
 EACH SQUARE
 REPRESENTS 3' X 3'

VICTORIA
 CONFERENCE
 CENTRE

Printed on: 2/16/17 09:34



Event Plan

Government Communications & Public Engagement Budget Lock Up 2017

Page ____ of ____
VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Monday, February 20, 2017

Saanich

Start	End	Function	Set / Guarantee	Function #
09:00 - 12:00		SETUP TREASURY BOARD & DM'S BRIEFING ROOM		14585-29

Telecommunications/Freeman A/V

*Test the phone line and polycom unit to ensure they are working

*Telephone number is 250.361._____

All Suppliers

SEE DIAGRAM

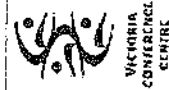
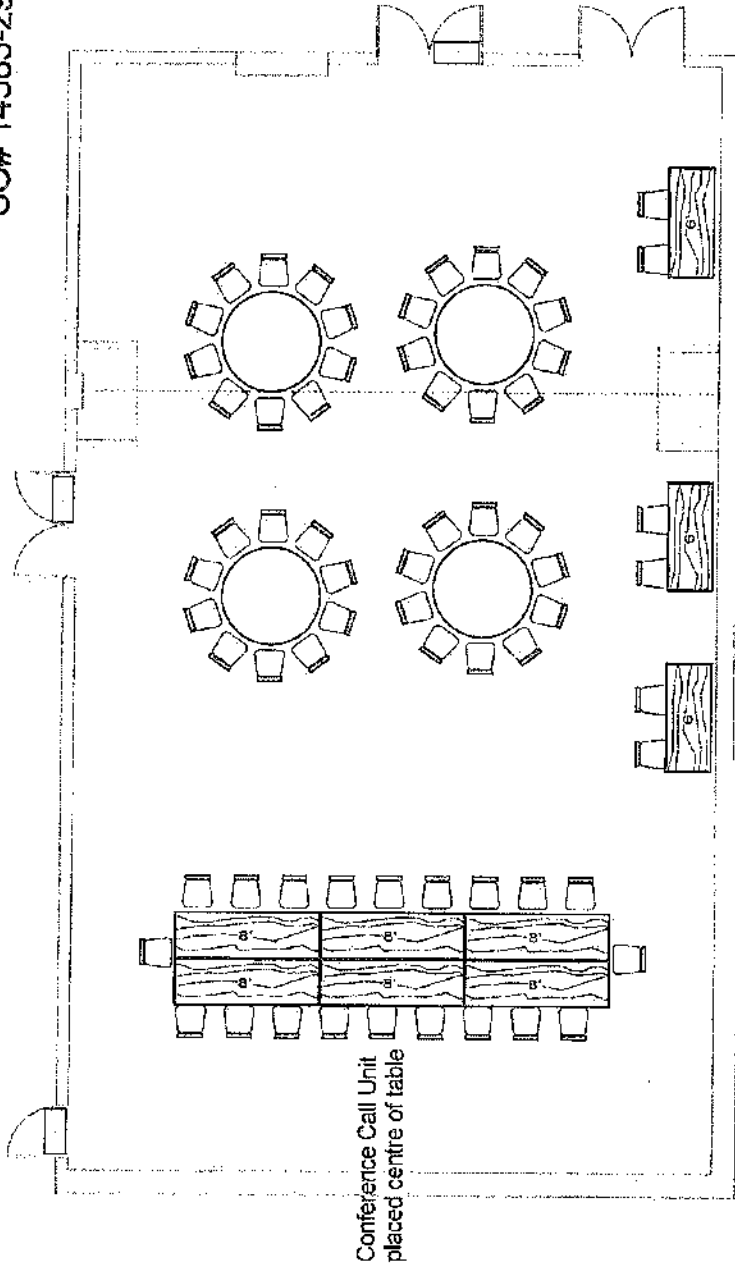
Start	Quantity	Rate	Amount	Order #
Set-up Empress				
6' Table Draped, White	2.0 EA	0.00	\$0.00	156324
With 2 chairs at each				
Boardroom Setup	20.0 PRS	0.00	\$0.00	
Chair/Folding	20 EA			
Rounds of Ten	40.0 PRS	0.00	\$0.00	
Chair/Folding	40 EA			
Round (66")	4 EA			
Communications				
Telephone Line (for Polycom)	1.0 \$	125.00	\$125.00	156325
Function Subtotal			\$125.00	

Client Initials: _____

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Budget Lock-Up 2017
 Mon Feb 20, 2017
 SO# 14585-29



CLIENT NAME & EVENT DATE:

Set Up - Treasury Board and DMs'

DIMENSION:
 LxWxH 36' x 28' x 2.5'
 EACH SQUARE
 REPRESENTS 5' x 3'

SAANICH

NOTES:

Boardroom for 20 pax
 Rounds of 10 for 40 pax

Printed on: 2/16/17 10:26



Event Plan

Government Communications & Public Engagement

Budget Lock Up 2017

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VCC Contact: Leanna Hayes

EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Salon A

Start	End	Function	Set / Guarantee	Function #
08:00	14:00	STAKEHOLDER LOCK-UP	240 /	14585-30

