

TO: All Departments
FROM: Laura Gadowsky
Convention Services Manager

DATE: October 31, 1991
FILE#: 3304

CONVENTION:

CANADIAN RESEARCH INSTITUTE FOR THE ADVANCEMENT WOMEN
NOVEMBER 8, 9 and 10, 1991

This annual meeting and conference is being held completely at The Westin. Many delegates are local.

PRE-CONVENTION MEETING: Wednesday, November 6 at 2:30pm in the Westin Room

DATE:	# ROOMS COMMITTED	# ROOMS PICKED UP
Wednesday, November 6		12
Thursday, November 7		34 37
Friday, November 8	150	89 93
Saturday, November 9	150	87 92
Sunday, November 10		37 31

223 264 room nights

ROOM RATES:

\$70.00 single or double occupancy in the Main Building
\$90.00 single or double occupancy in the Premier Wing

PERSON(S) IN CHARGE:

Local Committee: Marcelline Forestier
Noreen Bell

National: Linda Clippingdale

COMPLIMENTARY ACCOMMODATIONS: 5 complimentary units

1 bedroom Imperial Suite to be complimentary for 2 nights only.

- Noreen Bell/Marcelline Forestier - comp for 1 night

V.I.P. GUESTS:

Jeri Wine - President - November 6
Ann Robinson - Incoming President - November 6
Noreen Bell/Marcelline Forestier - November 7

—this was also a resting room for conference participants

Thursday, November 7
BOARD MEETING

Friday, November 8
BOARD MEETING
REGISTRATION
WELCOME ADDRESS

Saturday, November 9
MEETINGS

LUNCH
AWARDS BANQUET
CONCERT

Sunday, November 10
MEETINGS
LUNCH

PROGRAM

2:00pm - 10:00pm

8:00am - 6:00pm

5:00pm

7:00pm (coffee and cookies)

9:00am - 5:00pm

3 Meetings go until 6:00pm

Noon

6:00pm

9:00pm - 11:00pm

8:45am - 3:00pm

12:15pm



THE WESTIN HOTEL
Edmonton

Executive Offices

FILE#: A

Origin Code: #1

JANUARY 31, 1991

SALES MANAGER: DEBBIE MACDONALD

GROUP: CANADIAN RESEARCH INSTITUTE FOR THE ADVANCEMENT OF WOMEN

NAME & TITLE OF AUTHORIZED REPRESENTATIVE: MARILYN ASHTON-SMITH Ashton-Smith

ADDRESS: UNIVERSITY OF ALBERTA CAMPUS
11043 90 AVENUE
EDMONTON, ALBERTA T6E 2G1

PHONE: 492-8950; 437-2269 (H)

FAX: 492-0762

1. The GROUP named above desires to engage the facilities and services of the Hotel, and the Hotel agrees to furnish facilities and services as stated in this Agreement. When signed by representatives of both parties, this Group Agreement will constitute a firm contract between the Group and the Hotel. Any changes to this Agreement must be in writing and signed by both parties.
2. GUESTROOMS The Hotel shall reserve for the Group the guestrooms and suites outlined in Section "A" of this Agreement.

SECTION A

The Westin Hotel, Edmonton is holding the following guestrooms on a TENTATIVE basis:

<u>DATES</u>	<u>ROOM BLOCK</u>	<u>RATES</u> - single or double occupancy Main Building - \$90.00
--------------	-------------------	--

Friday, November 8, 1991	150	
Saturday, November 9, 1991	150	

If a room with a king sized bed in the Main Building is required the rate would be an additional \$10.00.

If guestrooms are required in the Premier Wing the rate would be an additional \$20.00. Rates quoted on this contract do not include 5% provincial room tax, or 7% Goods and Services tax.

<u>DATES</u>	<u>SUITE TYPE</u>	<u>RATES</u>
* November 8 & 9, 1991	One-bedroom Imperial Suite (hospitality room)	Complimentary - utilizing two units of the one per fifty complimentary guestroom policy.

TOTAL ROOM BLOCK = 300

...2/

PRE & POST CONVENTION RATES

We will offer the special conference rate two days prior and two days after your conference dates. This will benefit the attendees who wish to come early or stay longer.

COMPLIMENTARY GUESTROOM POLICY

Complimentary guestrooms will be provided on a ratio of one guestroom (1 unit) per fifty guestrooms used during each night of your conference.

If you wish to apply the Group's unit(s) towards a suite, note that the following applies:

- A one-bedroom Main Building suite is 2 units
- A two-bedroom Main Building suite is 3 units
- A one-bedroom Premier Wing suite is 2 units
- A two-bedroom Premier Wing suite is 3 units
- Crown one-bedroom Suite is 4 units
- Crown two-bedroom Suite is 5 units
- Crown Parlour is 3 units
- Royal and Imperial one-bedroom Suite is ²3 units (bonus) hospitality room
- Royal and Imperial two-bedroom Suite is 4 units
- Royal and Imperial Parlour is 2 units

I interpret this
to mean
one guest room per night
to 50 guest rooms per
night
- correct?
mzn

SECTION "B"

There is a Services Sales Tax of seven (7) percent which is now in effect. This tax will apply to most goods and services, which includes room charges, food and beverage and fixed gratuities. This tax is a flow-through tax and would be shown separately on all guest billings so that a rebate may be claimed according to proposed legislation.

3. CUT-OFF DATE FOR RESERVATIONS: OCTOBER 8, 1991, AS DESCRIBED IN SECTION 5.

RESERVATIONS PROCEDURE: ROOMING LIST _____ INDIVIDUAL X OTHER _____

4. MEETING, BANQUET AND EXHIBIT REQUIREMENTS - The Hotel will reserve for the Group the meeting, banquet and exhibit space indicated in Section "B" of this Agreement. Hotel function space not scheduled by the Group will be made available for use by other guests. All food and beverage service to the Group within the hotel must be provided by the Hotel in accordance with the Hotel's prevailing prices for such services.

