

Section 22

From: Section 22
Sent: Tuesday, 6 May 2014 9:53 AM
To: Section 22
Subject: FW: Treasurer's Budget Night function 13 May 2014 [SEC=UNCLASSIFIED]
Attachments: 13.05.14 Cabinet Suite.xls; PHC Payment Options.xls

Section 22
Good morning

As discussed over the phone please see attached payment options form to be completed and returned.

Please let me know if you have any questions.

Kind regards
Section 22

Section 22

Office Manager and Executive Assistant to the Chief of Staff
Office of the Treasurer, the Honourable Joe Hockey MP
Parliament House Canberra ACT.2600
T 02 6277 M

From: House Services (DPS) [mailto:houseservices@aph.gov.au]
Sent: Tuesday, 6 May 2014 9:35 AM
To: Section 22
Subject: RE: Treasurer's Budget Night function 13 May 2014 [SEC=UNCLASSIFIED]

Section 22
Good morning

Please find attached a copy of your amended catering order.

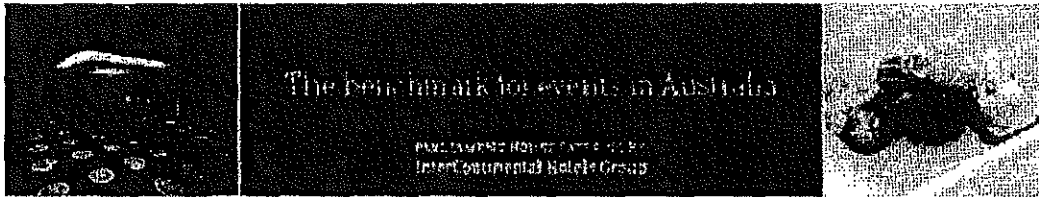
As confirmation of your catering, please confirm payment details, sign and return the form via email to houseservices@aph.gov.au.

Payment methods include account charge with payment on invoice for existing account holders, EFT prior to the event, cheque payment or Credit Card. Please find the EFT details and Credit Card form attached.

Should you elect to pay by EFT, payment must be in our account 24 hours prior to the event date.

Kind Regards,
Section 22

Supervisor, House Services
Parliament House Catering by IHG
PO Box 6000, Canberra ACT 2601, Australia
Direct: +61 (2) 6277 Fax: +61 (2) 6277
Email: houseservices@aph.gov.au
Website: <http://www.parliamenthousecateringbyihg.com.au>



Section 22

Section 22

From: [mailto:] @TREASURY.GOV.AU
Sent: Tuesday, 6 May 2014 9:11 AM
To: (DPS); House Services (DPS)
Subject: RE: Treasurer's Budget Night function 13 May 2014 [SEC=UNCLASSIFIED]

Section 22

Good morning

Thank you for your email. We have a couple of changes to the catering.

- Number of people reduced to 150
- Wine changed to Morgan's Bay Chardonnay and Morgan's Bay Cabernet Merlot
- Hot canapé of Arancini of creamed spinach changed to smoked trout

Please contact me if you have any questions.

Many thanks

Section 22

Section 22

Office Manager and Executive Assistant to the Chief of Staff
Office of the Treasurer, the Honourable Joe Hockey MP
Parliament House Canberra ACT 2600
T 02 6277 M

Section 22

Section 22

From: (DPS) [mailto:] @aph.gov.au
Sent: Wednesday, 30 April 2014 5:02 PM
To: [mailto:]
Subject: RE: Treasurer's Budget Night function 13 May 2014 [SEC=UNCLASSIFIED]

Section 22

Good afternoon

Please find attached a copy of your catering order.

As no selection was made in regards to white wine and red wine choice, I have chosen a Semillon Sav Blanc as the white, and a Shiraz Cabernet as the red. If you would like the alternative of Chardonnay and Cabernet Merlot, please let me know and I will amend your order.

As confirmation of your catering, please confirm payment details, sign and return the form via email to houseservices@aph.gov.au

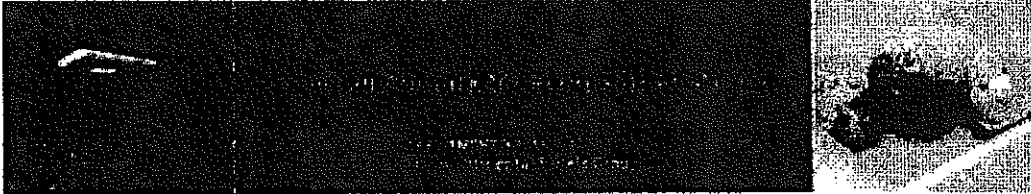
Payment methods include account charge with payment on invoice for existing account holders, EFT prior to the event, cheque payment or Credit Card. Please find the EFT details and Credit Card form attached.

