
From: [REDACTED]
Sent: Monday, February 8, 2016 8:02 PM
To: Jeffrey Epstein
Subject: Fwd: upcoming event
Attachments: EnhacedEvent orders.pdf; Untitled attachment 00106.htm

Catering and Conf. Room Event Order is attached. I have asked if we can set up food for 10 people VS. 12 people for each event...OK TO SIGN THE CONTRACT FOR FOOD?

- Set up should be a large conference table with 12 chairs
- Dry erase Board with markers and erasers
- No Audio Visual needed
- Room will be used from 9am-6:30/7pm each day (ACCEPT FOR MON. FEB. 15, our party will not arrive until midday ...no breakfast will be needed Monday...only lunch and pre dinner reception)
- People will be coming in and out all day long...no set meeting or agenda at the moment...this is more of a fluid situation. I would think 12 people at a time (or less) will be coming in and out.

BREAKFAST 9am (Feb. 16-19)
Continental with coffee bar, buffet for 2pp

LUNCH 12pm (Feb 16-19)
Sandwich Deli M,W, F. Little Tuscany Tues, Thur. Buffet for 12pp

 Deli \$54 per person/Tuscany \$57 per person

PRE RECEPTION 5:30pm (Feb. 16-18)
3 cold canapés, 3 hot Hors d'Oeuvres (hotel's choice) each day, coffee bar for 12pp (No pre dinner reception on Feb. 19! our party will be departing mid day)

-No Alcohol

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