

Tyee Hotel

June 2, 1992

Olympia Camera Club
6126 Gold Court SW
Tumwater, Wa. 98502
Attention: Donna Butler

Dear Donna

On behalf of the staff and management of the Tyee Hotel, I would like to take this opportunity to welcome you and your function to our hotel.

Enclosed is your meeting/banquet reservation contract, which outlines the details we discussed. Carefully review your contract for accuracy, and indicate any changes, additions, or omissions you would like noted as addendum to the contract. Be sure to read the reverse side of the contract as it notes all requirements to be met before your function. To confirm your arrangements, return the signed gold copy with your menu selections in the self addressed envelope to our office. This must be done at least two weeks before your start date. Retain the pink copy for your records. If you require any sleeping rooms, please contact our sales office, and they will be happy to assist you.

For each meal function, notification of the confirmed number of persons attending must be made to the catering office forty eight hours in advance. We will otherwise assume the number specified on the contract to be correct and your account will be billed accordingly, despite actual attendance.

Again, Thank you. I am confident that our professional staff and guest service will ensure your function is a most successful event. I am looking forward to working with you in the future. Meantime, if you have further questions, or need additional information, do not hesitate to contact us. We are looking forward to serving your group.

Sincerely,



Goldie Duckworth
Catering Director