



**THE WESTIN HOTEL**  
Edmonton

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Executive Offices

CLASSIC CREST

February 21, 1991

*Ms. Marilyn Assheton-Smith*  
CANADIAN RESEARCH INSTITUTE  
FOR THE ADVANCEMENT OF WOMEN  
University of Alberta Campus  
11043 - 90 Avenue  
EDMONTON, Alberta  
T6E 2G1

Dear Marilyn:

RE: CANADIAN RESEARCH INSTITUTE FOR THE ADVANCEMENT OF WOMEN

*Thank you for confirming the above group. Enclosed please find your counter-signed copy of the agreement letter.*

*We would appreciate receiving your reservations by October 8, 1991.*

*On behalf of The Westin Hotel, Edmonton, we look forward to welcoming your group in November 1991.*

*Sincerely,*

*Debbie MacDonald*  
Sales Manager

DM/11f

enclosure

Revised meals budget - Sept. 12/91

<u>Meals</u>		<u>GST</u> 7%	<u>Grat.</u> 15%
Sat. lunch @ 8.75 x 400	3500	245	525
Sat. dinner @ 19.95 x 400	7980	558.60	1197
Sun lunch @ 8.75 x 400	3500	245	525
	<u>14,980</u>	<u>1048.60</u>	<u>2247</u>

Total 18,275.60

Coffee breaks

1 @ 3.35 x 400	1340	93.80	201
1 @ 3.35 x 400	1340	93.80	201
1 supplied by hotel	—	—	—
	<u>2680</u>	<u>187.60</u>	<u>402</u>

Total 3272.60

Cracker Barrel:

cookies 25 doz. @ 8.50 =	212.50	14.88	31.88
coffee 12 gal. @ 23.50 =	282.00	19.74	42.30
etc	494.50	34.62	74.18

Total 603.30

$$18,275.60 + 3272.60 + 603.30 = \boxed{22,151.50}$$



**THE WESTIN HOTEL**  
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# Guest Account

10135-100th Street, Edmonton, Alberta T5J 0N7 (403) 426-3636 Fax (403) 423-3785

BONESANT, C  
C BONESANT  
2526 MONCEAUX  
SILLERY, PQ  
G1T2N7

11/08/91 Arrival Date  
11/10/91 Departure Date  
1 # in Party  
112.00 Rate

ct. No. 74082 Room No. 915

Date	Description	Amount
1 11/08/91	ROOM..... 915/33643/1/0	\$112.00
2 11/08/91	GST..... 915/33644/1/0/ GST	\$7.84
3 11/08/91	ROOM TAX..... 915/33645/1/0	\$5.60
4 11/08/91	LOCAL CALL-DAILY CHG 915/33646/1/0	\$1.00
5 11/08/91	GST..... 915/33647/1/0/ GST	\$0.07
6 11/09/91	ROOM SERVICE..... 915/33/0/4/07:30/2 4/ /POS	\$10.20
7 11/09/91	ROOM..... 915/36142/1/4	\$112.00
8 11/09/91	GST..... 915/36143/1/4/ GST	\$7.84
9 11/09/91	ROOM TAX..... 915/36144/1/4	\$5.60
10 11/09/91	LOCAL CALL-DAILY CHG 915/36145/1/4	\$1.00
11 11/09/91	GST..... 915/36146/1/4/ GST	\$0.07
* TOTAL *****		\$263.22
CONTINUED....		

FINANCE CHARGE is computed on account balances which are delinquent; the PERIODIC RATE is 1 1/2% per month; the ANNUAL PERCENTAGE RATE is 18%.

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

Company \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Signature \_\_\_\_\_



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11/08/91 Arrival Date  
11/10/91 Departure Date  
1 # in Party  
112.00 Rate

ct. No. 74082 Room No. 915

Date	Description	Amount
	GST REGISTRATION NUMBER: R101577591	
	GST - ROOM	\$15.68
	F & B	\$ .60
	OTHER	\$ .14
	* TOTAL GST *	\$16.42

*FAX  
grey  
423-3785*

FINANCE CHARGE is computed on account balances which are delinquent; the PERIODIC RATE is 1½% per month; the ANNUAL PERCENTAGE RATE is 18%.

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

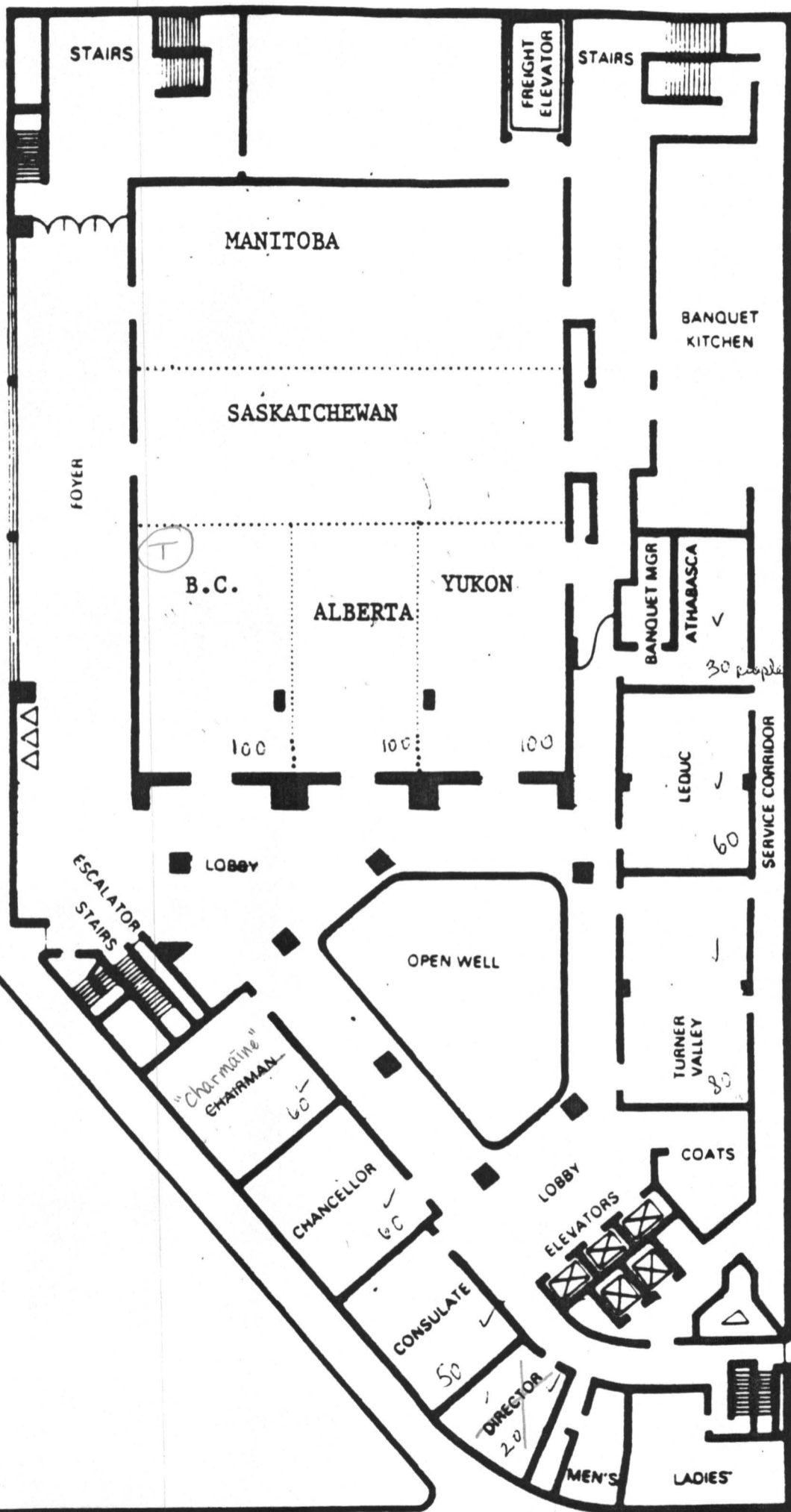
Company \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Signature \_\_\_\_\_