...3/

4. MEETING, BANQUET & EXHIBIT REQUIREMENTS CONTINUED

FUNCTION	TIME	ROOM	SETUP	# PERSONS	LABOUR/RENTAL
<u>Thursday, November 7, 1991</u>					
BOARD MEETING	2:00pm - 10:00pm	CONSULATE	Boardroom	20	\$ 150.00
<u>Friday, November 8, 1991</u>					
REGISTRATION	4:00pm - 7:00pm	FOYER	-	-	No Charge
OPENING RECEPTION	7:00pm - 10:00pm	MANITOBA/ SASKATCHEWAN	Rounds (with Head Table)	400	
BOARD MEETING	9:00am - 4:00pm	CONSULATE	Boardroom	20	\$ 150.00
CHILD CARE ROOM	6:00pm - 10:00pm	MARLBORO	T.B.A.	T.B.A.	No Charge
<u>Saturday, November 9, 1991</u>					
SESSION ROOM	9:00am - 4:00pm	✓ATHABASCA	Theatre Style	40	\$ 110.00
SESSION ROOM	9:00am - 4:00pm	✓LEDUC	Theatre Style	35 ²	\$ 170.00
			(Translation Booth)		
SESSION ROOM	9:00am - 4:00pm	✓TURNER VALLEY	Theatre Style	80	\$ 210.00
SESSION ROOM	9:00am - 4:00pm	[DIRECTOR]	Theatre Style	20	\$ 90.00
SESSION ROOM	9:00am - 4:00pm	✓CONSULATE	Theatre Style	50	\$ 150.00
SESSION ROOM	9:00am - 4:00pm	✓CHANCELLOR	Theatre Style	50	\$ 150.00
SESSION ROOM	9:00am - 4:00pm	✓CHAIRMAN	Theatre Style	50	\$ 150.00
SESSION ROOM	9:00am - 4:00pm	✓B.C.	Theatre Style	60	\$ 230.00
			(Translation Booth)		
SESSION ROOM	9:00am - 4:00pm	✓ALBERTA	Theatre Style	80	\$ 230.00
SESSION ROOM	9:00am - 4:00pm	✓YUKON	Theatre Style	80	\$ 230.00
LUNCHEON (SANDWICH BUFFET)	Noon - 1:30pm	MANITOBA/ SASKATCHEWAN } 500.00 (No Head Table)	Rounds	400	No Charge
CHILD CARE ROOM	8:30am - 4:00pm	✓MARLBORO	T.B.A.	T.B.A.	No Charge
* BANQUET	6:30pm - 1:00am	ENTIRE BALLROOM (Translation Booth)	Rounds	400	No Charge
CHILD CARE ROOM	6:00pm - T.B.A.	CHAIRMAN	T.B.A.	T.B.A.	No Charge
<u>Sunday, November 10, 1991</u>					
SESSION ROOM	9:00am - 4:00pm	ATHABASCA	Theatre Style	40	\$ 110.00
SESSION ROOM	9:00am - 4:00pm	LEDUC	Theatre Style	40	\$ 170.00
			(Translation Booth)		
SESSION ROOM	9:00am - 4:00pm	TURNER VALLEY	Theatre Style	80	\$ 210.00
SESSION ROOM	9:00am - 4:00pm	[DIRECTOR]	Theatre Style	20	\$ 90.00
SESSION ROOM	9:00am - 4:00pm	CONSULATE	Theatre Style	50	\$ 150.00
SESSION ROOM	9:00am - 4:00pm	CHANCELLOR	Theatre Style	50	\$ 150.00
SESSION ROOM	9:00am - 4:00pm	CHAIRMAN	Theatre Style	50	\$ 150.00
SESSION ROOM	9:00am - 4:00pm	B.C.	Theatre Style	60	\$ 230.00
			(Translation Booth)		
SESSION ROOM	9:00am - 4:00pm	ALBERTA	Theatre Style	80	\$ 230.00
SESSION ROOM	9:00am - 4:00pm	YUKON	Theatre Style	80	\$ 230.00
		Marlboro			\$3,740.00

The Westin Hotel, Edmonton will be pleased to sponsor one coffee break based on 1½ cups per person of coffee and/or tea.

...4/

SLIDING SCALE

The Westin Hotel, Edmonton normally has a room rental charge for meeting space. As a special consideration, we will base this charge on a sliding scale related to your room pick up. Based upon your program as outlined, public room meeting rental will be determined as follows.

<u>GUESTROOMS USED</u>	<u>TOTAL RENTAL</u>
176 to 200 room nights	\$ 300.00 (Labour only)
151 to 175 room nights	\$ 700.00
101 to 150 rooms nights	\$1,300.00
Less than 100 room nights	\$2,000.00

+ \$2,000 (based on loss of revenue from 2 lunches)

5. **CONFIRMATION OF RESERVATIONS** - No later than four (4) weeks before the Arrival Date, the Group will confirm to the Hotel its guestroom requirements. Those guestroom requirements not confirmed will be cancelled and may be resold by the Hotel. Any guestroom requested after that date will be on a "subject to availability" basis.
6. **CHECK IN INFORMATION** - The Hotel will make a reasonable effort to accommodate early arrivals, which shall be those Group Members arriving before the Hotel's check-in time of 3:00pm.
7. **GUESTROOM DEPOSITS** - Reservations will not be considered guaranteed in accordance with this Agreement until the Hotel has received from the Group or individual Guest a Room Deposit or a major credit card guarantee equal to the Room Rate for one night.
8. **BILLING** - Once credit has been approved by the Hotel's Credit Manager, a Master Account will be established for the Group. At least fifteen (15) days prior to the Arrival Date the Group shall notify the Hotel in writing of those Guestrooms, Meeting Rooms, Banquet and Exhibit Spaces which are to be charged to the Master Account. This notice shall also include the names of those persons who have the authority to post charges to the Master Account. Final Master Account charges are to be paid not later than thirty (30) days from the date of billing.

All Room, Meeting, Banquet, Exhibit and incidental charges by individual or Group Members not authorized to be billed to the Master Account shall be charged to guestroom accounts to be established in the name of each individual member of the Group upon registering with the Hotel.

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

...5/

10. **DAMAGE TO THE HOTEL PREMISES** - The Group accepts the responsibility for any damage to the Hotel premises caused by Group members or independent contractors employed by the Group during the time that any portion of the Hotel premises are under the Group's control.
11. **CANCELLATION AND LIQUIDATED DAMAGES** - Under the terms of this Agreement, the Hotel is reserving in the name of the Group, the Guestroom requirements and Meeting, Banquet (food and beverage) and Exhibit Requirements set forth herein. In the event these reserved facilities and services are not used, the Hotel will experience significant monetary losses. Therefore, notwithstanding the provisions of Section 5, should the Group cancel this Agreement, the Group agrees to pay the Hotel as liquidated damages a charge equivalent to the appropriate percentage (%) of the total value of the Guestroom Requirements reserved for the night of highest occupancy scheduled by the Group in Section 2 hereof as dictated by the following table:

<u>NUMBER OF MONTHS</u>	<u>PERCENTAGE FACTOR</u>
19-24 Months	10%
12-18 Months	50%
Less than 12 Months	100%

Notwithstanding the provisions of Section 5, should the Group fail to confirm more than 50% of the Guestroom Requirements as described in Section 2, the Group agrees to pay the Hotel as liquidated damages a charge equivalent to the total value of the Guestroom Requirements reserved for the night of the highest occupancy scheduled by the Group in Section 2 hereof.

Notwithstanding the provisions of Section 5, should the Group cancel any of the Meeting, Banquet (food and beverage), and Exhibition Requirements within 30 days of the date upon which it is reserved, or fail to honour more than 50% of the revenue value of any Meeting, Banquet (food and beverage) or Exhibition Requirements as detailed in Section 4, the Group agrees to pay to the Hotel as Liquidated Damages a charge equivalent to 100% of the anticipated revenue for that function, meeting or exhibit facility.

