

Friss, Benita N MAH:EX

From: Madison, Tina M JTT:EX
Sent: Wednesday, March 20, 2019 4:26 PM
To: Friss, Benita N MAH:EX
Subject: RE: CALL FOR RECORDS - New FOI Request: TAC-2019-91512 (Receipts 280\$ West Coast Taphouse charge) : Pls respond by March 20

Hi,
I found the transactions on the PCard. I think this is the Batch but there is nothing in the description field so it's hard to tell

7	25-Oct-13	25-Oct-13	060	51099	54120	8530 Clearing-Purchasing Card	5100000 MAH Blank Project
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	s.17	Name:	HANNIGAN, MICHELLE				
4	09-05-2013	09-03-2013	WEST COAST TAP HOUSE - VICTORIA, BC CAN	12.50	17.50	280.00	
5	09-05-2013	09-03-2013	S.17	00	00	2154	
6	09-06-2013	09-05-2013	PACIFIC COASTAL AIRLIN - RICHMOND, BC CAN	-6.57	-9.20	-147.24	
7	09-09-2013	09-07-2013	SHAW CABLE SYSTEMS - CALGARY, AB CAN	2.85	3.99	63.79	
8	09-11-2013	09-09-2013	AIR CAN s.17 - WINNIPEG, MB CAN	00	00	326.81	
9	09-11-2013	09-10-2013	IRON MOUNTAIN CANADA - 610-831-8646, ON CAN	00	00	90.05	
30	09-12-2013	09-09-2013	TASF s.17 - VANCOUVER, BC CAN	1.60	3.19	36.75	
31	09-12-2013	09-09-2013	TASF s.17 - VANCOUVER, BC CAN	1.60	3.19	36.75	
32	09-12-2013	09-09-2013	AIR CAN s.17 - WINNIPEG, MB CAN	00	00	512.66	
33	09-18-2013	09-16-2013	PAYPAL *JUSTICE EDUC - S.17 ON CAN	10.55	14.77	236.25	
34	09-19-2013	09-17-2013	PACIFIC ONLINE INC. - VANCOUVER, BC CAN	6.45	9.03	144.48	
35	09-23-2013	09-20-2013	G&T DON MILLS - DON MILLS, ON CAN	37.05	00	829.93	
36	09-23-2013	09-22-2013	TELUS MOBILITY PREAUTH - CALGARY, AB CAN	2.46	3.44	55.10	
37	09-25-2013	09-23-2013	HELIJET INTERNATIONAL - RICHMOND, BC CAN	12.14	17.00	271.95	
38	09-25-2013	09-23-2013	HELIJET INTERNATIONAL - RICHMOND, BC CAN	12.14	17.00	271.95	
39	09-25-2013	09-23-2013	HELIJET INTERNATIONAL - RICHMOND, BC CAN	-12.14	-17.00	-271.95	
40	09-26-2013	09-25-2013	DAWSON CREEK s.15 - DAWSON CREEK, BC CAN	8.83	12.36	197.75	
41	09-27-2013	09-24-2013	TASF s.17 - VANCOUVER, BC CAN	1.60	3.19	36.75	
42	09-27-2013	09-24-2013	AIR CAN s.17 - WINNIPEG, MB CAN	00	00	326.81	
43	10-02-2013	10-01-2013	WA-21 - VANCOUVER, BC CAN	7.25	10.15	162.40	
44	10-02-2013	10-01-2013	SR FAX - BURNABY, BC CAN	5.63	7.88	126.00	
45							
46			Transaction Count:	Total:	96.47	3,608.53	

I hope this helps ☺

Tina

From: Friss, Benita N MAH:EX
Sent: Wednesday, March 20, 2019 12:59 PM
To: Madison, Tina M JTT:EX
Subject: FW: CALL FOR RECORDS - New FOI Request: TAC-2019-91512 (Receipts 280\$ West Coast Taphouse charge) :
Pls respond by March 20
Importance: High

Hi Tina – s.22 (as the request is due back today and really this is a TAC related request now that the program has moved to this ministry), could you please see if you can locate anything related to a BMO P-card receipt related to the \$280 paid to West Coast Taphouse for the duration of this reporting period?