WESTIN HOTEL  
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Marlboro

meeting @ Laura Sept. 25

Thurs. av equipment 2-10  
coffee service

Fri. coffee? 9-4

Fri. - Sun. 8-10 Registration  
3 tables 8 chairs telephone  
whiteboard on easel  
set up by 3:30

Director room: keys  
2 phones  
1 p.m. Friday (possibly Fri. morning)

Marlboro Room: can we release Friday night

florist: Noreen Kathleen bud vases let Laura  
300 people = 40 tables (8 per table) Know

Turner Valley: portable p.a. system

7 dried wheat

\* check @ Linda head table (no more than 8 recom.)  
\* hosp. suite how many nights Wed 6th - Mon 14th

8:45-9:45 AGM → B.C., alb., Yukon  
10-11  
1100-1115-1215

\* Linda: AGM head table for 4? }  
raised podium }

B. Sprank: folders delivered tomorrow

Joan alb. Adv. Council Open House Friday RSVP

Billy Thurston

U of C

220 6940

- Karen Lloyd Noreen numbers? room? for massage therapy  
stuff conference kits when & where  
448 3739

Laura 493-8917 how many room nights

Leduc & Athabasca (problem Sat. 4 p.m.)

can we use <sup>hosp.</sup> ~~impair~~ 20 max parlor

B.C.: translation booth (in corner better view no pillars in the way)

Oct. 17<sup>th</sup> 6<sup>th</sup> 12 rooms

7<sup>th</sup> 33

8<sup>th</sup> 71

9<sup>th</sup> 70

10<sup>th</sup> 23

109

209 total

(200 room nights covers hospitality suite for 2 nights)

CRIAW requires:

meeting room for their board 22-24 people  
with hollow square table arrangement  
(windows?)

Thurs. after lunch 2-10

Friday all day 9-4

President Jerri Wine: requires non-smoking  
suite accommodate 20-30 people

- Consulate room booked for board meetings
- Hospitality suite (will be spring cleaned and empty for week prior to conf.) booked for Jerri Wine - accommodates 20-30 people

• concert: rounds, raised stage max capacity 600

• session 3 (Sat 3p.m) 2 extra rooms Man./Sask.

\* Linda: room adj. parlor available Wed. night  
† Cynthia Hill parlor avail. possibly Thurs morn.  
for breakfast; for sure by 1 p.m.  
breakfast for executive could be served in  
Consulate room

no head table for banquet; podium @ mic

(over)



- AGM head table @ 4 people    2 mics at front table  
+ raised mic.  
1 mic on floor

6<sup>50</sup>5<sup>00</sup> } 875  
1600 } 875  
\$4900 }

468-  
7420 J. Sargeant  
C.P. 555  
T5J 2P4 }

20  
3745  
\$50.00

~~Snylille / Linches Creek Cancellation  
check @ Marilyn~~

~~Mid Oct.: call presenters~~

~~Lovena Hall ; 10760 - 69st. T6A 2T3  
468-2790~~

~~work before conference  
day or evening  
general office duties~~

~~Angela Miles: ~~afab~~ (416) 691-2477  
can't come Women in dev. teaching:  
wants to be replaced by Carol Mundle (will send her abstract)~~

~~Margo Charlton Wpg Theatre Group  
willing to do w/s or part of paper session~~

Toronto: Marianne Parsons;  
439-3020  
Dianee Gutch

- Liz 10 & 11
- Laura: 493 8917
  - Marlboro room not available Sat. night
  - 1 translation booth (set up in end room)  
Gave seats 350 theatre style
  - can transform back into meeting rooms during coffee break



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**AUDIO VISUAL GUEST PRICE LIST**

(All prices include delivery to meeting room and removal)

**PROJECTORS**

16MM	\$27.00
Slide	\$25.00
Overhead	\$22.00
Overhead/Roll Attach	\$22.00

**PROJECTION ACCESSORIES**

Acetate Roll	\$13.50
Acetate Sheets (10)	\$ 8.00
Projection Stand	N/C
Extra Carousel Tray	\$ 3.00
Laser Pointer	\$35.00
Light Pointer (AC)(Electric)	\$25.00
Marking Pens (package of 4)	\$10.00

**SCREENS - REAR PROJECTION**

6' x 8' c/w Frame/Drape Dress Kit	\$ 95.00
7½' x 10' c/w Frame/Drape Dress Kit	\$115.00
9' x 12 c/w Frame/Drape Dress Kit	\$135.00

**SCREENS - FRONT PROJECTION**

60" x 60" - Tripod	\$12.50
70" x 70" - Tripod	\$12.50
96" x 96" - Tripod	\$20.00
10' With Base	\$30.00
12' With Base	\$35.00

**MIXERS**

4 Channel Mixer	\$25.00
Media Feed Box (6 output)	\$25.00
Media Feed Box (12 output)	\$50.00

**MICROPHONES**

Supplied c/w/Cable, Table or Floor Stand	\$ 15.00
Lavalier Mic	\$ 15.00
Wireless Lavalier or Hand Held Mic	\$ 50.00