Should you elect to pay by EFT, payment must be in our account 24 hours prior to the event date.

Kind Regards,

Section 22

Supervisor, House Services
Parliament House Catering by IHG
PO Box 6000, Canberra ACT 2601, Australia
Direct: +61 (2) 6277 or +61 (2) 6277
Email: or houseservices@aph.gov.au
Web Site: <http://www.parliamenthousecateringbyihg.com.au>



Please consider the environment before printing this message

From: [Section 22](mailto:Section 22@TREASURY.GOV.AU) <mailto:Section 22@TREASURY.GOV.AU>
Sent: Wednesday, 30 April 2014 8:44 AM
To: Section 22 (DPS)
Cc: Section 22
Subject: Treasurer's Budget Night function 13 May 2014 [SEC=UNCLASSIFIED]

Good morning

The Treasurer is holding a cocktail reception on Budget Day 13 May at 8:30pm in the Ante Room of the Cabinet Suite. We do not have final numbers at this stage but we are looking at around 160 people in attendance.

Please find attached our choices of the Standard Beverage Package at \$26.00 per person and eight canapés at \$34.50 per person being a total of \$60.50 per person.

Please let me know the date you require final numbers and contact me if you have any questions.

Thank you

Section 22

Section 22

Office Manager and Executive Assistant to the Chief of Staff
Office of the Treasurer, the Honourable Joe Hockey MP
Parliament House Canberra ACT 2600
T 02 6277 M

From: Section 22 (DPS) <mailto:Section 22@aph.gov.au> On Behalf Of House Services (DPS)
Sent: Wednesday, 19 March 2014 6:23 PM
To: Section 22
Subject: RE: Budget Night function 13 May 2014 [SEC=UNCLASSIFIED]

Hi

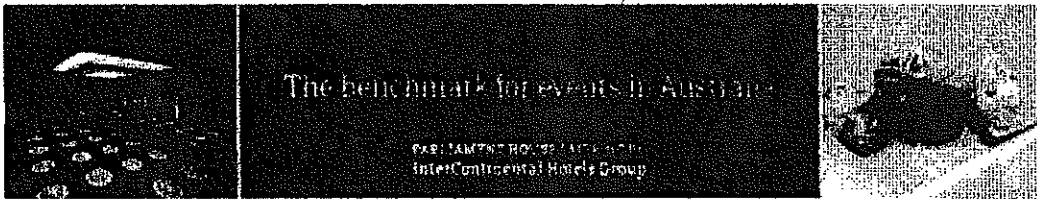
Please find your menu selection attached.

Please reply with a list of your requirements and I will generate your order form.

Kind Regards.

Section 22

Assistant Manager, House Services
Parliament House Catering by IHG
PO Box 6000, Canberra ACT 2601, Australia
Direct: +61 (2) 6277 Section 22 Fax: +61 (2) 6277 Section 22
Email: or houseservices@aph.gov.au
Web Site: <http://www.parliamenthousecateringbyihg.com.au>



Please consider the environment before printing this message

Section 22 Section 22
From: [mailto: Section 22] [mailto: Section 22]@TREASURY.GOV.AU
Sent: Wednesday, 19 March 2014 1:33 PM
To: House Services (DPS)
Subject: Budget Night function 13 May 2014 [SEC=UNCLASSIFIED]

Good afternoon

The Treasurer will be holding a Budget Night function in the Cabinet Suite on Budget Day, Tuesday 13 May 2014 and catering will be required. We are looking at around 100 people with canapés and a beverage package.

Can you please forward the necessary paperwork to me in order to make a booking and get it underway?

Many thanks

Section 22

Section 22

Office Manager and Executive Assistant to the Chief of Staff
Office of the Treasurer, the Honourable Joe Hockey MP
Parliament House Canberra ACT 2600
T 02 6277 M.

Please Note: The information contained in this e-mail message and any attached files may be confidential information and may also be the subject of legal professional privilege. If you are not the intended recipient, any use, disclosure or copying of this e-mail is unauthorised. If you have received this e-mail by error please notify the sender immediately by reply e-mail and delete all copies of this transmission together with any attachments.

Important Notice: If you have received this email by mistake, please advise the sender and delete the message and attachments immediately. This email, including attachments, may contain confidential,

sensitive, legally privileged and/or copyright information. Any review, retransmission, dissemination or other use of this information by persons or entities other than the intended recipient is prohibited.

Please consider the environment before printing this email.