

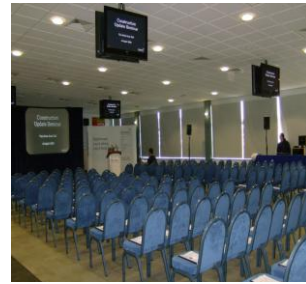


WETHERBY

RACECOURSE & CONFERENCE CENTRE

Where people meet

CONFERENCING 2011



WELCOME TO WETHERBY RACECOURSE AND CONFERENCE CENTRE

Whether you are planning a small business meeting or a large conference, we know that success is important to you. You will find everything you need at Wetherby Racecourse & Conference Centre.

The Wetherby Millennium Stand is a superb venue for conferences, seminars, and exhibitions. The convenient location, unlimited parking and spectacular building, finished to the very highest of standards, combine to make your event a great success.

The Bramham Hall is a state-of-the-art conference and exhibition facility designed to compliment our flagship building, The Wetherby Millennium Stand. With 487 square metres of open space and the capacity to accommodate 600 delegates in a theatre-style, The Bramham Hall is our largest function suite.

REASONS TO CHOOSE WETHERBY RACECOURSE & CONFERENCE CENTRE

- Ideally located at Junction 46 of the A1(M), with close links to the M1 & M62
- FREE on-site parking for all of your delegates
- Unique location in a magnificent setting
- A Choice of 5 main conference suites and up to 20 syndicate suites
- Dedicated event manager
- High quality catering

CONFERENCE FACILITIES

The Wetherby Millennium Stand has several suites, spread across 4 floors, with various capacities, depending on your layout arrangements and requirements.

LAYOUTS & APPROXIMATE CAPACITIES		Detailed floor plans are available on request		
THE WETHERBY MILLENNIUM STAND				
Suites	Area M ²	Theatre	Banqueting	Cabaret
Level 1 - Clifford Moor	144	80	-	54
Level 2 - Marston Moor	215	220	180	135
Level 3 - White Rose Boxes (10) *	232	110	200	81
Level 3 - White Rose Dining Suite*	185	90	150	72
Level 3 – White Rose Exhibition Suite	456	-	350	-
Level 4 – White Horse Mezzanine	85	50	45	45
Level 4 – White Horse Syndicates (10)	23	20	20	-

* There are 10 White Rose Boxes on Level 3 that have removable partition walls to allow us a huge degree of flexibility on room sizes. We can provide 10 individual syndicate suites, or 1 large exhibition space, or any combination in between. The Boxes also open out into the White Rose Dining Suite to provide an exhibition space of over 450 M².

Due to the configuration of the building, both Level 1 and Level 2 in The Wetherby Millennium Stand have ground floor access.

LAYOUTS & APPROXIMATE CAPACITIES		Detailed floor plans are available on request		
THE BRAMHAM HALL				
Suites	Area M ²	Theatre	Banqueting	Cabaret
The Bramham Hall	487	600	340	234

The Bramham Hall offers a large open exhibition or conference space that can be divided by the use of a removable partition. The Bramham Hall is located on a ground floor level.

**WETHERBY RACECOURSE & CONFERENCE CENTRE
CONFERENCE AND SEMINAR RATES 2010**

All-INCLUSIVE DAY DELEGATE RATES FROM £17.65 + Vat per person

Based on a minimum number of 30 delegates and venue hire from 8.00am to 5.00pm

BRONZE

£17.65 plus VAT per delegate

Freshly brewed tea/coffee on arrival

Choice of Luncheon Menu (Page 3)

Afternoon tea/coffee & biscuits

SILVER*

Freshly brewed tea/coffee & biscuits on arrival

Choice of Luncheon Menu (Pages 3 to 6)

Afternoon tea/coffee & biscuits

GOLD*

Coffee, tea or fresh orange juice & biscuits on arrival

Mid morning tea & coffee with biscuits

Choice of luncheon menu (Pages 3 to 6)

Afternoon tea & coffee with biscuits

Plus a choice of either:

A crispy bacon bap on arrival or mid-morning **OR**

Light afternoon cakes (lemon drizzle cake / carrot cake / scones with preserves)

Cordials, iced water & mint imperials throughout the day

1 x 6ft screen / 1 x flip chart, flip chart pad and pens for each room hired

Delegate Conference Pack which includes a folder, ruled paper and pen (per delegate)

Wi-Fi internet access

SMALLER GROUPS

Prices for events of less than 30 delegates are available upon request

HIRE CHARGES FOR ADDITIONAL OR BREAKOUT ROOMS

Day delegate rates include the hire of a main room to accommodate your delegate numbers. We offer a range of up to 20 suites of varying sizes as workshop/syndicate suites from just £100 + Vat

Prices are available on request

ROOM HIRE ONLY & EXHIBITONS

Charges for room hire only and/or exhibition suits are available on request.