**TAPE PLAYERS/RECORDERS**

Wollensak Slide Sync	\$ 30.00
Stereo Cassette Desk (Needs mixer to patch into house P.A.)	\$ 25.00
Portable Stereo Cassette (Ghettoblaster)	\$ 25.00
AVX120 min Cassett Tape	\$ 5.00

**VIDEO EQUIPMENT**

½" VHS Player/Recorder	\$ 30.00
½" BETA Player/Recorder	\$ 30.00
20" Receiver/Monitor	\$ 25.00
26" Receiver/Monitor	\$ 50.00
VHS Camcorder c/w Tripod	\$ 75.00
Video Camera c/w Tripod	\$ 50.00
*50" Curved Screen c/w Video Proj.	\$150.00
*LCD Video Projector	\$200.00
*SONY SUPER BRIGHT Video Projector	\$450.00
T60 min VHS Video Cassette Tape	\$ 7.00

**SPECIAL AUDIO**

Table Top Lecternette (w/o Base)	\$ 40.00
Lecternette (w/base)	\$ 50.00

**LABOUR**

\$25.00 per Man Hour	
After 6:00 p.m.	\$ 35.00
Weekends and Holidays	\$ 35.00

\*Labour charges to be assessed

**ALL ABOVE PRICES ARE SUBJECT TO 7% G.S.T.**

**WE WOULD BE PLEASED TO ASSIST YOU WITH ANY SPECIAL REQUIREMENTS**

**CONFERENCE SCHEDULE**

**Friday November 8th, 1991**

<u>Time</u>	<u>Function</u>	<u>Room</u>	<u>Set up</u> # tables?	<u>#</u> <u>Peop</u> <u>volun</u> <u>teers</u>
* * 5:00 - 7:30	REGISTRATION	Foyer		
7:30 - 8:00	WELCOME ADDRESS/ORIENTATION	Man. / Sask.	rounds @ podium	400
8:00-10:00	???? Cracker jack	"	"	"

\* Thurs. Nov. 7

2:00-10:00 board meeting Consulate board room 20

\* Friday Nov. 8

9:00 - 4:00 board meeting Consulate board room 20

5:00 - 10:00 child care room ?

\* \* N.B. - Must keep space <sup>etables</sup> free for registration  
 - Not all kiosques will have space until after registration

**SATURDAY, November 9th, 1991**

<u>Time</u>	<u>Function</u>	<u>Room</u>	<u>Set-Up</u>	<u># people</u>
8:00 - 10:00	REGISTRATION	foyer	-	-
9:00 - 10:00	KEYNOTE	B.C. alb. Yukon (end rooms)		
10:00 - 10:30	BREAK	foyer?		
* * 10:30 - 12:00	SESSION 1 (a, b, c, d, e, f, g, ...)	(no more than 8) see below		
12:00 - 13:15	LUNCH	(Man. Sack.)		
13:30 - 15:00	SESSION 2 (a, b, c, d, e, f, g, ...)	see below		
15:00 - 15:30	BREAK	foyer		
15:30 - 17:00	SESSION 3 (a, b, c, d, e, f, g, ...)	see below		
18:00 - 19:00	RECEPTION	entire ballroom (translation booth)	rounds	400
19:00 - 20:30	BANQUET AND AWARDS			
20:30	AWARDS			

\* 8:00 - T.B.A. childcare ? ? ?

\* \* Session Rooms

- 1. B.C. 100 theatre style
- 2. Alb. 100 "
- 3. Yukon 100 "
- 4. Leduc 60 "
- 5. Turner V. 80 "
- 6. Chairman 60 "
- 7. Chancellor 60 "
- 8. Consulate 50 "

\* \* \* Director <sup>(20)</sup> could be used as working room for committee

**SUNDAY, November 10th, 1991**

<u>Time</u>	<u>Function</u>	<u>Room</u>	<u>Set-Up</u>	<u># people</u>
9:00 - 10:30	ANNUAL GENERAL MEETING	?	(translation)	
10:30 - 11:00	BREAK	foyer		
11:00 - 12:00	KEYNOTE SPEAKER	B.C./Alb./Yukon (end rooms)		
12:00 - 13:30	LUNCH AND MUSIC?	Man./Sask.		
13:30-15:00	SESSION 4 (a, b, c, d, e, f, g, ...)			
15:00 - 16:00	WIND-UP/DOWN	?	endrooms?	
*9:00 - 16:00	childcare	"	"	"

Meeting @ Laura Sept. 11<sup>th</sup>

300 rooms @ \$90

27,000

penalty \$13,500

meals

hospitality room

gov't rate for rooms : room rate reduced to \$70

coffee, tea & water breaks

iced tea & lemonade for afternoon

lunch <sup>Westin</sup> \$5734

lunch <sup>atoloni</sup> \$6 \$2400

\$3334 x 2 = \$6668 savings

tea on request

23.50 gallon <sup>service</sup> 20 & 25 people

22 gallons @ 23.50 + GST + grat.  
coffee & tea stations

(food for cracker barrel  
(trays for volunteers (can bring over into hosp. suites)  
) coffee & tea stations, cookies, water on tables

4800 (2 lunches @ \$6 at Atoloni's) lunch @ 9.75 = 9,598

2000

penalty for cancelling lunches.

6800

9598 - 6800 =

2,798 difference

2798

lunch \$8.75 : sandwich cut in four & scoop of salad + cookies / tarts

48hrs before must give a number of guests for meals to hotel - Laura will help estimate numbers based on our registration numbers



- copier: 25¢ | copy at hotel

Quite Copy at MacAuley Plaza

- must reserve a/v equipment; Sharp's rental  
can either go directly or through hotel

{ - Geni Premier wing 49 type; bedroom + area for  
10-12 people

{ - Murphy room (volunteers / day care?)