12. **CONTRACT** - These meeting space requirements and guestroom requirements are reserved on a tentative basis. The Hotel reserves the right to release the meeting space and guestroom requirements for resale after discussion between the Group and the Hotel, until such time as a signed copy of this Agreement is returned to the Hotel and accepted by the Hotel. Once this agreement is mutually agreed upon, the requirements will then be considered definite.

This contract must be signed with authorized signatures and returned to the Hotel by:

Date: FEBRUARY 15, 1991

....6

For discussion
+ revision, as
per phone
conversation with
Dennis McDaniell.

DM

CLASSIC CREST

....6/

ACCEPTED:

Canadian Research Institute for
GROUP the Advancement of Women
(Edmonton Conference Committee)

Marilyn I. Assheton-Smith
AUTHORIZED SIGNATURE

Marilyn I. Assheton-Smith
NAME

Dr
TITLE

February 15, 1991
DATE

Note: short title for group
Crim Conference Committee, Edmonton

ACCEPTED:

THE WESTIN HOTEL, EDMONTON
HOTEL

D. L. MacDonald
AUTHORIZED SIGNATURE

DEBBIE MACDONALD
NAME

SALES MANAGER
TITLE

February 21/91
DATE

REVISED CANCELLATION CLAUSE

11. Under the terms of this Agreement, the Hotel is reserving in the name of the Group, the guestroom requirements and meeting (food and beverage) requirements set forth herein.

In the event these reserved facilities are cancelled, the Hotel will experience significant monetary losses. therefore, notwithstanding provisions of Section 5, should the Group cancel this agreement, a penalty based on the potential guestroom revenue will be applied as follows:

Number of Months
7 - 12 Months
6 Months or Less

Penalty Percentage Factor
30% of potential rooms revenue
50% of potential rooms revenue

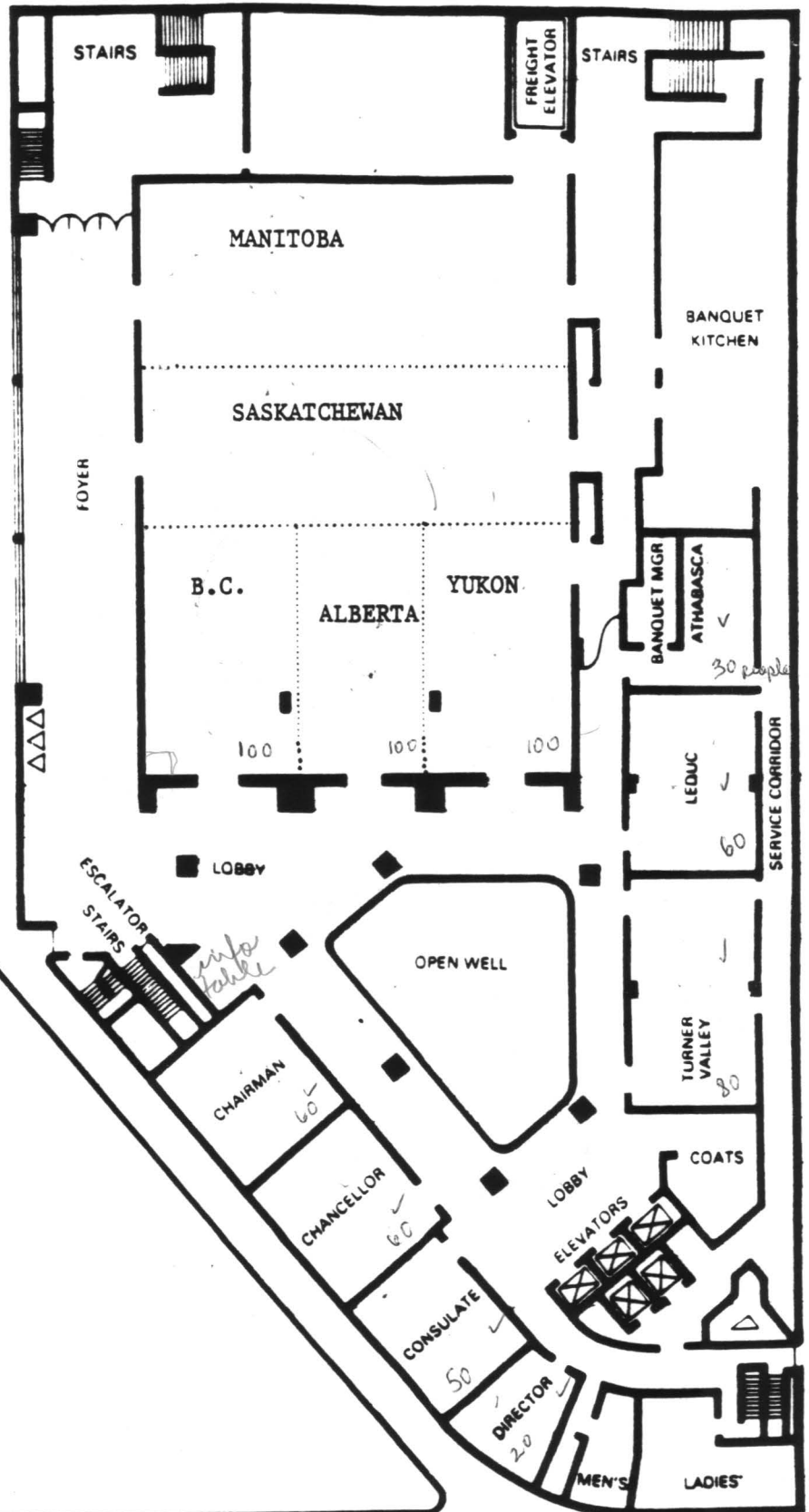
This penalty is due within 30 days of cancellation.



THE WESTIN HOTEL
Edmonton



THE WESTIN HOTEL
Edmonton



CRIAW/ICREF FINANCIAL SYNOPSIS - Oct. 23/91

	YR TO DATE	BUDGET	%RECEIVED
REVENUE			
CRIAW	12000.00	15000.00	80.00%
Fees	10950.00	35000.00	31.29%
Disply Tble Fees/T-sh	0.00	1960.00	0.00%
Donations	4745.00	750.00	632.67%
U of A	0.00	2500.00	0.00%
Athabasca U.	2800.00	3800.00	73.68%
Govt of AB (Secretaria	2000.00	2000.00	100.00%
AACWI	0.00	2800.00	0.00%
SSHRC	0.00	6500.00	0.00%
Translation	0.00	5000.00	0.00%
City of Edmonton	0.00	200.00	0.00%
Misc	2000.00	2000.00	100.00%
Gst Net	162.96	387.00	42.11%
TOTAL REVENUE	34,495.00	77,897.00	44.28%

