

The Organizing Committee of the
Bellevue National Gymanfa Ganu

Request the pleasure of your company
at a

Volunteer Party

on

Saturday, 5 November, 2:00 pm

in the Wintergarden,
Hyatt Hotel, Bellevue

RSVP, by 21 October please, to:
PSWA, PC
Seattle, WA 98109
or tel

*63rd National
Gymanfa Ganu*

*Bellevue, WA,
1994*

Facsimile Cover Sheet

To: Catherine Schrock
Company: Hyatt Regency Bellevue
Phone:
Fax: 206-462-5017

From: alan upshall
Company: Puget Sound Welsh
Phone: 206-462-5017
Fax: 206-462-5017

Date: 10/23/94

**Pages including this
cover page:** 1

Dear Catherine

Re. our volunteer party

Thank you for sending the menus etc. for the November 5th party in the Wintergarden. I confirm that we will have 70 people attend between the times 1:00 and 5:00 pm. As I said on the phone, more likely most will turn up at about 2:00, but I shall be there early to set up a few things. The Catering should not start until about 2:15 to 2:30, unless it is more convenient for you to set it all out. We can work this out later.

I shall need a microphone, not a stage and podium, just a floor mike. And we would like the piano there please. Also as well as rounds for sitting one 6ft table for laying out certificates.

Menu: for 70 people,

Fresh fruit display at \$3.50 per person
Fresh Veg Crudite at \$3.00 per person
Smokehouse tray at \$6.25 per person
Whole poached Salmon at \$5.50 per person

This should total including tax, \$1616.50. for the food.

I shall be unavailable for most of this week, 4 full days of meetings. I would be grateful if you could fax me back the final cost and any questions that you may have.

Best regards, Alan

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Breakfast

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Buffets

Receptions

FOR MORE INFORMATION CALL HYATT REGENCY BELLEVUE AT (206) 646-3700

DATE: 10/25/94

TIME: _____

TO: Alan Upshall

FAX NUMBER: _____

FROM: Catherine Schrock

FAX NUMBER: (206) 451-3017

Total Number of Pages Sent (Including Cover Page) 2

Any Problem with Transmission, Please Call _____ **At 462-1234 Ext.** _____

Additional Message:

Alan -
No notice there isn't any coffee or beverages
ordered. Shall we plan on something?

Catherine

HYATT REGENCY BELLEVUE
 900 Bellevue Way NE
 Bellevue, Washington 98004 USA
 (206) 462-1234/ FAX: (206) 451-3017

CC: _____
 BEVERAGE DEPT: _____
 ENGINEERING: _____
 REGENCY CLUB: _____
 ROOM SERVICE: _____
 EQUES: _____

DAY: SATURDAY **DATE:** NOVEMBER 5, 1994
GROUP: PUGET SOUND WELSH ASSOCIATION **POST:**
 C/O
CONTACT: MR. ALAN UPSHALL **FUNCTION:** DOORS OPEN/RECEPTION
ADDRESS: _____ NE **TIME:** 1:00PM/2PM-5PM
 SEATTLE, WA 98105 **LOCATION:** WINTERGARDEN
TELEPHONE: 488-7288 **ROOM RENTAL:** WAIVED
BILLING: PAYMENT UPON CONCLUSION WITH CC **ATTENDANCE:** 70 **GUARANTEE:**
 GUARANTEE **ON SITE:**

GUARANTEE: Expected attendance must be received by this office no later than two working days prior to the commencement of this function. This number will be considered a guarantee not subject to reduction and charges will be made accordingly. Otherwise, the attendance figure listed on this event will be used as the guaranteed number. The Hotel cannot be responsible for service for more than (3) percent over the guarantee.

GUARANTEE DUE BY 11:00AM ON:

MENU:

1PM DOORS OPEN WINTERGARDEN

2PM RECEPTION WINTERGARDEN

FRESH FRUIT DISPLAY

Selection of Seasonal Fruit and Berries,
 Served with Apricot Devonshire Sauce
 and Chocolate Grand Marnier Sauce
 @ \$3.50 per person

FRESH VEGETABLE CRUDITE

with Bacon Onion, Fresh Herb and
 Avocado Dips
 @ \$2.00 per person

SMOKEHOUSE TRAY

An Array of Smoked Chicken, Sausage,
 Beef Tenderloin, Smoked Cheddar,
 Mozzarella and Gouda Cheeses
 Bread Slices and Crackers
 @ \$6.25 per person

WHOLE POACHED SALMON

Attractively Displayed with Dill and
 Remoulade Sauce
 @ \$5.50 per person

BEVERAGE:

BARTENDERS: EACH:

Bartenders fee waived if bar receipts exceed \$400.00 per Bartender

WINE WITH DINNER:

Tax/Gratuity: 17% service charge plus applicable taxes will be added to all hosted beverage prices.

ROOM ARRANGEMENTS:

CONVENTION SERVICES:

Rounds

Plano

6x30 display table in front of banquets to strike floor mic to 3rd floor amp room

A/V:

Floor mic with sound system @ n/c

COST REVIEW (Based on 70 ppl)

Food \$1277.50

17% surcharge 217.17

8.2% tax 122.56

Total \$1617.23

8.2% tax 122.56
Total \$1617.23

PER PERSON CHARGE:

SERVICE CHARGE OF \$25.00 WILL BE ASSESSED SHOULD THE GUARANTEE NUMBER BE LESS THAN 25 PERSONS.

Tax/Gratuities: 17% Service Charge plus applicable taxes will be added to all food prices.

Room Assignments: If necessary, the hotel reserves the right to change room assignments.

CATHERINE SCHROCK/kl 10/25/94
HYATT REGENCY BELLEVUE DATE

I have read and understand the terms and conditions on the reverse. I consider our agreement definite and confirmed.

CLIENT

DATE
BP NUMBER: 9168