Thank you,

Benita Friss
(778) 698-3355

From: FOI Economy Sector MAH:EX
Sent: Wednesday, March 20, 2019 12:24 PM
To: Friss, Benita N MAH:EX <Benita.Friss@gov.bc.ca>
Cc: Berkes, Andrea TAC:EX <Andrea.Berkes@gov.bc.ca>; Shang, Cindy TAC:EX <Cindy.Shang@gov.bc.ca>; Critchley, Carla JTT:EX <Carla.Critchley@gov.bc.ca>; Jessup, Riki-Lee TAC:EX <RikiLee.1.Jessup@gov.bc.ca>; FOI Economy Sector MAH:EX <FOI.Inbox@gov.bc.ca>
Subject: RE: CALL FOR RECORDS - New FOI Request: TAC-2019-91512 (Receipts 280\$ West Coast Taphouse charge) : Pls respond by March 20

Hi Benita,

The applicant has confirmed that this request relates to a BMO Purchasing Card receipted entry published in the public accounts reporting.

Please let me know if you need anything further.

Thanks,

John Flatman

A/Manager
Information Management and Strategic Initiatives,
Management Services Division

Ph: 778 698-3505 | e: John.Flatman@gov.bc.ca

*Providing services to: The Ministry of Municipal Affairs and Housing, the Ministry of Jobs, Trade and Technology,
the Ministry of Labour, and the Ministry of Tourism, Arts and Culture*

From: Friss, Benita N MAH:EX
Sent: Friday, March 15, 2019 4:26 PM
To: FOI Economy Sector MAH:EX; Jessup, Riki-Lee TAC:EX
Cc: White, Joanna MAH:EX; Berkes, Andrea TAC:EX; Shang, Cindy TAC:EX; Critchley, Carla JTT:EX
Subject: CALL FOR RECORDS - New FOI Request: TAC-2019-91512 (Receipts 280\$ West Coast Taphouse charge) : Pls respond by March 20

Good day – could you please confirm if this request relates to a BMO Purchasing Card receipted entry published in the public accounts reporting as we are unable to locate any vendor payment information directly associated with the West Coast Taphouse and the sector as a whole for any period at all?

Thank you,



Benita Friss | A/Manager, Financial Operations
Finance and Administrative Services Branch | Economy Sector
Municipal Affairs and Housing | Jobs, Trade and Technology | Labour | Tourism, Arts and Culture
Office: 778 698-3355 Fax: 250 387-2815

From: FOI Economy Sector MAH:EX

Sent: Wednesday, March 13, 2019 4:04 PM

To: Jessup, Riki-Lee TAC:EX <RikiLee.1.Jessup@gov.bc.ca>

Cc: FOI Economy Sector MAH:EX <FOI.Inbox@gov.bc.ca>; White, Joanna MAH:EX <Joanna.White@gov.bc.ca>; Friss, Benita N MAH:EX <Benita.Friss@gov.bc.ca>; Berkes, Andrea TAC:EX <Andrea.Berkes@gov.bc.ca>; Shang, Cindy TAC:EX <Cindy.Shang@gov.bc.ca>

Subject: CALL FOR RECORDS - New FOI Request: TAC-2019-91512 (Receipts 280\$ West Coast Taphouse charge) : Pls respond by March 20

The Ministry of Tourism, Arts and Culture (TAC) has received the following new request (applicant type: Media):

Copies of all receipts that connected to the \$280 charge in the 2013-2014 public accounts at West Coast Taphouse at the Ministry of Community Sport and Cultural Development.