All Suppliers

SAME SETUP AS PREVIOUS DAY

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
Classroom Setup - Draped	240.0 PRS	0.00	\$0.00	156329
Set 2 chairs per c/r table				
Chair/Folding	240 EA			
Classroom Table	80 EA			
Food & Beverage				
Water Cooler Stations	0.0 EA	0.00	\$0.00	156331
Client Services				
Coatrack (Portable Folding)	2.0 EA	0.00	\$0.00	
Electrical				
Power Bar	76.0 EA	0.00	\$0.00	156298
Set 1 power bar per every 3 seats				
120V - 1500W - 15 Amp Double	38.0 EA	0.00	\$0.00	156330
Receptacle				
Set 1 receptacle per every 6 seats				
Function Subtotal			\$0.00	

08:59	09:40	EH TO OPEN AIRWALL BETWEEN SALON A & B	/	14585-31
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All Suppliers

Minister makes presentation to stakeholders and the media from 0900-0940

09:40	09:45	EH TO CLOSE AIRWALL BETWEEN SALON A & B	/	14585-32
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11:59	12:05	EH TO OPEN AIRWALL BETWEEN SALON A & B	/	14585-33
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14:00	18:00	ROOM STRIKE	/	14585-34
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Client Initials: _____

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Event Plan

Government Communications & Public Engagement Budget Lock Up 2017

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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Salon B & C

Start	End	Function	Set / Guarantee	Function #
08:00 - 14:00		MEDIA LOCK-UP	88 /	14585-35

Empress

Set food and beverage stations along the west wall

All Suppliers

SAME SETUP AS PREVIOUS DAY

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
6' Table Draped, Black	2.0 EA	0.00	\$0.00	156349
Set in an "L" shape with 4 chairs for SW Audio Visual Tech				
Classroom Setup - Draped	88.0 PRS	0.00	\$0.00	
Use 8'x30" tables w/2 chairs per table				
Chair/Folding	88 EA			
Classroom Table	30 EA			
2 stair (16") - for Carpeted Risers	2.0 EA	0.00	\$0.00	156346
Carpeted Riser Setup	9.0 EA	0.00	\$0.00	
24' wide x 18' d x 16" high w/stairs on both sides				
Back of stage to be 18'9" off the back wall (this is v/important due to the rigging points)				
Ensure all risers are the same colour				
Food & Beverage				
Water Coolers	0.0 EA	0.00	\$0.00	156352
Client Services				
Coatrack (Portable Folding)	2.0 EA	0.00	\$0.00	
Communications				
Telephone Line with Single Line Set	2.0 \$	0.00	\$0.00	156348
Installed at tech table				
Electrical				
Power Bar	22.0 EA	0.00	\$0.00	156350
Set 1 power bar for every 4 pax				
120V - 1500W - 15 Amp Double	22.0 EA	0.00	\$0.00	
Receptacle				
Set 1 receptacle for every 4 pax				
208V Three Phase 100 Amp	1.0 EA	0.00	\$0.00	156344
Parking				
Daytime Parking Service Yard - Standard Length	2.0 \$	0.00	\$0.00	156347
SW Audio Visual will be parking their trucks in the service yard during the setup hours only and will remove their trucks at the end of the day.				
CS to provide parking pass valid for Mon Feb 20 and Tue Feb 21.				
Function Subtotal			\$0.00	

08:00 - 11:00		REFRESHMENT BREAK	75 /	14585-36
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Start	Quantity	Rate	Amount	Order #
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Client Initials: _____



Event Plan

Government Communications & Public Engagement
Budget Lock Up 2017

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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Salon B & C (continued)

Start	End	Function	Set / Guarantee	Function #
08:00 - 11:00		REFRESHMENT BREAK (Continued)	75 /	14585-36

Food & Beverage

Coffee, Tea, Decaf / Person	75.0 PRS	5.50	\$412.50	156379
Regular & Diet Soft Drinks	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Individual Fruit Juices	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Bottled Mineral Water	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Patisserie Breakfast Pastries	8.0 DZ	60.00	\$480.00	
<i>freshly baked croissants</i>				
<i>danish pastries</i>				
<i>muffins</i>				
<i>warm cinnamon buns</i>				

Function Subtotal **\$892.50**

11:00 - 13:40		REFRESHMENT BREAK	75 /	14585-37
---------------	--	-------------------	------	----------

Start	Quantity	Rate	Amount	Order #
Food & Beverage				
Coffee, Tea, Decaf / Person	75.0 PRS	5.50	\$412.50	156380
Regular & Diet Soft Drinks	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Individual Fruit Juices	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Bottled Mineral Water	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Deluxe Cookies	5.0 DZ	60.00	\$300.00	
<i>chocolate chip</i>				
<i>white chocolate chip macadamia</i>				
<i>oatmeal raisin</i>				
<i>double chocolate</i>				
Fresh Sliced Fruits & Berries (large - serves 30)	1.0 EA	300.00	\$300.00	

Client Initials: _____

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Budget Lock Up 2017

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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Salon B & C (continued)