		BUDGET	%EXPENDED
EXPENSES			
Coordinator	7846.00	14300.00	54.87%
Clerical	3955.50	4000.00	98.89%
Contract Fees	550.00	1000.00	55.00%
Publicity/Brochures	2173.73	7500.00	28.98%
Fundraising	1656.00	2450.00	67.59%
Working Sessions/Adm	400.29	2200.00	18.20%
Office Expenses	685.62	2000.00	34.28%
Bank Charges	49.46	130.00	38.05%
GST Paid	162.96	1000.00	16.30%
Hotel Rentals	140.00	3025.00	4.63%
A/V Equip	0.00	1000.00	0.00%
Meals	0.00	22150.00	0.00%
Travel	0.00	1000.00	0.00%
Speaker Fees (SSHRC)	0.00	6500.00	0.00%
Childcare	0.00	1000.00	0.00%
Reg. Kits(listings, etc)	0.00	1000.00	0.00%
Volunteer Costs	0.00	750.00	0.00%
Translation	1300.00	6850.00	18.98%
Entertainment	0.00	1000.00	0.00%
Misc (loans)	910.00	2000.00	45.50%

TOTAL EXPENSES	19,829.56	80,855.00	24.52%
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SURPLUS/(DEFICIT)	14,665.44	-2,958.00	-495.79%
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BOOKING CONTRACT

November 9, 10 / 91 2695
CONTRACT N₂

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>\$292.48</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:

- 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).
- 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.
- 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.
- 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 _____

Hotel:

- board^{meeting} room changed to Chancellor
- booked Chairm, Consulate & Chancellor 5-6
Sat. Nov. 9
- booked Athabasca 330-500
- review floor plan Sat. night
(should piano be moved for banquet)
- podium + mic. for banquet on dance floor
- book child care
room for Jean Cormier
- Persons exhibit set up Friday S. Jackel
C3X405K
- Can. Adv. Council set up Friday

CHIAW: Nov. 6 12

7 35

8 90

9 88

10 31
256

1330 - 1500

Marilyn Dumont
native women
panel

round table

Chairs in a circle

(they will set up
Perhaps call on a
volunteer)

Sessions

Sat

B.C.	10:30 - 5 p.m.	+ film S-6
Alb.	"	
Yukon	"	
Chairman	10:30 - 6	
Chancellor	10:30 - 6	
Consulate	10:30 - 6	
Turner Valley	10:30 - 5	
Leduc	10:30 - 3:30	Westin 3:30 - 5:00
Athabasca	10:30 - 5	Imperial 3:30 - 5:00 - archive S. 3:30 - 5:00
Marlboro	10:30 - 3:30	
Manitoba	3:30 - 5:00	
Sask.	3:30 - 5:00	

Sun

Westin Rm	1:30 - 3:00
Athabasca	"
Leduc	"
Turner Valley	"
Consulate	"
Chancellor	"
Chairman	"
B.C.	"
Alb.	"
Yukon	"
Marlboro	"



THE WESTIN HOTEL
Edmonton

October 18, 1991

Dear Ms. Forestier:

I have enclosed a copy of your Catering Arrangement Contract outlining all the details concerning your upcoming function to be held here at The Westin Hotel, Edmonton.

Please retain the original for your files. It is imperative that we receive the duplicate copy, with your signature, returned for auditing purposes, even though it may follow the date of your function. Should you wish to make changes or additions to this form, kindly do so in handwriting to ensure visibility.

For all food and beverage functions, we require the guaranteed number 48 hours prior to the function. This minimum number is the least that you will be billed for.

Should you have any questions concerning any of the details, please do not hesitate to call on us.

We look forward to being your host.

Yours sincerely,

Laura Gadowsky
Convention Services Mgr.

* address bar hi. 1830-1930
2200-2300

Westin Room

40 capacity

concourse level

Imperial Suite

Sat 330-500



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10135 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE WEDNESDAY, NOVEMBER 6, 1991
DNP ☐
Event: PRE CONVENTION MEETING
Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host: MS. NOREEN BELL
Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS
11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1
Fax: 492-0762
Phone: Bus.: 492-8950 Home: 437-2269

Deposit:
Bill To: ABOVEX Phone:
PROMOTION AS PER LAURA G.

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	2:30 PM	WESTIN	10		N/C
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

NON SMOKING

SET ON THE TABLE:

COFFEE AT \$8.50 PER POT
TEA AT \$8.50 PER POT
SOFT DRINKS AT \$5.00 PER LTR. BOTTLE
1 DOZ. COOKIES AT \$8.50 PER DOZ.

Sharp's

3 p.m.

Post As:
Registration:
Reg/Time:

Seating Plan: BOARDROOM 2066

Head Table Raised ☐ Lectern/P.A. ☐

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:
Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:
Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

Gratuity:	15%	GST	7%
Order taken by:	LG	Date:	Oct. 17/91
Booked by:	DM	Date:	Feb. 21/91
Typed:	DV		Oct. 18/91
CC:	<input type="checkbox"/> RS	<input type="checkbox"/> F.O.	<input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC

Order No:

2066

THE HOTEL WILL NOT BE RESPONSIBLE FOR THE LOSS OF OR DAMAGE TO PROPERTY LEFT IN THE HOTEL PRIOR TO THE DATE OF THE EVENT.

CUSTOMER



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10135 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE THURSDAY NOEMBER 7, 1991
DNP ☐
Event: BOARD MEETING
Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Post As:
Registration:
Reg/Time:

Host:
Representative: MS. MARCELLINE FORESTIER

Seating Plan: HOLLOWSQUARE 2067

Address: UNIVERSITY OF ALBERTA CAMPUS
11043 - 90 AVENUE

Head Table Raised ☐ Lectern/P.A. ☐

EDMONTON, ALBERTA Postal Code: T6E 2G1
Fax: 492-0762
Phone: Bus.: 492-8950 Home: 437-2269

Table Linen: Napkins:

Deposit:
Bill To: ABOVE Phone:

Stages:
Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Postal Code:

Piano Price:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	2PM 10PM	CONSULATE	24		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

MENU

ICE WATER

Chancellor

Bar Type:
Time:
Bartender:
Wine:
Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

Gratuity:	GST
Order taken by: LG	Date: Oct. 17/91
Booked by: DM	Date: Feb. 21/91
Typed: DV	Date: Oct. 18/91
CC: <input type="checkbox"/> RS <input type="checkbox"/> F.O. <input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC	Order No:

2067

CUSTOMER



DAY/DATE FRIDAY NOVEMBER 8, 1991

DNP ☐

Event: BOARD MEETING

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	9AM 5PM	CONSULATE	24		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

NON SMOKING

ICE WATER

Post As:

Registration:
Reg/Time:

Seating Plan: HOLLOWSQUARE 2068

Head Table Raised ☐ Lectern/P.A. ☐

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: GST

Order taken by: LG Date: Oct. 17/91

Booked by: DM Date: Feb. 21/91

Typed: DU Date: Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2068



DAY/DATE FRI.-SUN. NOVEMBER 8-10, 1991

DNP ☐

Event: REGISTRATION

Organization: CANADIAN INSTITUTE FOR THE ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Phone: Bus.: 492-8950 Fax: 492-0762 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Post As:

Registration: Reg/Time:

Seating Plan: 4 6' 3 8' TABLES WITH BACKDROPS 2069

8 CHAIRS WASTEBASKET

Head Table Raised ☐ Lectern/P.A. ☐

Table Linen:

Stages:

Checkroom: Attended

Music:

Piano Price:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	D/N	N. FOYER			
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

Centrepieces:

Flowers: Price: P.O.:

Floor Lectern/PA ☐ Socan Price: Without P.A. ☐ P.O.:

Flipchart: Price: Easel: 1

Whiteboard: + MARKERS Proj. Table:

A/V and Other: + tacks + cork board Screen:

HOUSEPHONE LOCATION #4

Price: P.O.:

MENU

TABLES TO BE READY BY 3:30PM

NON SMOKING

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF THE EVENT.