Please note:

- This request was also sent to the Ministry of Agriculture, the Ministry of Health, the Ministry of Finance, the Ministry of Environment, the Ministry of Children and Family Development, the Ministry of Energy, Mines and Petroleum Resources, and the Ministry of Public Safety and Solicitor General.
- If you have responsive records, please combine them into one clean pdf, and provide a second pdf version with program area harms highlighted and rationale.
- If you expect this search for records to take more than 3 hours, please do not proceed. Contact our office immediately.

Please forward the responsive records to our team FOI inbox at FOI.Inbox@gov.bc.ca

Response is requested by: **Wednesday March 20, 2019**, if possible.

Thank you.

Joshua Galbraith

FOI Analyst

Information Management and Strategic Initiatives,
Management Services Division

Ph: 778 698-1314 - e: Joshua.Galbraith@gov.bc.ca

Providing services to: The Ministry of Municipal Affairs and Housing, the Ministry of Jobs, Trade and Technology, the Ministry of Labour, and the Ministry of Tourism, Arts and Culture

Page 1 of 1

RECEIVED
OCT 24 2013
A DIVISION OF THE MAJOR
CONSTRUCTION DIVISION OF THE DEPARTMENT OF
TRANSPORTATION & CONSTRUCTION, ALABAMA STATE GOVT

PURCHASING CARD TRANSACTION REGISTER

Cardholder: Michelle Hannigan
Branch: PAAB

Statement Date: October 3, 2013

TRANS NO	DATE	SUPPLIER NAME	ITEMS PURCHASED	CLIENT	RESP	SERVICE LINE	STOB	PROJ	SUB TOTAL	GST	PST	TOTAL
1	4-Sep-13	West Coast Tap House	Meeting room rental	060	51091	54300	6531	5100000	\$250.00	\$12.50	\$17.50	\$280.00
2	2-Sep-13	PayPal	Monthly charge	060	51091	54300	6322	5100000	\$21.54			\$21.54
3	5-Sep-13	Pacific Coastal Airline	Flight	060	51091	54300						\$167.24
4	3-Sep-13	Show	Monthly charge	060	51091	54300	6315	5100000	\$56.95	\$2.85	\$3.99	\$63.79
5	11-Sep-13	Iron Mountain	Every other month	060	51091	54300	6525	5100000	\$85.76	\$4.29		\$90.05
6	9-Sep-13	Uniglobe	Flight - Vickers SRB	060	51091	54300	5712	5100000	\$309.00	\$17.31	\$37.25	\$363.56
7	9-Sep-13	Uniglobe	Flight - Fraser SRB	060	51091	54300	5515	5100000	\$481.00	\$26.16	\$42.25	\$549.41
8	16-Sep-13	Justice Institute	Course - S.22	060	51091	54300	6516	5100000	\$225.00	\$11.25		\$236.25
9	19-Sep-13	Pacific Online	Monthly charge	060	51091	54300	6302	5100000	\$129.00	\$6.45	\$9.03	\$144.48
10	19-Sep-13	Grand & Toy	Office Supplies	060	51091	54300	6508	5100000	\$741.01	\$37.05	\$51.87	\$829.93
11	23-Sep-13	Helijet	Flight - Vickers SRB	060	51091	54300	5712	5100000	\$259.00	\$12.95		\$271.95
12	25-Sep-13	S.15 Dawson Creek	Meeting room rental SRB	060	51091	54300	6531	5100000	\$175.00	\$8.75	\$14.00	\$197.75
13	9-Sep-13	Telus	Monthly charge	060	51091	54300	6315	5100000	\$49.20	\$2.46	\$3.44	\$55.10
14	24-Sep-13	Uniglobe	Flight - Vickers SRB	060	51091	54300	5712	5100000	\$309.00	\$17.31	\$37.25	\$363.56
15	1-Oct-13	WA-21 Water Co.	Quarterly Charge	060	51091	54300	6531	5100000	\$145.00	\$7.25	\$10.15	\$162.40
16	1-Oct-13	SRFax	Monthly charge	060	51091	54300	6315	5100000	\$120.00	\$6.00		\$126.00
TOTAL									\$3,356.46	\$172.58	\$226.73	\$3,608.53



