



Canadian Environmental Law Association
L'Association canadienne du droit de l'environnement

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August 23, 1995

John Carlo and Marlene
College Street Bar
574 College Street
Toronto, Ontario
M6G 1B3

Dear John and Marlene,

Re: September 11th Canadian Environmental Law Association Anniversary Event

Thank you for meeting with me to finalize details for the Canadian Environmental Law Association's 25th anniversary celebration on Monday, September 11, 1995. I'd like to verify that we will guarantee you revenues of \$1,000. plus what ever you make from the bar proceeds - based on 100 people at a cost of \$10.00 each. We understand that we will let you know about the actual numbers requiring the meal by the preceding Thursday so you can plan volumes and the staff you will need. We also understand that we will be expected to provide gratuities to the staff.

The food should be ready by about 6:30 and be set up buffet style at the end of the room beside the bar. We would hope that the main course can be cleared away by about 7:50 so that the formal part of the meeting can begin as scheduled at about 8:00. Perhaps people can listen to our three speakers over coffee and dessert, or this can wait until they are finished at about 9:15 or 9:30. We will bring over our large coffee maker in the afternoon and may be hanging up some decorations then too. We will provide some signs for the doors to indicate that it is a private party. We understand that as things wind down at about 10:00 or 10:30 you will be opening the doors to other customers until your closing time at 1:00 pm.

For the formal part of the meeting we will require a table to seat three with a microphone. It would probably be best to locate it at the end of the room adjacent to the food for the best visibility. It will be important to make sure that there's not a lot of noise during this time. It might be best to close the bar during this period.

The Menu we discussed to offer a variety of options for vegetarians is:

Bruschetta
Cold pasta salad
Risottos (two kinds)
Mussels
Grilled sardines
Chicken
Caesar salad
Tomato cucumber salad
Tarts and small individual cheesecakes
Special coffees will be available from the Bar and we will provide the regular coffee.
Please don't hesitate to call me if you have any further questions.

Yours truly,
Canadian Environmental Law Association

Sarah Miller