↓  
equivalent to <sup>opt of</sup> hospitality suite



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*CRIAW / ICREF  
DINNER BUFFET  
NOVEMBER 1991*

*TOSSED SALAD  
POTATO SALAD  
THREE BEAN SALAD  
CAESAR SALAD  
\*\*\*\**

*ASSORTED BREADS, BUNS AND BISCUITS  
\*\*\*\**

*ITALIAN PASTA WITH CHOICE OF SAUCE  
CHUNKY VEGETARIAN SAUCE  
TOMATO MEAT SAUCE*

*STIR FRIED VEGETABLES  
STEAMED RICE*

*OVEN ROAST CHICKEN  
\*\*\*\**

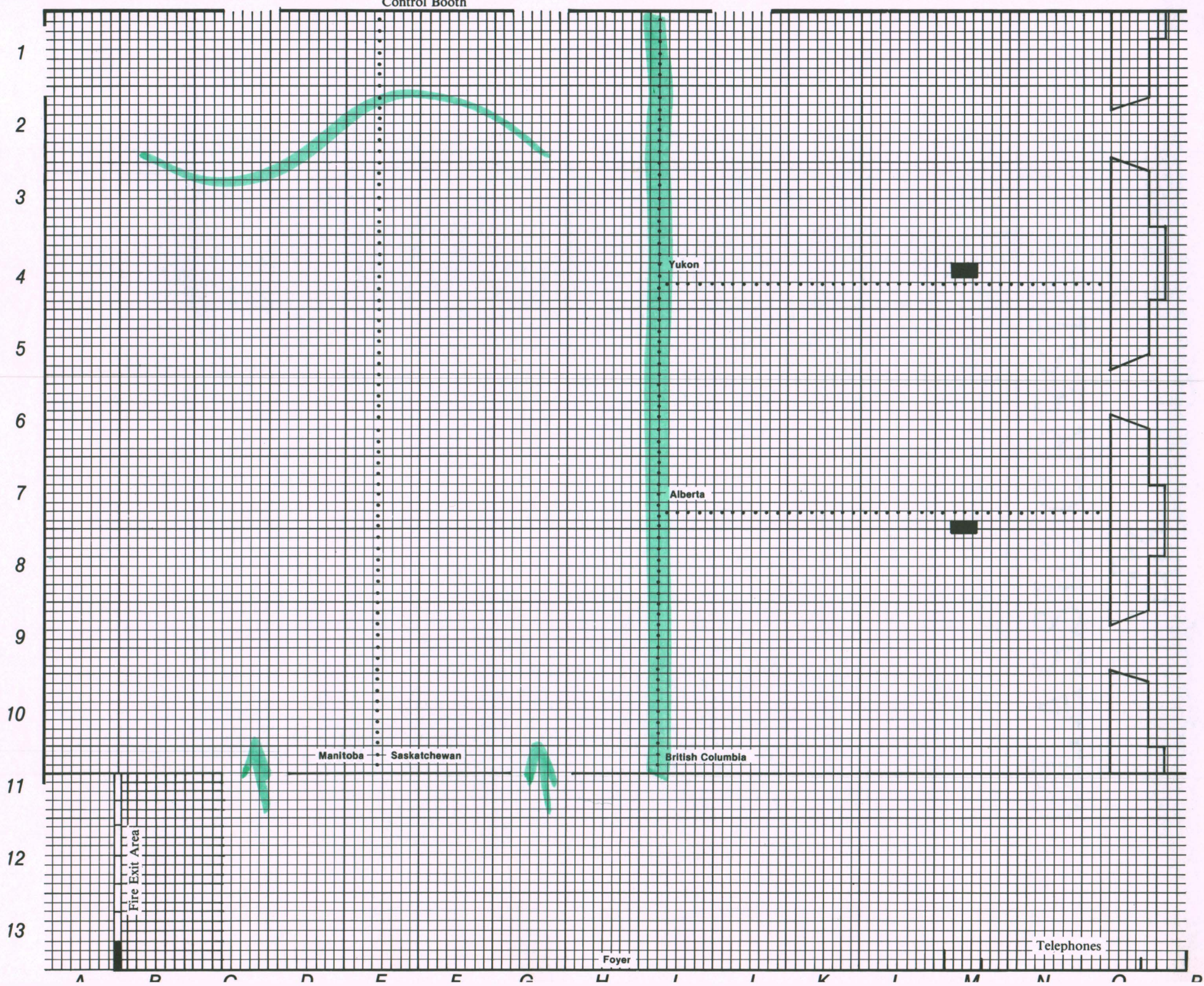
SERVED:

*PEACH MELBA  
\*\*\*\**

*COFFEE, TEA*

*\$19.95 Per Person  
plus 15% Gratuity &  
7% G.S.T.*







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ADDITIONAL APPETIZER SUGGESTIONS  
FOR DINNERS

APPETIZERS (COLD)

BABY SHRIMP & CRABMEAT SALAD - \$4.50  
"CALYPSO"

SHRIMP, CHICKEN & MELON - \$4.75  
With Ginger & Saki Vinaigrette  
Garnished with Apples & Tomatoes

CHICKEN & MOREL MUSHROOM TERRINE - \$4.50  
Breaded with Poppy Seeds, Pimento Sauce

CRAB & PAPAYA "ROYAL" - \$5.25  
Crabmeat Salad with Calypso Dressing  
and Papaya

SMOKED B.C. SALMON - \$6.50  
Served with Rye Melba Toast

ANTIPASTO PLATE - \$4.50  
Prosciutto, Salami, Mortadella,  
Mozarella, Cornichon, Olives  
Pickled Vegetable

APPETIZERS (HOT)

FRESH GNOCCHI - \$3.75  
With Ham, Olives and Tomato Sauce

WILD MUSHROOMS WITH FINE HERBS- \$4.50  
AND WHITE WINE SAUCE  
Presented in Puff Pastry Shell

VEGETABLE STRUDEL - \$3.75  
With Herb Tomato Sauce

LINGUINI "ALFREDO" - \$3.75  
Fresh Pasta in Spicy Herb & Cream  
Sauce

SCALLOPS IN PUFF PASTRY - \$6.50  
With Wild Mushrooms & White  
Wine Sauce

STEAMED SOLE FILLET - \$6.75  
Filled with a Salmon Mousse  
Lobster Brandy Sauce

SALMON FILLET - \$6.25  
Wrapped in Puff Pastry, Pernod Sauce

COQUILLE ST. JACQUES - \$6.75  
Scallops and Mushrooms in a Creamy  
Wine Sauce - Presented in a Sea Shell  
with a Potato Border





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DINNER SUGGESTIONS

THE PRICE OF A MAIN COURSE INCLUDES SOUP,  
SALAD, DESSERT, COFFEE AND TEA

SOUPS

SOUP OF THE DAY

*Chef's Choice, Freshly Prepared*

FRENCH ONION SOUP

*With Cheese Crouton*

CONSOMME "CELESTINE"