Your Purchasing Card Statement

MICHELLE HANNIGAN

→ Stmt. date: Oct. 3, 2013 → Acct. balance: \$3,608.53

Details of your transactions

Item no.	Trans date	Posting date	Description	Amount
TRANSACTIONS FOR ACCOUNT NUMBER s.17				
1	Sep. 3	Sep. 4	WEST COAST TAP HOUSE VICTORIA BC	280.00 ✓
2	Sep. 3	Sep. 4	s.17	21.54 ✓
3	Sep. 5	Sep. 5	PACIFIC COASTAL AIRLIN RICHMOND BC	147.24CR
4	Sep. 6	Sep. 6	AUTOMATIC PAYMENT RECEIVED - THANK YOU	2,655.14CR
5	Sep. 7	Sep. 7	SHAW CABLESYSTEMS CALGARY AB	63.79 ✓
6	Sep. 10	Sep. 10	IRON MOUNTAIN CANADA 610-831-8646 ON	90.05 ✓
7	Sep. 9	Sep. 10	AIR CAN s.17 WINNIPEG MB	326.81 ✓
8	Sep. 9	Sep. 11	AIR CAN s.17 WINNIPEG MB	512.66 ✓
9	Sep. 9	Sep. 11	TASF s.17 VANCOUVER BC	36.75 ✓
10	Sep. 9	Sep. 11	TASF s.17 VANCOUVER BC	36.75 ✓
11	Sep. 16	Sep. 17	PAYPAL *JUSTICEEDUC s.17 ON	236.25 ✓
12	Sep. 17	Sep. 18	PACIFIC ONLINE INC. VANCOUVER BC	144.48 ✓
13	Sep. 20	Sep. 20	G&T DON MILLS DON MILLS ON	829.93 ✓
14	Sep. 22	Sep. 22	TELUS MOBILITY PREAUTH CALGARY AB	55.10 ✓
15	Sep. 23	Sep. 24	HELIJET INTERNATIONAL RICHMOND BC	271.95 ✓
16	Sep. 23	Sep. 24	HELIJET INTERNATIONAL RICHMOND BC	271.95 ✓
17	Sep. 23	Sep. 24	HELIJET INTERNATIONAL RICHMOND BC	271.95CR
18	Sep. 25	Sep. 25	DAWSON CREEK s.15 DAWSON CREEK BC	197.75 ✓
19	Sep. 24	Sep. 26	AIR CAN s.17 WINNIPEG MB	326.81 ✓
20	Sep. 24	Sep. 26	TASF s.17 VANCOUVER BC	36.75 ✓
21	Oct. 1	Oct. 1	WA-2 VANCOUVER BC	162.40 ✓
22	Oct. 1	Oct. 1	SR FAX BURNABY BC	126.00 ✓
23	Oct. 3	Oct. 3	INTEREST ADVANCES @ 00.00000% TO 03OCT	0.00
24	Oct. 3	Oct. 3	INTEREST PURCHASES @ 05.00000% TO 03OCT	0.00

PRE-AUTHORIZED DEBIT IN EFFECT AS REQUESTED FROM YOUR DESIGNATED PAYMENT ACCOUNT.

