

Mirador Events

*PO Box 1039 • Vestal, NY 13851
607-786-3669 Fax 607-786-2450*

TO: John Doe
DATE: mmm, dd, yyyy
FROM: Lisa Busby
RE: Confirmation Letter

This letter is to confirm as per our negotiations, that Mr. John Doe has reserved Mirador West for August 15th of 2012. The Following details were discussed:

1. This event is to celebrate a new business
2. This event is not open to public but invitation only
3. There will be no alcoholic beverages served
4. Requested use of kitchen for service purposes only
5. Will make arrangements to discuss any further details concerning this event such as entry time lock up time , or early entry times, fees and floor plan desired for the event.
6. Final quote will be discussed once all requests have been put forth and agreed upon. Quotes that have already been stated by myself to Mr. Doe are \$225.00 (Thursday Rental) \$ 50 Cleaning Fee, \$25 use of kitchen for service only, \$100 Damage Deposit

If you have any further questions pertaining to this letter or any other matters please do not hesitate to contact me at (607) 972-1928.

Thank you,

Lisa Busby

John Doe

Physical Address: 400 & 401 Mirador Drive. Vestal. NY 13850