We can also provide 'Cafe style' retail catering for events

Exhibition Tables and Linen are available for hire. Prices are available on request

**Please contact us on 01937 582035 or
email events@wetherbyracing.co.uk for all of our DDR prices**

grazing lunch**Freshly prepared cocktail sandwiches on brown and white bread**

For example:

Egg with mayonnaise spiked with salad cream
Gammon ham with wholegrain mustard mayonnaise
Flaked tuna, crème fraîche and lime
Wensleydale cheese and carrot chutney

Choose three items from the selector below:

Wedges of Ploughman's pie
Cajun coated chicken pieces
Brochettes of grapes, olives and feta cheese
Sausage rolls
Yorkshire pork and apple sausages with a sticky piquant glaze
Potato wedges with sour cream dip
Focaccia pizza with onions, garlic mushroom and Italian cheeses

pasta station

Penne and fusilli pasta served with a choice of the following sauces (please choose two)

Carbonara
Bolognaise
Lamb meatballs with tomato and basil
Tomato, basil and garlic
Mushroom and cream
Bacon, courgette and thyme with crème fraîche
Chicken and mushroom
Mediterranean vegetable with tomato
Cheese with tomato pesto
Broccoli and brie

All served with
Garlic bread
Dressed mixed salad

carvery lunch**Freshly carved meats served in rustic bread rolls**

Loin of pork with seasoning and apple sauce
Turkey Breast with cranberry & balsamic relish

served with

Potato wedges
Traditional crunchy coleslaw
Dressed mixed salad

A serving of freshly percolated coffee or tea is included with all of the above menus

Why not enhance your package by adding a dessert from page 7.

finger buffet

All food is served on a buffet table for guests to help themselves.

Please choose six items from the list below – * denotes hot items
Additional items may be added to this menu for a charge of £2.45 plus VAT per item

Freshly prepared Bridge Rolls (please choose three fillings)

- . Traditional egg
- . Poached salmon and oak smoked salmon
- . Ham and wholegrain mayonnaise
- . Tuna, crème fraîche and lime
- . Wensleydale cheese and carrot chutney
- . Prawn marie rose

Meat & Poultry

- * Cajun spiced chicken leg with mango dip
- . Chicken goujons with lemon and garlic dip
- * Mini cumin spiced dales lamb kebab with minted yoghurt
- * Coriander chicken pieces with a sweet chilli dip
- . Pâté with oat biscuits and Theakston's ale chutney
- * Yorkshire pork and apple sausages with a sticky piquant glaze
- * Mini steak pies
- . Traditional gala pork pie with Yorkshire chutney
- * Duck and hoisin parcels with chilli and spring onion

Fish

- * King prawns wrapped in filo pastry
- * Tartlets of crab, tarragon and parmesan
- * Salmon and haddock fish cakes with tartare dip
- * Goujons of market fish with tartare sauce
- * Mini thai salmon kebabs
- . Filo baskets filled with prawns and marie rose

Vegetarian

- * Spanikopitas (spinach & feta cheese in filo pastry)
- * Focaccia pizza with onions, garlic, portobello mushrooms and italian cheeses
- . Houmous with pitta breads
- * Tartlets of Yorkshire goats cheese with red onion and port marmalade
- . Fine Fetta and sundried tomato frittatas
- * Potato wedges with sour cream dip
- * Mini jackets filled with feta cheese and black olives
- * Onion bhajis with raita
- * Falafel with tzatziki

Freshly percolated tea or coffee

hot fork buffet

'stand up food' to be eaten with a fork

Please choose two main dishes & one vegetarian dish

Meat

- . Pan fried pork tenderloin with cider, mushrooms and sugar snap peas
- . Yorkshire award winning sausages on apple mash with red onion gravy
- . Cumberland mini sausages & colcannon mash with red onion gravy
- . Mini yorkshire sausage with a wholegrain mustard mash and sweet onion jus
- . Beef bourguignon – strips of beef cooked in a red wine sauce with shallots, lardons and mushrooms
- . Braised yorkshire beef with shallots, thyme and baby roast potatoes
- . Lamb tagine with sultana and cumin cous cous
- . Sweet and sour pork with baby onions and flash fried pepper
- . Beef chilli, nachos and sour cream with chives

Poultry

- . Chicken strips with smoked bacon and a muscat wine cream sauce finished with fresh tarragon
- . Mild curried coriander chicken with coconut milk
- . Turkey Strips with vine tomatoes, peppers, aubergine and basil finished in a white wine cream sauce
- . Confit of duck with noodles, spring vegetables and sweet and sour sauce
- . Chicken tikka masala with mini naan bread

Fish

- . Whitby seafood pie topped with parsley mash potato
- . Seafood fricassee with white wine and chives
- . Thai fishcake with scented noodles and a spicy tomato salsa
- . Sautéed seafood with black olives, cherry tomatoes and chargrilled Mediterranean vegetables

Vegetarian

- . Three bean chilli, nachos & sour cream
- . Butternut squash and red pepper risotto topped with chunky feta cheese
- . Thai vegetable curry
- . Penne pasta with a Mediterranean vegetable and tomato sauce

The above served with

Roasted new potatoes with rock salt and rosemary

OR

Cous cous and garden vegetables with a five herb dressing

Warm french bread

Freshly percolated coffee or tea

Why not enhance your package by adding a dessert from page 7.

bowl food

These dishes are served in individual bowls and served to guests on trays.

