

From: Hagan, Jack (Brigadier General – CA)
Sent: 3/20/2013 6:37:59 PM
To: Doll, Laura (/O=PG&E/OU=CORPORATE/CN=RECIPIENTS/CN=LRDD)
Cc:
Bcc:
Subject: Fwd: Marines' Memorial Event Inquiry

Brigadier General (CA) Jack Hagan
CPUC SED
(916) 267-7201 Cell
Sent from my iPhone

Begin forwarded message:

From: "Kathleen Elizabeth" <kathleenelizabeth@MarineClub.com>
To: "Hagan, Jack (Brigadier General – CA)" <emory.hagan@cpuc.ca.gov>
Subject: Marines' Memorial Event Inquiry

Hello Mr. Hagon,

Thank you for considering the Marines Memorial Club to host your event! My name is Kathleen and I am the Catering Sales Manager here at the Marines' Memorial Club & Hotel. I would be delighted to have an opportunity to work with you in putting your event together.

Our club boasts 138 tastefully renovated guest rooms including 13 suites, approximately 10,000 square feet of elegant meeting/banquet space, a rooftop restaurant and steakhouse, a fitness center and spa with indoor deep-water lap pool and state of the art equipment, the 646-seat Marines' Memorial Theatre, and library and museum. Surly a great space to hold your special event! We provide gourmet, contemporary American cuisine prepared under the supervision of Executive Chef Paul Lozito in our banquets department and restaurant.

Upon checking availability, I see that we currently have our Crystal Ballroom open Tuesday, May 7th for your event. There is a Food & Beverage Minimum of \$3,500 exclusive of service charge and tax to rent the space. If the Food & Beverage Minimum is not met, there is a \$1,000 Room Rental.

I have attached a few files for your consideration. To help bring the space to life, I have attached an informational brochure of our Crystal Ballroom. In the brochure you will find information about the rooms, capacity levels, and photos.

Next, you will find an attachment containing our current Catering Menu. All pricing is current and subject to 20% service charge and 8.75% state sales tax. You will also find our Audio Visual Menu so that you may see what services and equipment we can provide as well as the rates.

Please feel free to let me know of any questions you have and any additional information you would like. If you are interested in our event space, I would really like to set up a site tour with you and whoever else is important in the decision making process.

Have a great day and thank you again for considering the Marines' Memorial Club & Hotel!

Warm Regards,

Kathleen Elizabeth | Catering Sales Manager

Main Line: (415) 673-6672 ext. 216

Direct: (415) 830-9134

Email:

kathleenelizabeth@marineclub.com<mailto:kathleenelizabeth@marineclub.com>

| Web: www.marineclub.com<http://www.marineclub.com/>

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