CC: SWITCHBOARD

Gratuity:	GST
Order taken by: LG	Date: Oct. 17/91
Booked by: DM	Date: Feb. 21/91
Typed: DV	Date: Oct. 18/91
CC: <input type="checkbox"/> RS <input type="checkbox"/> F.O. <input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC	Order No: 2069



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10135 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE FRI.-SUN. NOVEMBER 8-10, 1991
DNP ☐
Event: OFFICE
Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS
11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1
Fax: 492-0762
Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	D/N	DIRECTOR			N/C
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

ICE WATER

ROOM TO BE READY A.S.A.P. ON FRIDAY
AFTER URBAN TRANSIT

room ready in a.m.

Post As:

Registration:
Reg/Time:

Seating Plan: 2 8' TABLES ALONG PERIMETER 2070
PLENTY OF LOUNGE SEATING

Head Table Raised ☐ Lectern/P.A. ☐

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time: Play Time:

Piano Price:

Centrepieces:

Flowers: Price: P.O.:
Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

2-HOUSEPHONE LOCATION #19
Price: P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- 2 KEYS REQUIRED
- NON SMOKING

Gratuity:	LG	GST	Oct. 17/91
Order taken by:	DM	Date:	Feb. 21/91
Booked by:	DV	Date:	Oct. 18/91
Typed:			
CC:	<input type="checkbox"/> RS	<input type="checkbox"/> F.O.	<input type="checkbox"/> HSKG <input type="checkbox"/> RES <input checked="" type="checkbox"/> SWTB <input type="checkbox"/> SEC
Order No:			

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

2070



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10135 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE FRIDAY NOVEMBER 8, 1991
DNP ☐
Event: WELCOME ADDRESS
Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS
11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1
Fax: 492-0762
Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	7PM 11PM	MAN./SASK.	250		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

8:00PM: (ON STATIONS IN THE ROOM)
10 GALS. COFFEE AT \$23.50 PER GAL. (INCLUDE DECAF.)
18 DOZ. COOKIES AT \$8.50 PER DOZ.
2 GALS. OF HOT WATER WITH INDIVIDUAL TEA BAGS
INCLUDING HERBAL AT \$23.50

1830-1930 cash b.
1930-2000 walc.
2000-2200 K.K.
2200-2300 cash
bar
number of registrants?

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

Post As:
Registration:
Reg/Time:

Seating Plan: CLASSROOM ON ROUNDS WITH 7 2071
TABLE NUMBERS STANDS OWN SIGNS

Head Table Raised ☐ Lectern/P.A. ☐

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: 2 Price:
P.O.:

Floor Lectern/PA RAISED : Socan Price:
Without P.A. ☐ podiums P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

REGULAR CASH BAR: (IN THE ROOM)	
Bar Type:	Liquor at \$3.75 per 1 Oz. Drink Canadian Beer at \$3.50 each Sherry/Dubonnet at \$3.75 each Soft Drinks at \$1.75 each
Time:	7:00PM - 8:00PM 10:00PM-MIDNIGHT
Bartender:	YES (FEMALE PLEASE)
Wine:	AVAILABLE FROM THE BAR
Liqueurs:	

REMARKS:

NON SMOKING

Gratuity: 15%	GST 7%
Order taken by: DG	Date: Oct. 17/91
Booked by: DM	Date: Feb. 21/91
Typed: DV	Date: Oct. 18/91
CC: <input type="checkbox"/> RS <input type="checkbox"/> F.O. <input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC	Order No:

2071

CUSTOMER



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10135 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE SAT. & SUN. NOVEMBER 9, 1991

DNP ☐
Event: **DNP** EXHIBITS

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1
Fax: 492-0762
Phone: Bus.: 492-8950 Home: 437-2269

Deposit: Phone:

Bill To: ABOVE

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	D/N	N. FOYER			\$15.00 PER DAY
Break					PER TBAL
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

TABLES TO BE SET UP BY 7:00AM

Post As:

Registration:
Reg/Time:

Seating Plan: 8' TABLES WITH 2 CHAIRS EACH 2072

Head Table Raised ☐ Lectern/P.A. ☐

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity:	LG	GST	
Order taken by:	DM	Date:	Oct. 17/91
Booked by:	DV	Date:	Feb. 21/91
Typed:			Oct. 18/91
CC:	<input type="checkbox"/> RS <input checked="" type="checkbox"/> F.O. <input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC	Order No:	2072



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10135 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE SATURDAY NOVEMBER 9, 1991
DNP ☐
Event: KEYNOTE NOTE
Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:
Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS
11043 - 90 AVENUE
EDMONTON, ALBERTA Postal Code: T6E 2G1
Fax: 492-0762
Phone: Bus.: 492-8950 Home: 437-2269

Deposit:
Bill To: ABOVE Phone:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	9AM 10AM	B.C./ALTA. YUKON	300 250		\$150.00 DAILY TOTAL
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

10:00AM (FOYER):

10 GALS. COFFEE AT \$23.50 PER GAL.
2 GALS. HOT WATER WITH INDIVIDUAL TEA BAGS
INCLUDING HERBAL AT \$23.50

ICE WATER

Post As:
Registration:
Reg/Time:
Seating Plan: CLASSROOM ON ROUNDS 2073
OWN TRANSLATION

Head Table Raised ☐ Lectern/P.A. ☐
Table Linen: Napkins:
Stages:
Checkroom: Attended ☐ Cash ☐ Host Price:
Music: Setup Time:
Play Time:
Piano Price:
Centrepieces:
Flowers: Price:
P.O.:
Floor Lectern/PA ☒ RAISED Socan Price:
Without P.A. ☐ P.O.:
Flipchart: Price: Easel:
Whiteboard: Proj. Table:
A/V and Other: Screen:
BY SHARPS Price:
P.O.:

Bar Type:
Time:
Bartender:
Wine:
Liqueurs:

theatre
seating -
need space for
300 approx.