See over/next page

Contact us

Local calls

Toll-free calls
Canada & USA

Please address any
written enquiries to:

Enquiries: 1 800 263-2263 1 800 263-2263 MasterCard
Telephone Devices for the Deaf: N/A 1 866 859-2089 P.O. Box 300 Station M
Lost or stolen cards: 1 800 361-3361 1 800 361-3361 Toronto, ON M6S 4X2

Your account at a glance

s.17

Previous balance, Sep. 3	\$2,655.14
Payments - thank you	\$2,655.14CR
Other credits	\$419.19CR
Purchases	\$4,027.72
Cash advances/Cheques	\$0.00
Interest	\$0.00
Fees	\$0.00
Other charges	\$0.00
New account balance, Oct. 3	\$3,608.53

Your credit limit s.17
Credit available, Oct. 3

**STATEMENT ONLY
DO NOT PAY!**

Helpful information

Transactions listed in this statement :

Airlines	\$ 1,290.99
Hotel	\$ 197.75
Car rental	\$ 0.00
Restaurants	\$ 280.00
Retail	\$ 1,839.79
Cash advances/Cheques	\$ 0.00
Other	\$ 0.00

RECEIVED

OCT 09 2013

PROPERTY ASSESSMENT
APPEAL BOARD
Registered trademark of Bank of Montreal.
Registered trademark of MasterCard International Incorporated.

RECEIVED

OCT 24 2013

FINANCIAL OPERATIONS
MINISTRY OF COMMUNITY DEVELOPMENT &
MINISTRY OF TOURISM, CULTURE & THE ARTS



BMO Financial Group

P.O. BOX 11064 STN CENTRE-VILLE
MONTREAL QC H3C 5A2

MICHELLE HANNIGAN
ATTN MICHELLE HANNIGAN
10-10551 SHELLBRIDGE WAY
RICHMOND BC
V6X 2W9

Approved by:

Signature

Signature

Name

Name

Date

Date

s.17

000360853 000360853



Your Purchasing Card Statement

MICHELLE HANNIGAN

Details of your transactions

s.17

(continued)

About Your Statement

Item no.	Trans date	Posting date	Description	Amount
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Report any items which do not agree with your records within 30 days of statement date.

Interest on purchases - interest is calculated on all purchases and fees from the date they are posted to your account. However, if payment in full is received by the payment due date, no interest is charged. If you do not pay your account in full by your payment due date, interest accrues until the date the balance is paid in full. Once your balance is paid in full, residual interest will appear on the following month's statement. The residual interest charge represents the period from your statement date until the date the full payment was credited to your account.

Interest on cash advances - we charge interest on a cash advance from the date of the advance until the cash advance is paid in full. We charge interest on a MasterCard cheque from the date the cheque is posted to your account until the cheque advance is paid in full.

How we apply payments to your account - we apply payments to items in your account in this order: interest on cash advances and MasterCard cheques; interest on purchases; annual fees/transaction fee/other fees; cash advances or MasterCard cheques on a previous statement; purchases on a previous statement; cash advances or MasterCard cheques on the current statement; purchases on the current statement. We then apply any additional payments to items that have not yet appeared on your statement - but have been applied to your account - in the same order.

Foreign currency transactions are converted to your card's currency using a MasterCard conversion rate in effect on the day the transaction is posted to your account. The MasterCard conversion rate is the rate that we pay to MasterCard International Inc. plus a markup percentage that we disclose from time to time. This rate may not be the same as the rate that existed on the date the transaction was made. However, if a foreign currency transaction is refunded to your account, the MasterCard conversion rate used to convert your refund to your card's currency is the rate that we pay to MasterCard International Inc. minus the markup percentage that we disclose from time to time. This rate may not be the same as the rate that existed on the date the transaction was refunded. For these reasons, the amount that is credited to your account for a refund of a foreign currency transaction will, in most cases, be less than the amount that was originally charged to your account for that transaction.

829 McCallum Road, Victoria, BC V9B6W6 250-391-5063 catering@fourpointsvictoriagateway.com

MICHELLE HANNIGAN

PROPERTY ASSESSMENT

\$280.00

PST#1014-4257

PRINTED NAME

Hannigan, Michelle PAAB:EX

From: Vickers, Cheryl PAAB:EX
Sent: Wednesday, August 28, 2013 9:22 AM
To: Hannigan, Michelle PAAB:EX
Subject: RE: s.22

I approve.

