



Casino Regina
 1880 Saskatchewan Drive
 Regina, SK S4P 0B2
 Phone: 306-787-4040 Fax: 306-798-5555

Confirmation Sheet Presentation

Event Name: Presentation
Event Status: CONFIRMED EXTERNAL FUNCTION
Client Name: Saskatchewan Information and Privacy Comm
Client Code:
Purchase Order:
Address: 503-1801 Hamilton Street
 Regina SK S4P 4B4

Booking No.: 12846
Contract No.:
Sales Rep.:
Contact: Mignon-Stark, Kim
Phone1: 306 798-0173
Phone2:
Email: kmignon-stark@oipc.sk.ca

Cellular:
Fax:

Event Comments	
1:30 PM	Committee in
2:00 PM	Guests arrive

Tuesday, December 17, 2019

Location: Telegraph Room

From - To	Function Setup	#	Status	Price	Tax
Starts - Ends					
11:30 AM 6:30 PM	Presentation	90	CONFIRMED EXTERNAL FUN	\$360.00	G
1:30 PM 4:30 PM					

Catering Information

From	To	Description	Quantity	Price	Total	Tax
1:30 PM	4:30 PM	Beverages	90			PGA
		replenish coffee if require charge for tea used				
		Beverages				
		Coffee - 30 Cup Um	3	\$45.00	\$135.00	
		Individual Tea		\$2.25		

Catering Information

From	To	Description	Quantity	Price	Total	Tax
1:30 PM	4:30 PM	Breaks	90			PGA
		Breaks				
		Gourmet Cookies Per Dozen	7	\$15.95	\$111.65	

Setup Equipment

From	To	Description	Quantity	Price	Total	Tax
11:30 AM	6:30 PM	5 foot Round Table -Clothed with 6 chairs water pitchers and glasses on each table.	16			
11:30 AM	6:30 PM	6' Registration Table - Clothed and Skirted with 2 chairs	1			
11:30 AM	6:30 PM	8' Plastic Rectangular Tables clothed and skirted in back of room for coffee and cookies 1 in front of the tree with 3 chairs behind it for panel	2			

Audio Visual Equipment

From	To	Description	Quantity	Price	Total	Tax
11:30 AM	6:30 PM	Podium	1			G
11:30 AM	6:30 PM	Overhead Projector and Screen	1			G

Confirmation Sheet Presentation

Tuesday, December 17, 2019

Audio Visual Equipment

From	To	Description	Quantity	Price	Total	Tax
11:30 AM	6:30 PM	Microphone on table	3			G

Location Sub Total:	\$360.00
Catering Sub Total:	\$246.65
Total:	\$606.65
Discount:	\$0.00
Sub Total:	\$606.65
PST:	\$17.02
GST:	\$32.18
LTR:	\$0.00
GRATS:	\$37.00
Total Tax In:	\$692.85
Less Payments/Credits:	(\$360.00)
Balance:	\$332.85

Actions of invited guests are the sole responsibility of the event organizer. All visitors to Casino Regina must be 19 years of age or older. Room Guarantees are non-refundable. Final invoice to be sent following the event

Contact: _____

Approval: _____

Date/Time: 12/11/2019 3:40:24 PM

Booking #: 12846

Page #: 2