Start	End	Function	Set / Guarantee	Function #
11:00 - 13:40		REFRESHMENT BREAK (Continued)	751	14585-37
		Food & Beverage		
		Crisp Seasonal Vegetable Crudites with Dip (large-serves 60)	1.0 EA	185.00
		Assortment of Sandwiches (1 dozen = 24 HALVES) Egg (egg must be on white bread) Tuna Roast Beef Ham and Vegetarian To be on white bread, whole wheat, multi grain breads and kaiser buns (CUT ALL SANDWICHES IN HALF)	5.0 DZ	100.00
		30% OF THE SANDWICHES ARE TO BE GLUTEN FREE		
		Chicken & Vegetarian Wraps (1/2 to be Vegetarian)	5.0 DZ	100.00
		French Pastries Chocolate Éclairs Hazelnut Dacquoise Strawberry White Chocolate Delice Fruit Tartlets Linzner Square Caramel Cremeux Tarts	5.0 DZ	68.00
		Function Subtotal		\$2,537.50
12:00 - 14:00		ON SITE TECHNICAL SUPPORT	/	14585-38
14:00 - 18:00		ROOM STRIKE	/	14585-39

Client Initials: _____

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Event Plan

Government Communications & Public Engagement

Budget Lock Up 2017

Page ____ of ____

VCC Contact: Leanna Hayes

EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Sidney

Start	End	Function	Set / Guarantee	Function #
06:00 - 14:00		VOLUNTEER LOUNGE	60 /	14585-40

All Suppliers

SAME SETUP AS PREVIOUS DAY.

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
Rounds of Ten	60.0 PRS	0.00	\$0.00	156366
Chair/Folding	60 EA			
Round (66")	6 EA			
Food & Beverage				
Water Cooler Station	0.0 EA	0.00	\$0.00	156367
Client Services				
Coatrack (Portable Folding)	1.0 EA	0.00	\$0.00	156366
Function Subtotal			\$0.00	

06:45 - 10:00		REFRESHMENT BREAK	60 /	14585-41
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Start	Quantity	Rate	Amount	Order #
Food & Beverage				
Water Refresh	0.0 EA	0.00	\$0.00	156368
Coffee, Tea, Decaf / Person	60.0 PRS	5.50	\$330.00	156361
Regular & Diet Soft Drinks	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Individual Fruit Juices	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Bottled Mineral Water	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Patisserie Breakfast Pastries	8.0 DZ	60.00	\$480.00	
<i>freshly baked croissants</i>				
<i>danish pastries</i>				
<i>muffins</i>				
<i>warm cinnamon buns</i>				
Function Subtotal			\$810.00	

10:00 - 11:00		REFRESHMENT BREAK	60 /	14585-42
---------------	--	-------------------	------	----------

Start	Quantity	Rate	Amount	Order #
Food & Beverage				
Water Refresh	0.0 EA	0.00	\$0.00	156369
Coffee, Tea, Decaf / Person	60.0 PRS	5.50	\$330.00	156382

Client Initials: _____

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Event Plan
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Page ____ of ____
VCC Contact: Leannia Hayes
EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Sidney (continued)

Start	End	Function	Set / Guarantee	Function #
10:00 - 11:00		REFRESHMENT BREAK (Continued)	60 /	14585-42

Food & Beverage

Regular & Diet Soft Drinks	0.0 EA	5.00	\$0.00
<i>Charged on consumption</i>			
Individual Fruit Juices	0.0 EA	5.00	\$0.00
<i>Charged on consumption</i>			
Bottled Mineral Water	0.0 EA	5.00	\$0.00
<i>Charged on consumption</i>			

Function Subtotal: **\$330.00**

11:00 - 12:00		BREAK - LUNCH	60 /	14685-43
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Start	Quantity	Rate	Amount	Order #
Food & Beverage				
Water Refresh	0.0 EA	0.00	\$0.00	156370
Coffee, Tea, Decaf / Person	60.0 PRS	5.50	\$330.00	156383
Regular & Diet Soft Drinks	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Individual Fruit Juices	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Bottled Mineral Water	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Deluxe Cookies	5.0 DZ	60.00	\$300.00	
<i>chocolate chip</i>				
<i>white chocolate chip macadamia</i>				
<i>oatmeal raisin</i>				
<i>double chocolate</i>				
Fresh Sliced Fruits & Berries (large - serves 30)	1.0 EA	300.00	\$300.00	
Crisp Seasonal Vegetable Crudités with Dip (large-serves 60)	1.0 EA	185.00	\$185.00	
Assortment of Sandwiches	4.0 DZ	100.00	\$400.00	

Client Initials: _____

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Event Plan

Government Communications & Public Engagement Budget Lock Up 2017

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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Sidney (continued)

Start	End	Function	Set / Guarantee	Function #
11:00 - 12:00		BREAK - LUNCH (Continued)	60 /	14585-43

Food & Beverage

(1 dozen = 24 HALVES)

Egg (egg must be on white bread)

Tuna

Roast Beef

Ham and Vegetarian

To be on white bread, whole wheat, multi grain breads and kaiser buns (CUT ALL SANDWICHES IN HALF)

30% OF THE SANDWICHES ARE TO BE GLUTEN FREE

Chicken & Vegetarian Wraps (1/2 to be Vegetarian)	4.0 DZ	100.00	\$400.00
French Pastries	4.0 DZ	68.00	\$272.00
Chocolate Éclairs			
Hazelnut Dacquoise			
Strawberry White Chocolate Delice			
Fruit Tartlets			
Linzers Square			
Caramel Cremeux Tarts			

Function Subtotal \$2,187.00

Client Initials: _____

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Event Plan

Government Communications & Public Engagement Budget Lock Up 2017

Page ____ of ____
VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Metchosin

