



**Best Western Hotel**

**Philadelphia Northeast**

11580 Roosevelt Boulevard

Philadelphia, PA 19116

215-464-9500

Fax # 215-464-8511

May 1, 1992

Ms. Beth Kutney  
G.P.R.S.O.  
6212 Ridge Avenue  
Philadelphia, PA 19127

Dear Beth:

Thank you for thinking of the Best Western Hotel of Philadelphia for your upcoming event.

Enclosed please find copies of our event contract. We ask that you carefully review it with particular attention to such items as room set-up times, billing instructions and food beverage requirements.

Please keep one copy of each for your records and sign and return the other to us (noting any changes or corrections you require) as soon as possible. We ask that this be done within five days of receipt of this letter.

We look forward to hosting your event and thank you for your business!

Sincerely,

BEST WESTERN HOTEL

Marianne E. Straley  
Catering Coordinator

Enclosure

Cost for 6/92 weekend  
\$525.00