*Cheryl Vickers, Chair
Property Assessment Appeal Board*

604-775-3117 (direct line)
604-775-1742 (fax)

From: Hannigan, Michelle PAAB:EX
Sent: Wednesday, August 28, 2013 9:19 AM
To: Vickers, Cheryl PAAB:EX
Subject: s.22

I have been asked by Valli to schedule an inperson Settlement Conference on September 23 for the above appeal at the Four Points Sheraton Hotel in Victoria, please approve?

Thank you,

Michelle Hannigan,
Scheduling, Administration & Systems Coordinator
Property Assessment Appeal Board
Direct line (604)775-3118 Toll Free (888)775-1740
Fax (604)775-1742 Toll Free (888)775-1742



PROPERTY ASSESSMENT APPEAL BOARD

Suite 10, 10551 Shellbridge Way
Richmond BC
V6X 2W9

Telephone: 604-775-1740
Toll-free phone: 1-888-775-1740
Facsimile: 604-775-1742
Toll-free facsimile: 1-888-775-1742

E-Mail: office@paab.bc.ca

Web Site: www.assessmentappeal.bc.ca

August 28, 2013

Ref. #20131902

Leigh-Ann Stephenson
Four Points By Sheraton Victoria Gateway
829 McCallum Road
Victoria BC V9B 6W6

Dear Leigh-Ann Stephenson:

RE: HEARING ROOM BOOKING

Further to your recent telephone conversation with this office, this will confirm arrangements for use of the hearing room facilities from 8:00 a.m. to 5:00 p.m. as follows:

Monday, September 23, 2013
View Royal Boardroom
Rate: \$250.00
Cancellation Policy: 90 Days
Ice Water on Tables

A diagram of the preferred hearing room layout is attached.

Please ensure the lobby sign reads "**Property Assessment Appeal Board.**"

As a government agency, the Property Assessment Appeal Board is not subject to payment of Goods and Services Tax nor does it pay gratuities or service charges. We would also like to bring to your attention the fact that the Property Assessment Appeal Board will not accept any additional charges, over and above noted room rates, unless previously authorized by this office.

Please send your invoice for the hearing room to the Board, to the attention of "Accounts Payable".

Please contact the Board's Scheduling & Admin. Coordinator if you require further clarification.

For the Board

Michelle Hannigan
Scheduling, Administration & Systems Coordinator
Enclosure
624613



MEETING/BANQUET CONTRACT

DEAR: MICHELLE HANNIGAN PROPERTY ASSESSMENT APPEAL BOARD (PAAB)

Thank you for choosing The Four Points by Sheraton, Victoria Gateway. The staff and management look forward to serving you and your guests on the upcoming event. To confirm booking, please return a signed copy of our contract, along with your deposit as outlines below by. Following are the details of your 'tentative' event outline. Please read our contract carefully!

Date: MONDAY, SEPTEMBER 23, 13
Number of Guests: 12 GUESTS
Food & Beverage: WATER SERVICE
Audio Visual: NA
Room Rental cost: \$ 250.00 PLUS TAX
Deposit Due: RENTAL CONFIRMATION DEPOSIT: BY SEPTEMBER .3, 13 \$280.00
Food & Beverage arrangements by: Sept. 3, 13
Final Guest Numbers: Sept. 17,13


Please note the following terms and conditions:

Contract Commitment: These arrangements will be a definite commitment upon signing of this agreement (the "Contract") by both parties. However, between now and 5 days after the receiving of this contract, unless both parties have agreed upon and fully executed this Contract, should another customer request the function space and be in a position to sign an agreement immediately with Hotel, we will advise You, and You will have three (3) business days to sign this Contract and confirm the arrangements on a definite basis or Hotel may at its option enter into an agreement with another customer. If this Contract is not fully executed within the allotted 5 days, the function space, sleeping rooms or any other accommodations held pursuant to this proposal may be automatically released.