Start	End	Function	Set / Guarantee	Function #
06:00 - 16:00		OFFICE	/	14585-44

Freeman Audio Visual Canada

Client is providing own FAX machine, printers and computers and require 2 internet connections w/hubs to connect to 10-12 computers

Client Services

Island Office Equipment providing a photocopier that will to be placed (on Monday) outside of the Metchosin Room

All Suppliers

SAME SETUP AS PREVIOUS DAY

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
Classroom Setup - Draped	7.0 PRS	0.00	\$0.00	156192
Set around the perimeter w/1 chair at each table				
Chair/Folding	7 EA			
Classroom Table	3 EA			
Client Services				
Pole Coatrack	1.0 EA	0.00	\$0.00	156194
Communications				
Telephone Line with Single Line Set	1.0 S	0.00	\$0.00	156193
Telephone Line (for Fax)	1.0 S	0.00	\$0.00	
Housekeeping				
Wastebasket	2.0 EA	0.00	\$0.00	156195
Recycle Bin	2.0 EA	0.00	\$0.00	156193
Function Subtotal			\$0.00	

07:30 - 13:30	SECURITY ORDER	/	14585-45
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Start	Quantity	Rate	Amount	Order #
Security				
07:30 - 13:30	Security #1	6.0 HR	30.00	\$180.00
	Stationed at the lower west staircase			155206
07:30 - 13:30	Security #2	6.0 HR	30.00	\$180.00
	Stationed at the lower east staircase			
07:30 - 12:30	Security #3	6.0 HR	30.00	\$180.00
	Stationed in front of the Douglas Street entrance			
07:30 - 13:30	Security #4	6.0 HR	30.00	\$180.00
	To roam the Totem Prefunction and possibly augment BC Legislative security detail			
Function Subtotal			\$720.00	

Client Initials: _____

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Event Plan

Government Communications & Public Engagement Budget Lock Up 2017

Page ____ of ____

VCC Contact: Leanna Hayes

EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Langford

Start	End	Function	Set / Guarantee	Function #
09:30 - 15:00		REFRESHMENT BREAK	4 /	14585-47

Start	Quantity	Rate	Amount	Order #
Food & Beverage				
Water Service	0.0 PRS	0.00	\$0.00	156372
Coffee, Tea, Decaf / Person	4.0 PRS	5.50	\$22.00	156376
Regular & Diet Soft Drinks	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Individual Fruit Juices	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Bottled Mineral Water	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Crisp Seasonal Vegetable Crudites with Dip (small - serves 15)	0.5 EA	65.00	\$32.50	
3 Assortment of Sandwiches & 3 Vegetarian Wraps	0.5 DZ	100.00	\$50.00	
NO WHITE MEAT IN THE SANDWICHES OR WRAPS				
(1 dozen = 24 HALVES)				
Egg (egg must be on white bread)				
Tuna				
Roast Beef				
Ham and Vegetarian				
To be on white bread, whole wheat, multi grain breads and kaiser buns (CUT ALL SANDWICHES IN HALF)				
30% OF THE SANDWICHES ARE TO BE GLUTEN FREE				
Function Subtotal			\$104.50	

10:00 - 15:00	GREEN ROOM	0 /	14585-46
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All Suppliers

SAME SETUP AS PREVIOUS DAY

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
Boardroom Setup	12.0 PRS	0.00	\$0.00	156186
Chair/Folding	12 EA			
Client Services				
Lounge Couch	2.0 EA	0.00	\$0.00	
Rd Coffee Table	1.0 EA	0.00	\$0.00	
Function Subtotal			\$0.00	

Client Initials: _____

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Event Plan

Government Communications & Public Engagement

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VCC Contact: Leanna Hayes

EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Colwood

Start	End	Function	Set / Guarantee	Function #
07:00 - 16:00		TREASURY BOARD & DM'S	60 /	14585-48

All Suppliers

SAME SETUP AS PREVIOUS DAY

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
6' Table Draped & Skirted	1.0 EA	0.00	\$0.00	156184
Set inside room for handouts				
Rounds of Ten	60.0 PRS	0.00	\$0.00	
Chair/Folding	60 EA			
Round (86")	6 EA			
Food & Beverage				
Water Cooler	0.0 EA	0.00	\$0.00	156185
Client Services				
Coalrack (Portable Folding)	1.0 EA	0.00	\$0.00	156184
Function Subtotal			\$0.00	

07:30 - 11:00		REFRESHMENT BREAK	60 /	14585-49
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Start	Quantity	Rate	Amount	Order #
Food & Beverage				
Coffee, Tea, Decaf / Person	60.0 PRS	5.50	\$330.00	156361
Regular & Diet Soft Drinks	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Individual Fruit Juices	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Bottled Mineral Water	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Palisserie Breakfast Pastries	6.0 DZ	60.00	\$360.00	
<i>freshly baked croissants</i>				
<i>danish pastries</i>				
<i>muffins</i>				
<i>warm cinnamon buns</i>				
Function Subtotal			\$690.00	

11:00 - 13:00		BREAK - LUNCH #1	30 /	14585-50
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Start	Quantity	Rate	Amount	Order #
Food & Beverage				
Coffee, Tea, Decaf / Person	45.0 PRS	5.50	\$247.50	156371