*Julienne of Crepes*

TOMATO BISQUE "CORDON" - Add 50¢

*With Diced Mushrooms & Green Peppers  
Touch of Gin*

WILD RICE & MUSHROOM SOUP

SHRIMP & LOBSTER BISQUE WITH ORANGE

*- Add \$1.25*

CHICKEN CONSOMME

*Julienne of Wild Mushrooms  
& Vegetables*

CREAM OF LEEK

*With Toasted Almonds*

CREAM OF CARROT, ORANGE & GINGER

CORN & CRAB CHOWDER - Add 75¢

CREAMY MUSSEL & CLAM CHOWDER - Add 75¢

CREAMY COCONUT & CHICKEN SOUP

WONTON SOUP - Add 50¢

MULLIGATAWNY SOUP - Add 50¢

*Light Curry Cream Soup with  
Chutney, Vegetables, Rice &  
Chicken*

SALADS

FRESH MELON FAN WITH MINT CREAM

*On Butterlettuce, Strawberry Garnish*

MIXED LEAF SALAD "COURMET"

*Oil, Vinegar & Herb Dressing*

MIXED LEAF SALAD "MIMOSA"

*Creamy Oil, Vinegar & Herb Dressing  
Topped with Eggs*

MARKET SALAD

*Variety of Four Leaf Salads  
Pinenut Dressing*

SPRING VEGETABLE SALAD

*Presented on Butterlettuce*

BOSTON LETTUCE & BELGIAN ENDIVE SALAD

*- Add \$1.25*

*With Honey Lemon Vinaigrette*

CAESAR SALAD - Add \$1.25

BUTTERLETTUCE "MIMOSA" - Add \$1.00

*Creamy Oil, Vinegar & Herb Dressing  
Topped with Eggs*

SPINACH & MUSHROOM SALAD - Add \$1.25

*With Red Peppers and Eggs  
Tarragon Dressing*

SPINACH SALAD WITH JULIENNE OF

*- Add \$1.75*

*Smoked Salmon, Sesame Dressing*





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**DINNER SUGGESTIONS**  
**EACH MAIN COURSE IS SERVED WITH SEASONAL VEGETABLES**  
**AND A CHOICE OF RICE, PASTA OR POTATOES**

MAIN COURSES

BREAST OF CHICKEN "PARISIENNE"

\$24.25

Coated with Eggs, Mushroom Wine Sauce

BREAST OF CHICKEN "WOODLAND" - \$24.00

Topped with Woodland Mushrooms in a Brandy Cream Sauce with a Touch of Maple Syrup

DEBONED CORNISH GAME HEN A L'ORANGE

\$27.50

Filled with Rice & Wild Rice, Orange Wine Sauce, Garnish Orange Section

BREAST OF TURKEY FILLED WITH

WILD RICE MOUSSE - \$23.25

Mushroom Wine Sauce

BREAST OF CHICKEN "PAPAYA" - \$24.00

Filled with Papaya, Served with a Papaya-Cream Sauce

BAKED BREAST OF CHICKEN - \$24.50

Filled with a Herb Mousse

Peppercorn Brandy Sauce

CHICKEN BREAST "MEMPHISTO" - \$24.00

With a Crust of Figs, Filbert Nut & Herbs, Mustard Cream Sauce

MAIN COURSES

STEAMED HALIBUT & BABY SHRIMP

\$24.00

With Orange & Lobster Sauce

BAKED B.C. SALMON - \$27.00

With Baby Shrimp & Creamy Dill Sauce

STEAMED ARCTIC CHAR - \$27.50

With Lemon Butter Sauce, Wild Rice & Barley

PORKLOIN MEDALLIONS - \$24.50

Topped with Cream Cheese and Herb Crust, Served with Apple White Wine Sauce

VEAL LEG MEDALLION "PARISIENNE"

\$26.50

Coated with Eggs, Mushroom Wine Sauce

VEAL LEG MEDALLIONS "MOREL" - \$28.50

Brandy Morel Sauce

ROAST LEG OF VEAL - \$24.50

With Wild Mushroom Sauce  
Spaetzle Noodles





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DINNER SUGGESTIONS

*EACH MAIN COURSE IS SERVED WITH SEASONAL VEGETABLES  
AND A CHOICE OF RICE, PASTA OR POTATOES*

MAIN COURSES

ROAST BARON OF BEEF - \$23.50

*With Roasting Juice, Stuffed Baked Potato*

ROAST TOP SIRLOIN - \$25.00

*With Roasting Juice, Chateau Potato*

ROAST PRIME RIB OF BEEF - \$27.50

*With Roasting Juice, Stuffed Baked Potato*

NEW YORK STEAK OR ROAST NEW YORK SIRLOIN - \$28.50

*Peppercorn Brandy Sauce  
( 200 Grams )*

FILET MIGNON "BORDELAISE" - \$32.50

*With Red Wine Sauce*

ROAST BEEF TENDERLOIN - \$33.50

*Glazed with Maple Mustard, Peppercorn Sauce*

MEDALLIONS OF BEEF TENDERLOIN & JUMBO PRAWNS - \$35.50

*With Bearnaise Sauce*

ROAST RACK OF LAMB PROVENCALE - \$28.00

*Topped with French Mustard and Herbs, Mint Sauce*

BUFFALO SIRLOIN STEAK - \$37.50

*( 8 Oz. - 225 Gr. )*

*With Woodland Mushrooms & Red Wine Sauce*





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DINNER SUGGESTIONS

DESSERTS

CHOICE OF ONE

**ROULADE "PARISIENNE"**

*Chocolate Sponge Filled with Chocolate Mousse and Bing Cherries  
Served with Orange Sauce & Fresh Strawberry*

**APPLE STRUDEL WITH VANILLA SAUCE OR BANANA YOGURT CAKE**

**CARAMEL CUSTARD WITH FRESH FRUITS**

**CHOCOLATE, CAROMA HONEY, OR MAPLE MOUSSE**  
*Presented on a Plate with Fruits & Raspberry Sauce*

**SHERBETS**

*Orange, Lemon or Lime*

**ALSACIAN PEAR FLAN WITH WHIPPED CREAM & STRAWBERRY**

**COUPE "ROMANOFF"**

*Vanilla Ice Cream Topped With Strawberries  
Cream and Wafer*

**PEACH "MELBA"**

*Vanilla Ice Cream, Peach, Fruit Sauce and Cream*

**CASSATA WITH FRUITS - Add 75¢**

*Layered Vanilla, Strawberry & Chocolate Ice Cream  
with Fruit, Nut and Cream Filling*

**ICE PARFAIT "ROMANOFF" - Add 75¢**

*Parfait Ice Cream Made with Whipped Eggs, Fresh Cream  
and Strawberries - Served with Orange Sauce*

**WHITE CHOCOLATE MOUSSE - Add \$1.50**

*With Fresh Fruits & Strawberry-Mango Sauce*

**SOUFFLE GLACEE "GRAND MARNIER" - Add \$1.50**

CONTINUED.....







