

Cc:
Subject: ITEDUSOLVE Software Launch Event - 21st May 2015

Dear Selsdon Event Team

After discussing with one of your event planners about the options you have available for ITEDUSOLVE's launch event, we have decided to use two of your meeting and training rooms and the 'Terrace Suite'. We would like to hire these rooms for the whole day which will be 8 hours. Delegates will start to arrive at 9:00am and the event will finish at approximately 3:00pm.

We understand that your drinks and buffet option is included within the price of hiring out the rooms, so could you please ensure that signs are attached to all food that has ingredients which delegates could be allergic to. Beverages should be available from 9:30am and the buffet from 11:45am.

The total for this event will come to is £5,850. The invoice should be sent to the Finance Department at ITEDUSOLVE. Please confirm the details above by sending a confirmation email.

Many thanks


Administrator and Event Officer

Preview from Notesale.co.uk
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