Client Initials: _____

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Government Communications & Public Engagement

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VCC Contact: Leanna Hayes

EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Colwood (continued)

Start	End	Function	Set / Guarantee	Function #
11:00 - 13:00		BREAK - LUNCH #1 (Continued)	30 /	14585-60
Food & Beverage				
		Regular & Diet Soft Drinks	0.0 EA	5.00
		<i>Charged on consumption</i>		\$0.00
		Individual Fruit Juices	0.0 EA	5.00
		<i>Charged on consumption</i>		\$0.00
		Bottled Mineral Water	0.0 EA	5.00
		<i>Charged on consumption</i>		\$0.00
		Deluxe Cookies	3.0 DZ	60.00
		<i>chocolate chip</i>		\$180.00
		<i>white chocolate chip macadamia</i>		
		<i>oatmeal raisin</i>		
		<i>double chocolate</i>		
		Fresh Sliced Fruits & Berries (small - serves 10)	1.0 EA	100.00
		Crisp Seasonal Vegetable Crudites with Dip (small - serves 15)	1.0 EA	65.00
		Assortment of Sandwiches	2.0 DZ	100.00
		<i>(1 dozen = 24 HALVES)</i>		\$200.00
		<i>Egg (egg must be on white bread)</i>		
		<i>Tuna</i>		
		<i>Roast Beef</i>		
		<i>Ham and Vegetarian</i>		
		<i>To be on white bread, whole wheat, multi grain breads and kaiser buns (CUT ALL SANDWICHES IN HALF)</i>		
		<i>30% OF THE SANDWICHES ARE TO BE GLUTEN FREE</i>		
		Chicken & Vegetarian Wraps (1/2 to be Vegetarian)	4.0 DZ	100.00
		French Pastries	3.0 DZ	68.00
		<i>Chocolate Éclairs</i>		\$204.00
		<i>Hazelnut Dacquoise</i>		
		<i>Strawberry White Chocolate Delice</i>		
		<i>Fruit Tartlets</i>		
		<i>Linzer Square</i>		
		<i>Caramel Cremeux Tarts</i>		
Function Subtotal				\$1,396.50

Client Initials: _____

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Event Plan

Government Communications & Public Engagement
Budget Lock Up 2017

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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Tuesday, February 21, 2017

View Royal

Start	End	Function	Set / Guarantee	Function #
08:00 - 17:00		FILING ROOM		14585-52

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
8' Table Draped, White	2.0 EA	0.00	\$0.00	156323
2 Chairs at each				
Function Subtotal			\$0.00	

Client Initials: _____

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Event Plan

Government Communications & Public Engagement

Budget Lock Up 2017

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VCC Contact: Leanna Hayes

EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Prefunction 2A

Start	End	Function	Set / Guarantee	Function #
08:00 - 16:00		REGISTRATION		14585-53

Client Services

- SW Audio Visual is providing drape (see diagram) as well as a fire exit sign
- The west glass doors cannot be locked, they can be covered with drape and an EXIT sign provided by SW
- 1 guard will be stationed at the bottom of the west staircase on TUE to re-direct people to use the east stairs only and to assist in case of an emergency

All Suppliers

SAME SETUP AS PREVIOUS DAY

Start	Quantity	Rate	Amount	Order #
Set-up Empress				
8' Table Draped & Skirted	4.0 EA	0.00	\$0.00	158373
Stakeholder check-in with 6 chairs				
8' Table Draped & Skirted	2.0 EA	0.00	\$0.00	
Media check-in with 2 chairs				
Classroom Setup - Draped	1.0 PRS	0.00	\$0.00	
Media check-in				
Chair/Folding	1 EA			
Classroom Table	1 EA			
Function Subtotal			\$0.00	

08:00 - 10:00	STAKEHOLDER REFRESHMENT BREAK	210 /	14585-54
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Start	Quantity	Rate	Amount	Order #
Food & Beverage				
Coffee, Tea, Decaf / Person	200.0 PRS	5.50	\$1,100.00	158377
Regular & Diet Soft Drinks	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Individual Fruit Juices	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Bottled Mineral Water	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Patisserie Breakfast Pastries	20.0 DZ	60.00	\$1,200.00	
<i>freshly baked croissants</i>				
<i>danish pastries</i>				
<i>muffins</i>				
<i>warm cinnamon buns</i>				
Function Subtotal			\$2,300.00	

Client Initials: _____

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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Prefunction 2A (continued)

Start	End	Function	Set / Guarantee	Function #
11:00 - 14:30		BREAK - LUNCH	210/	14585-55