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**DINNER SUGGESTIONS (DESSERTS CONTINUED)**

**TIMBALE OF WHITE & DARK CHOCOLATE MOUSSE - Add \$1.00**  
*Garnished with Fruits & Strawberry Sauce*  
*( Maximum 250 )*

**CHERRIES JUBILEE - Add \$1.00**  
*Bing Cherries Flamed with Kirsch,*  
*Served Over Vanilla Ice Cream*

**BAKED CHEESECAKE WITH STRAWBERRY SAUCE - Add \$1.00**

**BLACK FOREST CAKE - Add \$1.00**

**CHOCOLATE TERRINE - Add \$1.50**  
*Garnished with Fruits and Orange Sauce*

**CHOCOLATE DIPPED STRAWBERRIES - Add \$1.00 Per Piece**

**MIGNARDISES - Add \$1.25 Per Piece**

**CHOCOLATE TRUFFLES - Add \$1.75 Per Piece**

**PETIT FOURS - Add \$2.00 Per Piece**

**PRICES ARE SUBJECT TO CHANGE AND DO NOT INCLUDE THE GRATUITY CHARGE  
AND APPLICABLE TAXES**





**THE WESTIN HOTEL**  
Edmonton

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DINNER SUGGESTIONS

COMPLETE MENUS

(Prices Are Subject to Change and Do Not Include Gratuity Charge  
and Applicable Taxes)

MENU A - \$24.25

SOUP OF THE DAY

\*\*\*

MIXED LEAF SALAD GOURMET

\*\*\*

BREAST OF CHICKEN "PARISIENNE"

COATED WITH EGGS

MUSHROOM WINE SAUCE

CHEF'S VEGETABLES

DUCHESSE POTATOES

\*\*\*

CHOCOLATE MOUSSE WITH  
FRUITS & RASPBERRY SAUCE

\*\*\*

COFFEE/TEA

MENU C - \$27.50

FRENCH ONION SOUP  
WITH CHEESE CROUTON

\*\*\*

MIXED LEAF SALAD MIMOSA

\*\*\*

DEBONED CORNISH GAME HEN  
A L'ORANGE, STUFFED WITH RICE  
& WILD RICE FILLING  
CHEF'S 3 VEGETABLES

\*\*\*

ROULADE "PARISIENNE"  
WITH STRAWBERRY & ORANGE SAUCE

\*\*\*

COFFEE/TEA

MENU B - \$25.00

SOUP OF THE DAY

\*\*\*

BUTTERLETTUCE MIMOSA

\*\*\*

STEAMED HALIBUT & BABY SHRIMP

ORANGE + LOBSTER SAUCE

CHEF'S VEGETABLES

PARSLEY POTATOES

\*\*\*

CARAMEL CUSTARD & FRUITS

\*\*\*

COFFEE/TEA

MENU D - \$27.50

CONSOMME CELESTINE

\*\*\*

MARKET SALAD  
PINENUT DRESSING

\*\*\*

STEAMED ARCTIC CHAR  
WITH LEMON BUTTER SAUCE  
WILD RICE AND BARLEY

\*\*\*

COUPE ROMANOFF

\*\*\*

COFFEE/TEA





**THE WESTIN HOTEL**  
Edmonton

Page 8 of 8

DINNER SUGGESTIONS

COMPLETE MENUS

(Prices Are Subject to Change and Do Not Include Gratuity Charge and Applicable Taxes)

MENU E - \$29.50

~~CHICKEN CONSOMME~~  
JULIENNE OF VEGETABLES

\*\*\*

BUTTERLETTUCE MIMOSA

\*\*\*

VEAL LEG MEDALLIONS "MOREL"

BRANDY MOREL SAUCE

CHEF'S VEGETABLES

CHEF'S NOODLES

\*\*\*

ALSACIAN PEAR FLAN WITH  
WHIPPED CREAM & STRAWBERRY

\*\*\*

COFFEE/TEA

MENU G - \$24.50

SOUP OF THE DAY

\*\*\*

MIXED LEAF SALAD COURMET

\*\*\*

PORKLOIN MEDALLIONS  
TOPPED WITH CREAM CHEESE  
& HERB CRUST

APPLE WHITE WINE SAUCE

CHEF'S VEGETABLES

CHEF'S POTATOES

\*\*\*

BANANA YOGURT CAKE

\*\*\*

COFFEE/TEA

MENU F - \$28.75

~~FRENCH ONION SOUP WITH~~  
CHEESE CROUTON

\*\*\*

CAESAR SALAD

\*\*\*

ROAST PRIME RIB OF BEEF

WITH ROASTING JUICE

CHEF'S VEGETABLES

STUFFED BAKED POTATO

\*\*\*

COUPE "ROMANOFF"

Vanilla Ice Cream

Fresh Strawberries & Cream

\*\*\*

COFFEE/TEA

MENU H - \$34.00

TOMATO BISQUE "GORDON"

\*\*\*

MARKET SALAD  
WITH PINENUT DRESSING

\*\*\*

ROASTED BEEF TENDERLOIN

"BORDELAISE"

RED WINE SAUCE

CHEF'S VEGETABLES

CHATEAU POTATOES

\*\*\*

WHITE CHOCOLATE MOUSSE  
GARNISHED WITH FRESH FRUIT

STRAWBERRY-MANGO SAUCE

\*\*\*

COFFEE/TEA





**THE WESTIN HOTEL**  
Edmonton

*CRIAW/ICREF  
VEGETARIAN LUNCHES  
NOVEMBER 1991*

APPETIZERS:

*BORSCHT*  
\*\*\*\*

*GAZPACHO*  
\*\*\*\*

*CREAM OF CARROT SOUP*  
\*\*\*\*

*CREAM OF BROCCOLI SOUP*  
\*\*\*\*

*TOSSED SALAD WITH GOURMET DRESSING*  
\*\*\*\*

*SPRING VEGETABLE SALAD*  
\*\*\*\*

LUNCH ENTREES:  
(INCLUDES SOUP  
OR SALAD AND DESSERT)

*CHEESE AND VEGETABLE QUICHE \$11.75*  
\*\*\*\*

*MUSHROOM LASAGNA \$12.50*  
\*\*\*\*

*BARLEY, GREEN PEPPER AND TOMATO CASSEROLE \$11.75*  
\*\*\*\*

*LINGUINE WITH CHUNKY SPICY TOMATO SAUCE \$11.75*





**THE WESTIN HOTEL**  
Edmonton

DINNER ENTREES:  
(INCLUDES SOUP,  
SALAD & DESSERT)