Deposit Schedule:

- A Deposit of 25% + damage deposit is due upon the signing of this contract
- A deposit of 50% is due 30 days prior to event with guaranteed guest numbers
- The balance and a final number of guests is due One Working Week in advance of the event
- Any Incidentals and remaining balance is due upon completion of event

1 – Deposit/Damage Deposit: A confirmation/damage deposit of \$1,000 is required to secure the use of the facility for Weddings, Holiday Parties and Staff parties. This deposit will be held until a thorough building inspection has been conducted upon completion of the event. You will be held responsible for any damage to property or equipment caused by yourself or your guests. Any costs associated with theft or damage will be deducted from the deposit, with remaining funds applied as a credit to the final bill.



2 – Cancellation Policy: You may cancel your event 90 days prior for a full refund of deposit with the exception of the room rental fee which will be forfeit. Deposit will be forfeited if cancellation is made less than 30 days in advance.

3 – Confirmation: all guarantees are due 7 business days prior to the function, (business days Mon-Fri excluding holidays), if not received the hotel will set and serve based on the agreed upon number in the contract and charge accordingly. Prior to your Event, you will be asked to sign Banquet Event Orders (“BEO”) no later than 7 days prior to your event which will specify and confirm the specifics for your event(s), including final menu selections, pricing, room set up and décor and all other final details. You may increase from the guaranteed number but not decrease the number of guests, one week prior to the event. We ask that you make any corrections and sign and return the BEOs. If you do not return the BEOs by that date, you agree that all information in the BEOs is correct. Food and beverage choices are based on availability and are at the hotel’s discretion

4 – Menu Selection: we require all menus to be selected a minimum of 30 days prior to the event date. In the event that any of the guests in your group has food allergies you shall inform us of the names of such persons and the nature of their allergies, in order that we can take the necessary precautions when preparing their food. Should you not provide the names of the guests and the nature of their food allergies, you shall indemnify and hold us forever harmless from, and against, any and all liability or claim of liability for any personal injury that does not occur as a direct result of our negligence or the negligence of any of our representatives. In the event of such negligence by us, or any of our representatives, we shall be responsible for all expenses reasonably incurred in the defence of such liability or claim. We undertake the responsibility to provide on request, full information on the ingredients of any items served to your group.

5 - Contracted Vendors: Hotel has contracted with certain providers of services (e.g., audio-visual services) that you may elect to use to provide services for your meeting or event (“Contracted Vendors”). Although the use of Contracted Vendors is encouraged, you may use your own vendors for these services provided that your proposed vendors meet minimum standards established by Hotel, including insurance and indemnification requirements.


6 – Payment Terms: we require the balance of the event to be paid in full within 30 days of the event. A credit card number is held on file to process through the remaining balance. If the host prefers to pay by alternative method of payment, the credit card will be used solely for backup. If payment has not been received within 30 days of the dated event a 15% interest will be added to the total of the remaining amount and the balance will be applied to the credit card on file.

7 – Taxes: GST & PST tax applies to all food, beverages, labour, service charges and room/equipment rental(s).

8 – Departure Time: liquor license is valid until 12:00am, last call is 11:45pm, all guests must vacate banquet hall by 12:30am.

9 – Gratuity Charge: all food and beverage services are subject to a 15% gratuity charge. A gratuity as part of the charge for a taxable service on an invoice - the GST/HST applies to the service charge
<http://www.cra-arc.gc.ca/E/pub/ap/rc4036/rc4036-11e.pdf>

10 – Health Regulations: food and beverage (including alcohol), MUST NOT be brought onto the property of The Four Points by Sheraton, Victoria Gateway. Any and all sponsored products must be



approved by the Food and Beverage Manager, and must be purchased through our facility. Due to health regulations, leftover food or beverage may not leave the property after an event.