REMARKS:
NON SMOKING
- WALLS TO BE CLOSED AT 10:00AM

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

Gratuity: 15%	GST 7%
Order taken by: LG	Date: Oct. 17/91
Booked by: DM	Date: Feb. 21/91
Typed: DV	Date: Oct. 18/91
CC: <input type="checkbox"/> RS <input type="checkbox"/> F.O. <input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC	Order No:

CUSTOMER

2073



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10133 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE SATURDAY NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT SESSION

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Phone: Bus.: 492-8950 Fax: 492-0762
Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

3:00PM - BREAK HOSTED BY WESTIN BUSINESS PROMO

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	10:30AM 5PM	B.C.	60		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

3:00PM
ICE TEA AT \$13.00 PER JUG
LEMONADE AT \$13.00 PER JUG
ICE WATER

Post As:

Registration:

Reg/Time:

Seating Plan: THEATRE

2074

Head Table FOR 2 Raised ☐ Lectern/PA ☒ YES

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

_ NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity:	15%	GST	7%
Order taken by:	LG	Date:	Oct. 17/91
Booked by:	DM	Date:	Feb. 21/91
Typed:	DV		Oct. 18/91
CC:	<input type="checkbox"/> RS <input type="checkbox"/> F.O. <input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC		

Order No:

2074



DAY/DATE SATURDAY NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	10:30AM 5PM	ALBERTA	60		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2075

Head Table FOR 2 Raised ☒ YES Lectern/P.A. ☒ YES

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: LG GST

Order taken by: DM Date: Oct. 17/91

Booked by: DV Date: Feb. 21/91

Typed: DV Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2075



DAY/DATE SATURDAY NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	10:30AM 5PM	YUKON	60		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2076

Head Table FOR 2 Raised ☒ YES Lectern/P.A. ☒ YES

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:
- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: GST

Order taken by: LG Date: Oct. 17/91

Booked by: DM Date: Feb. 21/91

Typed: DV Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2076



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10135 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE SATURDAY NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2077

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	10:30AM 6PM	CHAIRMAN	40		
Break					
Recept.					
Brkfst					
Lunch					
Dinner					

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

MENU

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: GST

Order taken by: LG Date: Oct. 17/91

Booked by: DM Date: Feb. 21/91

Typed: DV Date: Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2077



DAY/DATE SATURDAY NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2078

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	10:30AM 6PM	CHANCELLOR	40		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

MENU

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

Gratuity: GST

Order taken by: LG Date: Oct. 17/91

Booked by: DV Date: Feb. 21/91

Typed: DV Date: Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2078



DAY/DATE SATURDAY NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2079

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	10:30AM 6PM	CONSULATE	40		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

MENU

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

Gratuity: LG GST

Order taken by: DM Date: Oct. 17/91

Booked by: DM Date: Feb. 21/91

Typed: DV Date: Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2079

CUSTOMER



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10133 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE SATURDAY, NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	10:30AM 5PM	T. VALLEY	80		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2080

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: LG GST

Order taken by: Date: Oct. 17/91

Booked by: Date: Feb. 21/91

Typed: Date: Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2080



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10135 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE SATURDAY, NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Phone: Bus.: 492-8950 Fax: 492-0762

Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	10:30AM 3:30PM	LEDUC	35		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2081

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:
Time:
Bartender:
Wine:
Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

Gratuity:	GST
Order taken by: LG	Date: Oct. 17/91
Booked by: DM	Date: Feb. 21/91
Typed: DV	Date: Oct. 18/91
CC: <input type="checkbox"/> RS <input type="checkbox"/> F.O. <input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC	Order No:

CUSTOMER

2081



DAY/DATE SATURDAY, NOVEMBER 9, 1991

DNP ☐ Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Phone: Bus.: 492-8950 Fax: 492-0762

Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	10:30AM 5PM	ATHABASCA	30		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2082

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

Gratuity:

Order taken by: LG Date: 11/91

Booked by: DM Date: Feb. 21/91

Typed: DV Date: Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2082

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10135 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE SATURDAY, NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	10:30AM 3:30PM	MARLBORO	60		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2083

Head Table FOR 21 Raised ☐ Lectern/P.A. YES

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: LG GST

Order taken by: DM Date: Oct. 17/91

Booked by: DV Date: Feb. 21/91

Typed: Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2083



DAY/DATE SATURDAY NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2084

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	3:30PM 5PM	IMPERIAL(2003)	20		N/C
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

BANQUETS PLEASE REMOVE CHAIRS AS SOON AS
POSSIBLE AFTER THE MEETING

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: GST

Order taken by: LG Date: Oct. 17/91

Booked by: DM Date: Feb. 21/91

Typed: DV Date: Oct. 18/91

CC: ☐ RS ☐ EO ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2084

DAY/DATE SATURDAY NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	3:30PM 5PM	WESTIN	20		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2085

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity:

Order taken by: LG

Booked by: DM

Typed: DV

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

GST

Date: Oct. 17/91

Date: Feb. 27/91

Date: Oct. 18/91

Order No: 2085



DAY/DATE SATURDAY NOVEMBER 9, 1991

DNP ☐

Event: LUNCHEON

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting					
Break					
Recept.					
Brkfast					
Lunch	NOON	MAN./SASK.	250		\$8.75 PER PERSON
Dinner					

MENU

(NO SOUP)

CROISSANT SANDWICH

½ - Cheese, Tomato & Cucumber
½ - Egg Salad

RAW VEGETBALE GARNISH

LEMON MOUSSE

COFFEE, TEA

Post As:

Registration:
Reg/Time:

Seating Plan: ROUNDS 2086

Head Table Raised ☐ Lectern/P.A. ☐

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☒ YES Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: 15% GST 7%

Order taken by: LG Date: Oct. 17/91

Booked by: DM Date: Feb. 21/91

Typed: DU Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2086

File No.: MISC.
SEG: CG-AN

DAY/DATE SATURDAY NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Post As:

Registration:
Reg/Time:

Seating Plan: CLASSROOMS ON ROUNDS 2087

Head Table FOR 2 Raised ☒ YES Lectern/P.A. ☒ YES

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	3:30PM 5PM	MANITOBA	60 100		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

MENU

SIGNATURE

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

Gratuity: LG GST

Order taken by: Date: Oct. 17/91

Booked by: Date: Feb. 21/91

Typed: Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2087

CUSTOMER

File No.: MISC.
SEG: CG-AN

DAY/DATE SATURDAY NOVEMBER 9, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Phone: Bus.: 492-8950 Fax: 492-0762 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Post As:

Registration: Reg/Time:

Seating Plan: CLASSROOM ON ROUNDS 2088

Head Table FOR 2 Raised ☒ YES Lectern/P.A. ☒ YES

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time: Play Time:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	3:30PM 5PM	SASK.	60 100		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

Piano Price:

Centrepieces:

Flowers: Price: P.O.:

Floor Lectern/PA ☐ Socan Price: Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price: P.O.:

MENU

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF THE EVENT.