SPINACH AND PEPPER FILLED CREPES \$19.95  
\*\*\*\*

EGG PLANT PARMESAN \$19.75  
\*\*\*\*

CHEESE RAVIOLI WITH  
CREAMY BROCCOLI & MUSHROOM SAUCE \$18.75  
\*\*\*\*

MEXICAN RICE AND BARLEY CASSEROLE \$18.50  
\*\*\*\*

DESSERTS:

PUMPKIN CHEESECAKE  
\*\*\*\*

RASPBERRY SHERBET  
\*\*\*\*

CARROT CAKE  
\*\*\*\*

PEAR AND GINGER PIE  
\*\*\*\*

CHOCOLATE MOUSSE  
\*\*\*\*

APPLE STRUDEL  
\*\*\*\*

COFFEE, TEA



Meals: 11.75 lunch  
 11.75 lunch  
 19.95 dinner buffet

room rentals  
 Edm. P. Library  
 225.77

+ 15% gratuity  
 + 7% GST

Meals			GST	Gratuity	
Sat. lunch @ \$11.75 x 400	4700		329	705	5734
Sat. dinner @ 19.95 x 400	7980		558.60	1197	
Sun. lunch @ 11.75 x 400	4700		329	705	
	17380		1216.60	2607	
Total: \$ 21,203.60					

Coffee breaks

1 @ 5.25 x 400 (muffins)	2100	147		Sat. morn + mup
1 @ 3.35 x 400				supplied by hotel
1 @ 5.25 x 400	2100	147		Sat. afternoon
	4200	294		Sun. morning
= \$4494				

Total: 25,697.60

or (without muffins)

1 @ 3.35 x 400	1340	93.80	
1 @ 3.35 x 400	1340	93.80	
1 supplied by hotel	2680	187.60	= 2867.60

21,203.60 + 2867.60 = 24071.20

save 1626.40 without muffins

Meeting @ Laura at Westin / May / 91

- Imperial Suite for pres. of CRIAW or hospitality suite to be determined
- may need a hospitality suite
- \$2000 most we have to pay in rentals ✓
- Turner Valley has translation (24 hr access)
- double check
- Man. & Sask. available for Sunday  
confirm @ Gaie after Mon's meeting
- non-smoking conference
- signage "no smoking" Laura will provide easel
- display tables 15\$ / table per day 8 ft table, skited (need chairs?)  
9 tables would fit in foyer & 6 on inside wall
- hospitality sign room
- use of white board & corkboard from Laura
- rename rooms
- Fri night: Man. & Sask. for crackeryack (seats 500)  
raised podium (not head table)
- anyone @ specific needs need only notify the hotel
- ~~March 24<sup>th</sup> & 25<sup>th</sup>~~ ~~appet.~~, main c. ~~dessert~~ <sup>rolls & butter</sup> coffee & tea
- ~~24<sup>th</sup> & 25<sup>th</sup>~~ \$18 dinner to \$20 (without G.S.T.) vegetarian  
menu price + gratuity - total + add GST
- 10.75 lunch Sat. sandwiches hot lunch
- 10.75 lunch Sunday - quiche
- coffee & muffin Sat. morning for keynote
- keynote Sunday
- hotel coffee: Sunday morn.

Laura Gadowsky

- four of rooms we'll be using
- reservations by Oct. 8<sup>th</sup>

- FAX: 992-1186

150 rooms / night Fri. & Sat. \$90

- non-smoking rooms?

- 10 session rooms

- keynote speaker?

- coffee breaks

- kiosk, exhibition, books, message board

- special meals

- CRIAW / ICREF title for group

- penalties for cancellation





**THE WESTIN HOTEL**  
Edmonton

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Executive Offices

June 26, 1991

Ms. Noreen Bell  
CANADIAN RESEARCH INSTITUTE FOR  
THE ADVANCEMENT OF WOMEN  
University of Alberta Campus  
11043 - 90 Avenue  
EDMONTON, Alberta  
T6E 2G1

Dear Noreen:

*It was a pleasure to meet with Marcelline and yourself last month and to review the details for the CRIAW conference in November.*

*Our Chef, Brian Green and I have developed some special vegetarian meals for you. I have offered various selections for you to mix an match, thus developing special menus for your group. If there is another item you have in mind, please give me a call and I will have Chef Green cost it for us. Please be advised these prices do not include the customary 15% gratuity and the 7% G.S.T.*

*Should you have any questions, please feel free to contact me.*

Sincerely,

Laura Gadowsky  
Convention Services Manager

LG/llf

enclosures

cc: Chef Green

JACQUELINE GOOHSEN  
Sales Manager



RAMADA RENAISSANCE HOTEL  
10155 - 105th Street  
Edmonton, Alberta T5J 1E2  
(403) 423-4811 FAX (403) 423-3204



10155 - 105th Street  
Edmonton, Alberta T5J 1E2  
Phone: (403) 423-4811  
Fax: (403) 423-3204

February 1, 1991

Ms. Marilyn Ashton-Smith  
**CANADIAN RESEARCH INSTITUTE FOR  
ADVANCEMENT OF WOMEN**  
Misiner-Margetts Women's Research Centre  
11043 - 90 Avenue  
Edmonton, Alberta

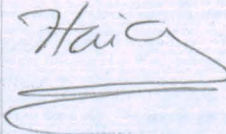
Dear Marilyn:

Thank you for considering the **Ramada Renaissance Edmonton** for the **Canadian Research Institute for Advancement of Women's** upcoming conference.

This will confirm that we have released all guestrooms and function space previously reserved for November 8 - 11, 1991.

It was a pleasure meeting you and the other members. I would like to wish you well with your conference and perhaps we can work together on another occasion.

Sincerely,

*Brenda L. Haig*  


Brenda L. Haig  
Sales Manager

BLH/jcc

cc: Reservations  
Catering



**THE WESTIN HOTEL**  
Edmonton

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Executive Offices

March 4, 1991

Ms. Marilyn Assheton-Smith  
CANADIAN RESEARCH INSTITUTE FOR  
THE ADVANCEMENT OF WOMEN  
University of Alberta Campus  
11043 - 90 Avenue  
EDMONTON, Alberta  
T6E 2G1

Dear Marilyn:

*On behalf of the management and staff of The Westin Hotel, Edmonton, may I say how pleased we are that you will be holding your conference in our hotel.*

*As Convention Service Manager, it is my sole responsibility to ensure that your conference is an unqualified success - a function which is of very major concern to us.*

*From this point on, I will be acting as your liaison with the hotel and I would appreciate you addressing all inquiries and requests to my attention.*

*Marilyn, I have enclosed a credit application form. Please return it to me as soon as possible so an account can be established for you.*

Sincerely,

Laura Gadowsky  
Convention Services Manager

LG/lf

enclosure



# BOOKING CONTRACT

DATE August 28, 1991

Please read, sign and return the white copy with the deposit of \$140.00 to the address below on or before October 26, 1991.  
If a deposit is received by the above date, your booking will be confirmed. If a deposit is not received by the above date the booking will be cancelled.  
Make cheques payable to the Edmonton Public Library.