Start	Quantity	Rate	Amount	Order #
Food & Beverage				
Coffee, Tea, Decaf / Person	150.0 PRS	5.50	\$825.00	156378
Regular & Diet Soft Drinks	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Individual Fruit Juices	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Bottled Mineral Water	0.0 EA	5.00	\$0.00	
<i>Charged on consumption</i>				
Deluxe Cookies	12.0 DZ	60.00	\$720.00	
<i>chocolate chip</i>				
<i>white chocolate chip macadamia</i>				
<i>oatmeal raisin</i>				
<i>double chocolate</i>				
Fresh Sliced Fruits & Berries (large - serves 30)	2.0 EA	300.00	\$600.00	
Crisp Seasonal Vegetable Crudites with Dip (large-serves 60)	2.0 EA	185.00	\$370.00	
Assortment of Sandwiches	12.0 DZ	100.00	\$1,200.00	
<i>(1 dozen = 24 HALVES)</i>				
<i>Egg (egg must be on white bread)</i>				
<i>Tuna</i>				
<i>Roast Beef</i>				
<i>Ham and Vegetarian</i>				
<i>To be on white bread, whole wheat, multi grain breads and kaiser buns (CUT ALL SANDWICHES IN HALF)</i>				
<i>30% OF THE SANDWICHES ARE TO BE GLUTEN FREE</i>				
Chicken & Vegetarian Wraps (1/2 to be Vegetarian)	12.0 DZ	100.00	\$1,200.00	
French Pastries	12.0 DZ	68.00	\$816.00	
<i>Chocolate Éclairs</i>				
<i>Hazelnut Dacquoise</i>				
<i>Strawberry White Chocolate Delice</i>				
<i>Fruit Tartlets</i>				
<i>Linzer Square</i>				
<i>Caramel Cremeux Tarts</i>				
Function Subtotal			\$5,731.00	

Client Initials: _____

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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Prefunction 2B

<i>Start</i>	<i>End</i>	<i>Function</i>	<i>Set / Guarantee</i>	<i>Function #</i>
06:00 - 16:00		DOCUMENT SORTING AREA	/	14585-56

All Suppliers

SAME SETUP AS PREVIOUS DAY

Client Services

- Have carts available at the back door near VR
- Deliveries will arrive at approx 0600

<i>Start</i>		<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>	<i>Order #</i>
Set-up Empress					
	8' Table Draped & Skirted	5.0 EA	0.00	\$0.00	156199
	6' Table Draped & Skirted	5.0 EA	0.00	\$0.00	
Client Services					
	Lounge Couch	4.0 EA	0.00	\$0.00	
	Rd Coffee Table	2.0 EA	0.00	\$0.00	
	Stanchion	1.0 EA	0.00	\$0.00	
	Function Subtotal			\$0.00	

Client Initials: _____



Event Plan
Government Communications & Public Engagement
Budget Lock Up 2017

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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Translation Booth 2B

Start	End	Function	Set / Guarantee	Function #
06:00	16:00	GOVERNMENT SECURITY	/	14585-57

Client Services/Security

- Unlock all doors to the translation booths so that Lock-Up security can access to view Carson Hall
- On site contact from government is Shaun Fyness (250.387.0522)



Event Plan
Government Communications & Public Engagement
Budget Lock Up 2017

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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Tuesday, February 21, 2017

Saanich

<i>Start</i>	<i>End</i>	<i>Function</i>	<i>Set / Guarantee</i>	<i>Function #</i>
08:00 - 16:00		TREASURY BOARD & DM'S BRIEFING	/	14585-58

All Suppliers

SAME SETUP AS PREVIOUS AY

Telecommunications/Freeman A/V

Check and test the phone line and polycorn unit to ensure they are working

Telephone number is 250.361._____

<i>Start</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>	<i>Order #</i>
Set-up Empress				
6' Table Draped, White	2.0 EA	0.00	\$0.00	156325
With 2 chairs at each				
Boardroom Setup	20.0 PRS	0.00	\$0.00	
Chair/Folding	20 EA			
Rounds of Ten	40.0 PRS	0.00	\$0.00	
Chair/Folding	40 EA			
Round (66")	4 EA			
Food & Beverage				
Water Service on all tables	0.0 PRS	0.00	\$0.00	156328
Communications				
Telephone Line (for Polycorn)	1.0 \$	0.00	\$0.00	156327
Function Subtotal			\$0.00	

Client Initials: _____

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Event Plan
Government Communications & Public Engagement
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VCC Contact: Leanna Hayes
EH Contact: Wendy Goulding

Departmental Summary*

Space Rental Charges	\$16,285.00
Set-up Empress	\$0.00
Food & Beverage	\$16,979.00
Client Services	\$450.00
Communications	\$700.00
Electrical	\$6,295.00
Security	\$720.00
Housekeeping	\$0.00
Parking	\$0.00
Total Estimated Charges:	\$41,429.00

* Please note this is not an invoice. This is a summary of estimated charges to date and does not include taxes or gratuities. Prices are subject to change based on event requirements and final consumption.

Approved By: _____

Date Approved: _____

Client Initials: _____

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Date Printed: February 16, 2017 10:04



Savoury Chef Foods Ltd.