Gratuity:	LG	GST	
Order taken by:	DM	Date:	Oct. 17/91
Booked by:	DV	Date:	Feb. 21/91
Typed:			Oct. 18/91
CC:	<input type="checkbox"/> RS	<input type="checkbox"/> F.O.	<input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC

Order No: 2088

CUSTOMER



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10155 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE SATURDAY NOVEMBER 9, 1991

DNP ☐

Event: AWARDS BANQUET

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting					
Break					
Recept.	6PM	FOYER			
Brkfast					
Lunch	7PM	MAN./SASK.	275		\$19.95 PER PERSON
Dinner					

MENU

DOORS TO OPEN 6:45PM

BUFFET:

TOSSED SALAD
POTATO SALAD
THREE BEAN SALAD
CAESAR SALAD

ASST. BREADS, BUNS & BISCUITS

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

STIR FRIED VEGETBALES
STEAMED RICE

OVEN ROAST CHICKEN

SERVED:

PEACH MELBA

COFFEE, TEA

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

Post As:

Registration: 1 CARDTBALE AT SASK. DOOR

Reg/Time:

Seating Plan: ROUNDS OF 8 BUFFET 2089

SMALL DANCE FLOOR NEAR STAGE

Head Table Raised ☐ Lectern/P.A. ☐

Table Linen: WHITE Napkins: PEACH

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano BABY GRAND Price: N/C

Centrepieces: lamps

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

REGULAR CASH BAR:

Bar Type: Liquor at \$3.75 per 1 Oz. Drink
Canadian Beer at \$3.50 each
Sherry/Dubonnet at \$3.75 each
Soft Drinks at \$1.75 each

Time: 6:00PM - 7:00PM 11:00PM-1:00AM

Bartender: YES (FEMALE IF POSSIBLE)

Wine: CASH WINE SALES

Liqueurs:

REMARKS:

7PM-8:45PM DINNER/AWARDS
8:45PM BREAK
9PM-11PM ENTERTAINMENT (SOME ADDITIONAL
GUESTS AFTER DINNER)
- ADDITIONAL CONTACT: NANCY POOLE
- NON SMOKING

Gratuity:	
Order taken by:	7/91
Booked by:	1/91
Typed:	8/91
CC: <input type="checkbox"/> RS <input type="checkbox"/>	TB <input type="checkbox"/> SEC

- raised podium
- microphone
for awards
+ m.c.

2089

CUSTOMER



DAY/DATE SUNDAY NOVEMBER 10, 1991

DNP ☐

Event: A.G.M. & KEYNOTE

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Phone: Bus.: 492-8950 Fax: 492-0762 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2090

Head Table FOR 4 Raised ☒ YES Lectern/P.A. ☐ YES

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time: Play Time:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	8:45AM 12:15PM	B.C./ALTA. YUKON	250		\$150.00 DAILY TOTAL
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

Piano Price:

Centrepieces:

Flowers: Price: P.O.:

Floor Lectern/PA ☐ Without P.A. ☐ Socan Price: P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

2 TABLE MICS MIXER 1 FLOOR MIC

own arrangements - SHARPS Price: P.O.:

MENU

11:00AM:
COFFEE AT \$23.50 PER GAL.
2 GALS. HOT WATER WITH INDIVIDUAL TEA INCLUDING
HERBAL AT \$23.50

ICE WATER

Bar Type

Time:

Bartender

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

- 1:30PM-3PM ROOMS ARE DIVIDED

- 3PM-4PM ROOMS OPEN

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

Gratuity: 15% GST 7%

Order taken by: LG Date: Oct. 17/91

Booked by: DM Date: Feb. 21/91

Typed: DV Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2090

File No.: MISC.
SEG: CG-AN

DAY/DATE SUNDAY NOVEMBER 10, 1991

DNP ☐

Event: LUNCHEON

Organization: CANADIAN INSTITUTE FOR THE ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Phone: Bus.: 492-8950 Fax: 492-0762 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Post As:

Registration: Reg/Time:

Seating Plan: ROUNDS 2091

Head Table Raised ☐ Lectern/P.A. ☐

Table Linen: CHECKERED Napkins: RED/WHITE

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time: Play Time:

Piano Price:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting					
Break					
Recept.					
Brkfast					
Lunch	12:15 PM	MAN./SASK.	250		\$8.75 PER PERSON
Dinner					

Centrepieces:

Flowers: Price: P.O.:

Floor Lectern/PA ☒ RAISED Socan Price: Without P.A. ☐ P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price: P.O.:

MENU

SERVED: COLD PLATE:

4 ASST. SANDWICH QUARTERS: EGG, TUNA SALAD, TOMATO/CUCUMBER & CHEESE

CELERY ROOT, CARROT & APPLE SALAD

RAW VEGETABLE GARNISH

FRUIT TARTLETS

COFFEE, TEA

(NO SOUP)

Bar Type:

Time:

Bartender: presentation

Wine: Minister

Liqueurs:

REMARKS:

- NON SMOKING

Gratuity: 15%	GST 7%
Order taken by: LG	Date: Oct. 17/91
Booked by: DM	Date: Feb. 21/91
Typed: DV	Date: Oct. 18/91
CC: <input type="checkbox"/> RS <input type="checkbox"/> F.O. <input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC	Order No:

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF THE EVENT.

CUSTOMER

2091



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10155 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE SUNDAY, NOVEMBER 10, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	1:30PM 3PM	ATHABASCA	20		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2092

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:
- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: LG GST

Order taken by: DM Date: Oct. 17/91

Booked by: DV Date: Feb. 21/91

Typed: Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2092



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10135 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE SUNDAY, NOVEMBER 10, 1991

DNP ☐
Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	1:30PM 3PM	LEDUC	28 40		
Break					
Recept.					
Brkfst					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2093

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: LG *[Signature]* GST

Order taken by: DM *[Signature]* Date: Oct. 17/91

Booked by: DM *[Signature]* Date: Feb. 21/91

Typed: DM *[Signature]* Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2093



DAY/DATE SUNDAY NOVEMBER 10, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Post As:

Registration:

Reg/Time:

Host:

Representative: MS. MARCELLINE FORESTIER

Seating Plan: THEATRE 2094

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Table Linen: Napkins:

Deposit:

Bill To: ABOVE Phone:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Postal Code:

Music: Setup Time: Play Time:

Piano Price:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	1:30PM 3PM	T. VALLEY	30 60		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

Centrepieces:

Flowers: Price: P.O.:

Floor Lectern/PA ☐ Socan Price: Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price: P.O.:

MENU

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

Gratuity: LG GST

Order taken by: DM Date: Oct. 17/91

Booked by: DV Date: Feb. 27/91

Typed: DV Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2094



DAY/DATE SUNDAY NOVEMBER 10, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	1:30pm 3PM	CONSULATE	40		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2095

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:
Time:
Bartender:
Wine:
Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity:	LG	GST	
Order taken by:	PM	Date:	Oct. 17/91
Booked by:	DV	Date:	Feb. 27/91
Typed:			Oct. 18/91
CC:	<input type="checkbox"/> RS	<input type="checkbox"/> F.O.	<input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC
Order No:			2095



DAY/DATE SUNDAY NOVEMBER 10, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Phone: Bus.: 492-8950 Fax: 492-0762

Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2096

Head Table FOR 2⁴ Raised ☐ Lectern/P.A. ☐

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	1:30PM 3PM	CHANCELLOR	25 40		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