Return address for contracts: **Accounting (hours Monday - Friday 9 a.m. - 4:30 p.m.)**  
Edmonton Public Library  
7 Sir Winston Churchill Square  
Edmonton, Alberta  
T5J 2V4

If you have any questions, please contact **Community Programmes at 423-2331, Ext. 247.**

GROUP CRIAW - Can. Res. Inst. for the Adv. of Women NAME OF EVENT Annual Conference  
CONTACT PERSON Marcelline Forestier PHONE NUMBER 492-8950  
EVENT DATE November 9, 10 1991 Sun.  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.   
ARRIVAL TIME: Sat. 9 / Sun. 1:00 START TIME: \_\_\_\_\_ END TIME: Sat. 6 / Sun 5:00  
LOCATION:  MEETING ROOM  EDMONTON ROOM  THEATRE  
SET UP: TBA

COFFEE SERVICES: \_\_\_\_\_

NOTES (Tickets, Security, Etc.): \_\_\_\_\_

### CHARGES

RENTALS:	ESTIMATED	ACTUAL
THEATRE .....	_____	_____
MEETING ROOM .....	<u>\$106.00</u>	_____
EDMONTON ROOM .....	<u>\$158.00</u>	_____
COFFEE SERVICES .....	_____	_____
SECURITY SERVICES .....	_____	_____
TECHNICIAN SERVICES (Regular) .....	_____	_____
(Overtime) .....	_____	_____
OTHER CHARGES .....	GST <u>\$264.00 - \$18.48</u>	_____
TOTAL .....	<u>\$282.48</u> <u>225.77</u>	_____
	LESS DEPOSIT RECEIVED	_____
	BALANCE OWING	_____

BILLING ADDRESS: Marcelline Forestier  
11043 - 90 Avenue  
Edmonton, Alberta  
T6G - 1A6

### CERTIFICATE

- The organization which I am authorized to represent agrees:
- (a) To pay to the Edmonton Public Library a deposit of 50% of the estimated total rental and service fees. Deposits are refundable in accordance with the regulations. (See reverse).
  - (b) To make restitution in full for any loss or damage to equipment, furniture, or premises by the organization, the organization's agents, employees, patrons, or guests.
  - (c) To indemnify and hold harmless the City of Edmonton Library Board, its agents and employees, from and against all loss or expense by reason of the liability imposed by law upon the City of Edmonton Library Board, its agents, and employees for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or an account of damage to property, including loss, or use thereof, arising out of or in consequence of this rental agreement.
  - (d) To observe the regulations outlined on the reverse side.

Date October 22 / 91  
Signature M. Forestier  
Name of Organization CRIAW / ICREF Conference

### OFFICE USE ONLY

deposit amount \_\_\_\_\_ receipt number \_\_\_\_\_ date \_\_\_\_\_ initial \_\_\_\_\_  
deposit returned \_\_\_\_\_ date \_\_\_\_\_ initial \_\_\_\_\_  
no deposit received \_\_\_\_\_ date \_\_\_\_\_ initial \_\_\_\_\_  
invoice number \_\_\_\_\_ e-req. number \_\_\_\_\_

## REGULATIONS

1. The activities conducted on the premises must conform to accepted community standards and to federal and provincial laws and municipal by-laws.
2. No organization, group, or individual shall be allowed to monopolize space available for rent. Guideline: Maximum of six bookings in six months.
3. Booking of space and advertising of the event shall not in any way imply support or sponsorship of the organization or its activities by the Edmonton Public Library.
4. The use of any alcoholic beverages on the premises must conform to regulations set by the Alberta Liquor Control Board. The organizer is responsible for procuring the proper licence.
5. In accordance with City of Edmonton by-laws #8532 and 6177 smoking is not permitted anywhere in the library building.
6. Unless previously arranged, all facilities must be vacated by: 11:00 p.m. weekdays, 6:00 p.m. Saturdays, and 5:00 p.m. Sundays. Overtime for service staff will be charged after these hours.
7. The library reserves the right to cancel or transfer any booking. At least six weeks' notice will be given, as long as the rental contract is not breached by the renter. Breach of contract by the renter shall result in immediate cancellation by the Library.
8. The organization, group, or individual shall give notification of cancellation for meeting rooms at least 72 hours prior to the event or the booking to ensure a deposit refund. If such prior notification is not given, the user group shall be responsible for total rental costs and the first 3 hours of any service costs (i.e., security, technician). Breach of contract by the user group also shall be considered to be notification of cancellation.
9. The organizer is responsible for all taxes, licences, rates, duties, and assessments that may be levied, rated, charged, or assessed against the organizer and/or Library for the programme or its content.
10. The Library reserves the right to book and use other areas and facilities before, during, or after the programme.
11. No assignment, re-assignment, or sharing of the booking of the facility can be made without prior approval in writing by the Library.
12. The Library shall not be responsible for any loss of, or damage to, equipment, materials or films which belong to or are in the care of the organizer during transportation to, from, or within the Library, while in use in the Library, or while stored within the Library, however caused.
13. The library shall not be responsible for: (a) the procuring and/or transportation of outside material (films, equipment, printed matter, supplies, etc.); (b) advertising or publicizing of any programme; (c) selling of tickets; and (d) concessions.
14. The Library reserves the right to allow programming, security or caretaking staff to enter the facility being used at any time.
15. Unless prior approval is given, costs for removal and/or storage of any props, equipment, materials, or films shall be borne by the organizer.
16. The Library's grand pianos are tuned once every three months. Further tunings by a tuner approved by the Library are the responsibility of the organizer.
17. No advertising or display material shall be affixed to any part of the interior or exterior of the Library without prior approval; other advertising shall in no way imply support or sponsorship of the organization or its activities by the Edmonton Public Library.
18. Props or equipment shall not be affixed to any part of the stage, walls, ceiling or curtains.
19. The organizer is responsible for insuring that the technician's hours of work are in accordance with the Collective agreement between the Edmonton Public Library Board and the Civic Service Union 52 Library, specifically regarding one 60 minutes lunch period every 7 hours and one 15 minute break every 3.5 hours.