11 – Liability: we reserve the right to inspect and monitor your event and discontinue services to all guests in the case of any violations of Banquet and Catering Policy, or Provincial Law. You will be held responsible for any damage to property or equipment caused by either yourself or your guests. Should The Four Points by Sheraton discontinue service to any or all of your guests, you shall still remain liable for all amounts owed to the property. The Four Points by Sheraton assumes no responsibility for any loss or damage to goods, property, and/or equipment brought into the facility by the organizer and guests.

12 - Security and Conduct of Event: Hotel does not provide security in the meeting and function space and all personal property left in the meeting or function space is at the sole risk of the owner. You agree to advise your attendees and guests that they are responsible for safekeeping of their personal property. Any security personnel retained by you or required by Hotel must be at your own expense and from a licensed security company that meets the minimum standards established by Hotel. The Hotel reserves the right to inspect and control all private functions. You are responsible for any damage to Hotel/or Hotel property caused by your attendees, vendors, contractors or agents.

13 - Charges for Additional Services: Hotel provides a variety of facilities and services not specifically described in this Contract, which are available to you and individual attendees at an additional charge. A list of the Hotel's pricing for these facilities and services is attached to this Contract, or is available to individual guests upon request.

14 - Force Majeure: The performance of this Contract is subject to acts of God, government authority, disaster, or other emergencies, any of which make it illegal or impossible for Hotel to provide the facilities and/or services for your event or meeting. It is provided that this Contract may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

15 – Decorating: any use of nails, staples, glue, or any like materials is not allowed on any walls, doors, or ceilings. Decoration clean up is the responsibility of the function organizer. Additional labour charges may apply for additional services requested, event changes made less than 48 hours in advance or for extraordinary cleaning required by use of glitter, confetti or similar items. These charges will be specified in your event BEO

16 – Music: SOCAN (Society of Composers, Authors, and Music Publishers of Canada) requires that the use of music obtain a SOCAN license to perform, or authorize others to perform, copyrighted music in public. An event held in a room with an overall capacity of less 100 is \$43.19, without dancing is \$21.59. An event held in a room with an overall capacity of 101 or more is \$62.13, without dancing is \$31.04. This fee will be added to all invoices.

SMOKE, FOG AND HAZE MACHINES ARE NOT PERMITTED UNDER ANY CIRCUMSTANCES.

17 – Audio and Visual: if requiring any audio/visual needs, The Four Points by Sheraton does have a preferred company, in which when requested we can provide a cost quote on the needed equipment.

ACKNOWLEDGMENT

I have read and agree to the Event Outline and Terms of The Four Points by Sheraton contract.

Signature

Printed Name

Today's Date

Deposit Information – Credit Card #

s.17

Expiry Date

Signature

Printed Name

Date of Event

MONDAY, SEPTEMBER 23, 13

Date Received.

Deposit Due:

RENTAL CONFIRMATION DEPOSIT: BY SEPTEMBER .3, 13 \$280.00

Food & Beverage arrangements by: Sept. 3, 13

Final Guest Numbers: Sept. 17,13

**PLEASE MAKE CHEQUES PAYABLE
TO THE WEST COAST TAP HOUSE .**

Guest Information:

MICHELLE HANNIGAN michelle.hannigan@paab.bc.ca 1-888-775-1740

WEST COAST TAP HOUSE RESTAURANT & CATERING

The Four Points by Sheraton, Victoria Gateway

829 McCallum Road Victoria BC V9B 6W6

Phone: 250.391.5063 Fax :250-474-4690

Email: catering@fourpointsvictoriagateway.com

829 McCallum Road, Victoria, BC V9B6W6 250-391-5063 catering@fourpointsvictoriagateway.com

MICHELLE HANNIGAN

GST# 850565557 RT001 PST#1014-4257**Expiry Date**

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