1175 Union Street
Vancouver, BC V6A 2C7
834194755RT0001

Phone: 604-357-7118

Fax: 604-357-7166

www.savourychef.com info@savourychef.com

INVOICE - MEDIA Breakfast

Bill To:

Government Communications and Public
Engagement
Deb Brendeland
PO Box 9409 Stn Prov Govt
Victoria, British Columbia V8W 9V1
Cell: 2502133272
Work: 2503562087

Venue:

Premier's Office
740-999 Canada Place
Executive Boardroom
Vancouver, BC V6C 3E1

Venue Contact:

Anish Dwivedi

Invoice #	Event Date	Event Time	Terms	Net Due	Account #
490585-A	Feb 21, 2017	8:00 AM	Cheque	Feb 21, 2017	

Qty	Description	Unit Cost	Total
16	Assorted Breakfast Pastry Basket - Large	\$3.25	\$52.00
1	COFFEE - Air-Pot - Caffe Umbria Gusto Crema - 10 Cups	\$21.25	\$21.25
1	TEA - Air-Pot - Two Leaves Organic - 10 Cups	\$21.25	\$21.25
1	COFFEE - De-Caf Cafe Umbria - Air-Pot - 10 Cups (Decaf)	\$21.25	\$21.25
16	Cold Assorted Beverages (Tropicana Juice Only)	\$2.50	\$40.00
1	00 - FREE DELIVERY (45MIN WINDOW)	\$0.00	\$0.00
1	Serving Utensils Required	\$0.00	\$0.00
16	Breakfast - Continental - Paper Package	\$0.25	\$4.00

Charges: \$159.75

0% Rental Insurance / Fees: \$0.00

Subtotal: \$159.75

5% GST (834194755RT0001) Tax: \$7.99

7% PST (1013-2949) Tax: \$0.28

Post-Tax Subtotal: \$168.02

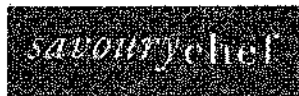
Payments: \$0.00

Total Due: \$168.02

Payment is due at date of invoice. We accept all major credit cards, eft, and corporate cheque. Any invoices fifteen (15) days overdue, are subject to twelve a percent (12%) yearly interest charges.

Any items that are lost or broken upon return will be invoiced after the event. All pickups are schedule for next business day, unless otherwise pre-arranged. Same day pickup is an additional cost.

Please make all cheques payable to 'Savoury Chef Foods Ltd.'

**Savoury Chef Foods Ltd.**

1175 Union Street
Vancouver, BC V6A 2C7
834194755RT0001
Phone: 604-357-7118
Fax: 604-357-7166

www.savourychef.com info@savourychef.com

INVOICE - STAFF Breakfast**Bill To:**

Government Communications and Public
Engagement
Deb Brendeland
PO Box 9409 Stn Prov Govt
Victoria, British Columbia V8W 9V1
Cell: 2502133272
Work: 2503562087

Venue:

Premier's Office
740-999 Canada Place
Executive Boardroom
Vancouver, BC V6C 3E1

Venue Contact:

Anish Dwivedi

Invoice #	Event Date	Event Time	Terms	Net Due	Account #
490585-B	Feb 21, 2017	8:00 AM	Cheque	Feb 21, 2017	

Qty	Description	Unit Cost	Total
9	Assorted Breakfast Pastry Basket - Large	\$3.25	\$29.25
1	COFFEE - Air-Pot - Caffe Umbria Gusto Crema - 10 Cups	\$21.25	\$21.25
1	TEA - Air-Pot - Two Leaves Organic - 10 Cups	\$21.25	\$21.25
1	COFFEE - De-Caf Cafe Umbria - Air-Pot - 10 Cups (Decaf)	\$21.25	\$21.25
9	Cold Assorted Beverages (Tropicana Juice Only)	\$2.50	\$22.50
1	00 - FREE DELIVERY (45MIN WINDOW)	\$0.00	\$0.00
1	Serving Utensils Required	\$0.00	\$0.00
9	Breakfast - Continental - Paper Package	\$0.25	\$2.25

Charges: \$117.75

0% Rental Insurance / Fees: \$0.00

Subtotal: \$117.75

5% GST (834194755RT0001) Tax: \$5.89

7% PST (1013-2949) Tax: \$0.16

Post-Tax Subtotal: \$123.80

Payments: \$0.00

Total Due: \$123.80

Payment is due at date of invoice. We accept all major credit cards, eft, and corporate cheque. Any invoices fifteen (15) days overdue, are subject to twelve a percent (12%) yearly interest charges.

Any items that are lost or broken upon return will be invoiced after the event. All pickups are schedule for next business day, unless otherwise pre-arranged. Same day pickup is an additional cost.

Please make all cheques payable to 'Savoury Chef Foods Ltd.'

**Savoury Chef Foods Ltd.**

1175 Union Street
Vancouver, BC V6A 2C7
834194755RT0001

Phone: 604-357-7118**Fax: 604-357-7166**

www.savourychef.com info@savourychef.com

INVOICE - STAFF Lunch**Bill To:**

Government Communications and Public
Engagement
Deb Brendeland
PO Box 9409 Stri Prov Govt
Victoria, British Columbia V8W 9V1
Cell: 2502133272
Work: 2503562087

Venue:

Premier's Office
740-999 Canada Place
Executive Boardroom
Vancouver, BC V6C 3E1

Venue Contact:

Anish Dwivedi

Invoice #	Event Date	Event Time	Terms	Net Due	Account #
490585-C	Feb 21, 2017	11:00 AM	Cheque	Feb 21, 2017	