MENU

Bar Type:
Time:
Bartender:
Wine:
Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity:	LG	GST	
Order taken by:	DM	Date:	Oct. 17/91
Booked by:	DV	Date:	Feb. 21/91
Typed:			Oct. 18/91
CC:	<input type="checkbox"/> RS	<input type="checkbox"/> F.O.	<input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC
Order No:			2096



File No.:
SEG:

DAY/DATE SUNDAY NOVEMBER 10, 1991

DNP ☐ CANADIAN INSTITUTE FOR THE
Event: ADVANCEMENT OF WOMEN

Organization: CONCURRENT

Host: MS. MARCELLINE FORESTIER

Representative: UNIVERSITY OF ALBERTA CAMPUS

Address: 11043 - 90 AVENUE

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2097

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Head Table FOR 2 Raised ☐ Lectern/P.A. ☐

Deposit:

Bill To: ABOVE Phone:

Table Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Postal Code:

Piano Price:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	1:30PM 3PM	CHAIRMAN	25 40		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

MENU

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

Gratuity: GST

Order taken by: LG Date: Oct. 17/91

Booked by: DM Date: Feb. 21/91

Typed: DV Date: Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2097

CUSTOMER



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10135 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE SUNDAY NOVEMBER 10, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	1:30PM 3PM	B.C.	50 60		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

3:00PM (IN FOYER)

ICE WATER FOR 250 GUESTS

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2098

Head Table FOR 2 Raised YES Lectern/P.A. YES

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:
- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: LG GST

Order taken by: DM Date: Oct. 17/91

Booked by: DM Date: Feb. 21/91

Typed: DM Date: Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2098



DAY/DATE SUNDAY NOVEMBER 10, 1991

DNP ☐

Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Phone: Bus.: 492-8950 Fax: 492-0762 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	1:30PM 3PM	ALBERTA	60 60		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2099

Head Table FOR 4 Raised YES Lectern/P.A. YES

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: LG

Order taken by: DM

Booked by: DU

Typed: 0ct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

GST Date: 0ct. 17/91

Date: Feb. 21/91

Order No: 2099

File No.: MISC.
SEG: CG-AN

DAY/DATE SUNDAY NOVEMBER 10, 1991

DNP ☐
Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	1:30PM 3PM	YUKON	50 60		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2100

Head Table FOR 2 Raised ☒ YES Lectern/P.A. ☒ YES

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

Gratuity:	LG	GST
Order taken by:	DM	Date: Oct. 17/91
Booked by:	DV	Date: Feb. 21/91
Typed:		Oct. 18/91
CC:	<input type="checkbox"/> RS <input type="checkbox"/> F.O. <input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC	

Order No: 2100

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10135 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE **SUNDAY NOVEMBER 10, 1991**

DNP ☐

Event: **CONCURRENT**

Organization: **CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN**

Host:

Representative: **MS. MARCELLINE FORESTIER**

Address: **UNIVERSITY OF ALBERTA CAMPUS**
11043 - 90 AVENUE
EDMONTON, ALBERTA Postal Code: **T6E 2G1**
Fax: **492-0762**
Phone: Bus.: **492-8950** Home: **437-2269**

Deposit:

Bill To: **ABOVE** Phone:

Post As:

Registration:
Reg/Time:

Seating Plan: **THEATRE** **2103**

Head Table **FOR 2⁴** Raised ☐ Lectern/P.A. ☐

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:
Setup Time:
Play Time:

Music:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	1:30PM 3PM	WESTIN	20		N/C
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel:

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

PLEASE SIGN REVERSE

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AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity: **LG** GST **Oct. 22/91**

Order taken by: **LG** Date: **Oct. 17/91**

Booked by: **DM** Date: **Feb. 21/91**

Typed: **DI** **Oct. 18/91**

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: **2103**

File No.: MISC.
SEG: CG-AN

DAY/DATE SUNDAY NOVEMBER 10, 1991

DNP ☐ Event: CONCURRENT

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2101

Head Table FOR 2 Raised ☐ Lectern/P.A. YES

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Postal Code:					
Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	1:30PM 3PM	MARLBORO	60		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
THESE AGREEMENTS ARE DULY SIGNED BY THE CUSTOMER
AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER

Gratuity:	LG	GST	
Order taken by:	DM	Date:	Oct. 17/91
Booked by:	DM	Date:	Feb. 21/91
Typed:	DM	Date:	Oct. 18/91
CC:	<input type="checkbox"/> RS <input type="checkbox"/> FO <input type="checkbox"/> HSKG <input type="checkbox"/> RES <input type="checkbox"/> SWTB <input type="checkbox"/> SEC	Order No:	2101



THE WESTIN HOTEL
Edmonton

CATERING
ARRANGEMENTS

10133 - 100 Street
Edmonton, Alberta T5J 0N7
Phone: (403) 426-3636
Fax: (403) 428-1454

File No.: MISC.
SEG: CG-AN

DAY/DATE SUNDAY NOVEMBER 10, 1991

DNP ☐

Event: CLOSING REMARKS

Organization: CANADIAN INSTITUTE FOR THE
ADVANCEMENT OF WOMEN

Host:

Representative: MS. MARCELLINE FORESTIER

Address: UNIVERSITY OF ALBERTA CAMPUS

11043 - 90 AVENUE

EDMONTON, ALBERTA Postal Code: T6E 2G1

Fax: 492-0762

Phone: Bus.: 492-8950 Home: 437-2269

Deposit:

Bill To: ABOVE Phone:

Postal Code:

Function	Time	Location	Exp.	Guar.	Price/cover or Rent
Set Up					
Meeting	3PM 4PM	B.C. /ALTA. YUKON	150 200		
Break					
Recept.					
Brkfast					
Lunch					
Dinner					

MENU

Post As:

Registration:
Reg/Time:

Seating Plan: THEATRE 2102

Head Table FOR 4 Raised ☒ YES Lectern/P.A. ☒ YES

Table
Linen: Napkins:

Stages:

Checkroom: Attended ☐ Cash ☐ Host Price:

Music: Setup Time:
Play Time:

Piano Price:

Centrepieces:

Flowers: Price:
P.O.:

Floor Lectern/PA ☐ Socan Price:
Without P.A. ☐ P.O.:

Flipchart: Price: Easel: AT ENTRANCE

Whiteboard: Proj. Table:

A/V and Other: Screen:

Price:
P.O.:

Bar Type:

Time:

Bartender:

Wine:

Liqueurs:

REMARKS:

- NON SMOKING

Gratuity: LG GST

Order taken by: DM Date: Oct. 17/91

Booked by: DV Date: Feb. 21/91

Typed: DV Oct. 18/91

CC: ☐ RS ☐ F.O. ☐ HSKG ☐ RES ☐ SWTB ☐ SEC

Order No: 2102

PLEASE SIGN REVERSE

THE HOTEL RESERVES THE RIGHT TO CANCEL UNLESS
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AND RETURNED TO THE HOTEL PRIOR TO THE DATE OF
THE EVENT.

CUSTOMER