

**From:** debs [REDACTED]  
**Sent:** 27 March 2010 14:43  
**To:** Moody, Gemma  
**Cc:** Margaret Rowles; Stephen Munn; Susan Tomkins  
**Subject:** RE: CATERING COSTS AND INFORMATION FROM BEAULIEU

Dear Gemma,

It was good to meet you on Wednesday, thank you for your time and for all the information regarding the catering you are able to offer at Beaulieu.

There are a few things you may be able to help me with please.

Firstly, the itinerary is now planned, with Margaret's advice as:

10.30 – 11am Tea/Coffee and Biscuits

11.45 – 12.30pm Canapés and drinks served in the Domus

The second item is in relation to the costs:

Thank you for the costing for the tea/coffee and biscuits and then the canapés as a cost per head, this has helped considerably.

My understanding is that a bottle covers 6, so allowing for possibly 60 people wanting Bubbly, that would mean 10 bottles. You mention you have only a couple? Does this mean we would not be able to offer this to everyone – if so, we would need to know who was to be offered this and perhaps run the risk of getting it wrong. Maybe this is not a good idea unless we can offer it to everyone?

If we go with the [REDACTED] a bottle for the wine, (then if we had 6 white and 4 red being a lunchtime people seem to prefer white?), this then makes [REDACTED] for wine.

Soft drinks – is this [REDACTED] a total cost or a price per head cost?

Canapés at [REDACTED] per head – (I think the top menu would be our preference, thank you)

So if I put it this way, would you be able to come back and correct me if I am wrong:

Tea/Coffee and Biscuits x 60 @ [REDACTED]

Wine – 10 bottles @ [REDACTED]

Canapés x 60 @ [REDACTED]

Soft Drinks x 60 @ [REDACTED]

Total = [REDACTED] + VAT working out to a cost of [REDACTED] + VAT per head?

The tea/coffee/ biscuits is not far off the price of the wine which seems a little odd, with the soft drinks even more expensive than the wine. If you would clarify this for me I would greatly appreciate it, I will then be able to add the correct figures to the budget.

Thank you Gemma, I look forward to hearing from you soon.

Kind regards,

Debs