Qty	Description	Unit Cost	Total
9	Deli Sandwich - Mixed Selection (Min 4)	\$7.25	\$65.25
9	Platter - Seasonal Fruit Selection	\$4.00	\$36.00
9	Vegetable Crudites Platter	\$4.00	\$36.00
9	Desserts Assorted - Small	\$2.75	\$24.75
9	Cold Assorted Beverages (Filtered water, spritzers, pops, etc..)	\$2.25	\$20.25
1	COFFEE - Air-Pot - Caffe Umbria Gusto Crema - 10 Cups	\$21.25	\$21.25
1	COFFEE - De-Caf Cafe Umbria - Air-Pot - 10 Cups (Decaf)	\$21.25	\$21.25
1	TEA - Air-Pot - Two Leaves Organic - 10 Cups	\$21.25	\$21.25
1	00 - FREE DELIVERY (45MIN WINDOW)	\$0.00	\$0.00
1	Serving Utensils Required	\$0.00	\$0.00
9	Lunch - Lunch & Dessert - Paper Package	\$0.50	\$4.50

Charges: \$250.50

0% Rental Insurance / Fees: \$0.00

Subtotal: \$250.50

5% GST (834194755RT0001) Tax: \$12.53

7% PST (1013-2949) Tax: \$0.32

Post-Tax Subtotal: \$263.35

Payments: \$0.00

Total Due: \$263.35

Payment is due at date of invoice. We accept all major credit cards, eft, and corporate cheque. Any invoices fifteen (15) days overdue, are subject to twelve a percent (12%) yearly interest charges.

Any items that are lost or broken upon return will be invoiced after the event. All pickups are schedule for next business day, unless otherwise pre-arranged. Same day pickup is an additional cost.

Please make all cheques payable to 'Savoury Chef Foods Ltd.'

**Savoury Chef Foods Ltd.**

1175 Union Street
Vancouver, BC V6A 2C7
834194755RT0001
Phone: 604-357-7118
Fax: 604-357-7166

www.savourychef.com info@savourychef.com

INVOICE - MEDIA Lunch**Bill To:**

Government Communications and Public
Engagement
Deb Brendeland
PO Box 9409 Stn Prov Govt
Victoria, British Columbia V8W 9V1
Cell: 2502133272
Work: 2503562087

Venue:

Premier's Office
740-999 Canada Place
Executive Boardroom
Vancouver, BC V6C 3E1

Venue Contact:
Anish Dwivedi

Invoice #	Event Date	Event Time	Terms	Net Due	Account #
490585-D	Feb 21, 2017	11:00 AM	Cheque	Feb 21, 2017	

Qty	Description	Unit Cost	Total
16	Deli Sandwich - Mixed Selection (Min 4)	\$7.25	\$116.00
12	Platter - Seasonal Fruit Selection	\$4.00	\$48.00
12	Vegetable Crudites Platter	\$4.00	\$48.00
12	Desserts Assorted - Small	\$2.75	\$33.00
16	Cold Assorted Beverages (Filtered water, spritzers, pops, etc..)	\$2.25	\$36.00
1	COFFEE - Air-Pot - Caffe Umbria Gusto Crema - 10 Cups	\$21.25	\$21.25
1	COFFEE - De-Caf Cafe Umbria - Air-Pot - 10 Cups (Decaf)	\$21.25	\$21.25
1	TEA - Air-Pot - Two Leaves Organic - 10 Cups	\$21.25	\$21.25
1	00 - FREE DELIVERY (45MIN WINDOW)	\$0.00	\$0.00
1	Serving Utensils Required	\$0.00	\$0.00
16	Lunch - Lunch & Dessert - Paper Package	\$0.50	\$8.00

Charges: \$352.75

0% Rental Insurance / Fees: \$0.00

Subtotal: \$352.75

5% GST (834194755RT0001) Tax: \$17.64

7% PST (1013-2949) Tax: \$0.56

Post-Tax Subtotal: \$370.95

Payments: \$0.00

Total Due:	\$370.95
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Payment is due at date of invoice. We accept all major credit cards, eft, and corporate cheque. Any invoices fifteen (15) days overdue, are subject to twelve a percent (12%) yearly interest charges.

Any items that are lost or broken upon return will be invoiced after the event. All pickups are schedule for next business day, unless otherwise pre-arranged. Same day pickup is an additional cost.

Please make all cheques payable to 'Savoury Chef Foods Ltd.'

Grand Totals

Post-Tax Subtotal:	\$926.12
Payments:	\$0.00
Balance Due:	\$926.12

island OFFICE EQUIPMENT LTD.
 104-3375 Whittier Ave.
 VICTORIA, BC V8Z 3R1
 P 384-7148 F 384-6772

Rental
 Agreement

101

Customer		Ship To		Misc	
Name	Gov. Comm. & Public Eng	Name	Victoria Conference Ctr	Date	7/2/2015
Address	See Attached	Address	Loading Dock/Humbolt St.	P.O. No.	
City/Prov	Victoria BC	City/Prov	Client Services	Rep	
Phone	250-356-2087	Phone	250-361-1011	FOB	
		Deb Brendeland			

Quantity	Description	Unit Price	TOTAL
1.00	Rental of Black & White copier	\$ 195.00	\$ 195.00
2	Copies to be billed at \$0.02/copy Delivery and pick up fee Deliver on Feb. 20th by 10am, & Pick up Feb 21 after 3pm	\$ 160.00	\$ 320.00

SubTotal \$ 515.00

Shipping

GST 7.00% \$ 36.05

PST 5.00% \$ 25.75

TOTAL \$ 576.80

Payment Other

Comments

Name _____

CC # _____

Expires _____

Office Use Only

 _____
 Customer Signature

"Excellence Through Service"