Please choose two dishes from the list below plus one vegetarian dish.

The mini pudding selection is included in the menu price.

Meat

- . Cumberland mini sausages & colcannon mash with red onion gravy
- . Mini Yorkshire sausage with a wholegrain mustard mash and sweet onion jus
- . Lamb meatballs with spiced tomato sauce and cumin couscous
- . Braised Yorkshire beef with shallots, thyme and baby roast potatoes
- . Caramelised pork with ginger and balsamic
- . Lancashire hot pot
- . Navarin of lamb with a mint and apricot dumpling
- . Lamb tagine with sultana and cumin cous cous
- . Beef bourguignon with a horseradish and thyme dumpling
- . Battered sweet and sour pork with baby onions and flash fried pepper
- . Lamb keema with coriander naan bread
- . Beef chilli with rice and sour cream

Poultry

- . Chicken with penne pasta and a tomato, basil and garlic sauce
- . Chicken tikka masala with mini naan bread
- . Duck stir-fry with a plum and orange sauce and crispy noodles
- . Chicken jalfrezi with a sweet onion bhaji

Fish

- . Whitby fish & chips with mushy peas
- . Smoked salmon and rocket pasta linguine
- . Thai fishcake with scented noodles and a spicy tomato salsa
- . Medley of seafood with a parsley and parmesan mash
- . Salmon niçoise

Vegetarian

- . Thai vegetable curry
- . Penne pasta with spinach and ricotta
- . Butternut squash and sweet potato risotto with truffle oil and poached egg
- . Penne pasta with a Mediterranean vegetable and tomato sauce
- . Tomato and mozzarella salad with a herb dressing

Chilled selection

- . Chicken Caesar salad with parmesan
- . Seared tuna niçoise salad

Mini pudding selection included

Chocolate brownie – crème brûlée – lemon panacotta

Freshly percolated coffee or tea

enhancements

Breakfast items

- | | |
|---------------------------------------|-------|
| . Piece of fresh fruit | £1.15 |
| . Danish pastries | £2.25 |
| . Bacon, mushroom and tomato baguette | £3.95 |

Beverages

- | | |
|--------------------------------------|-------|
| . Cup of tea or coffee | £1.15 |
| . Cup of tea or coffee with biscuits | £1.80 |
| . Bottled mineral water | £2.75 |
| . Jug of fruit juice | £4.95 |

Afternoon tea

- | | |
|-----------------------------------|-------|
| . Yorkshire cakes | £2.40 |
| . Round of sandwiches | £3.85 |
| . Traditional light afternoon tea | £5.95 |
| Assorted sandwiches | |
| Fruit scones with preserves | |
| Cup of tea | |

Sundries

- | | |
|---------------------|-------|
| . Kit-kats | £0.75 |
| . Plate of biscuits | £3.95 |

Puddings & Dessert

£4.95

Please choose one from the following options for the entire party...

Chilled

- . **Classic sugar crusted crème brûlée** with Yorkshire rhubarb shot
- . **Summer pudding** served individually with double cream and strawberry
- . **Crunchy chocolate torte** with summer berries & double cream
- . **Profiteroles**, fresh strawberries, warm chocolate sauce
- . **Dark chocolate brownie** with caramelised oranges and vanilla ice cream with a praline brittle
- . **Baked vanilla cheesecake** with a praline wafer and raspberry sauce
- . **Lemon tart** with fresh strawberry coulis
- . **Lemon pannacotta** with caramelised oranges and vanilla chantilly cream
- . **Yorkshire curd tart** with roast rhubarb cream
- . **Vacherin of strawberry and mascarpone**

Hot

- . **Sticky toffee pudding** with butterscotch sauce and dairy ice cream
- . **Rhubarb and ginger steamed sponge** with an orange sauce and vanilla semifreddo
- . **Hot cherry pancakes** with ice cream & nutmeg custard
- . **Pear tart tatin** with vanilla cream and chocolate ganache

Healthy options

- | | |
|--------------------------|-------|
| . Side salad bowls | £2.95 |
| . Forest fruit smoothies | £2.95 |
| . Fresh fruit kebabs | £4.10 |
| . Fresh fruit pots | £4.95 |

Prices quoted are per serving and exclude VAT

WETHERBY RACECOURSE & CONFERENCE CENTRE

Audio Visual / Technical / Conference Equipment

Audio Visual

The Bramham Hall & Marston Moor Suite both have the capability to allow you to project a presentation onto our built in LCD screen monitors throughout the room. The Bramham Hall also has a wireless PA system and hand held microphone available for your use.

We do not provide a projector or other AV equipment as standard. We can however, provide a full AV Hire Service and can forward a quotation for equipment upon request; alternatively you may wish to bring your own equipment or use your own regular AV supplier.

Wi-Fi Internet Access

Providing that your equipment is wireless enabled, we can provide a full wireless internet facility within the Wetherby Millennium Stand & Bramham Hall. Wi-Fi Access is Free for users of the Gold delegate package but there is a charge of £65 + VAT for this facility for users on all other packages.

Conference Equipment

We have the following basic conference equipment available to hire on site: -

Flip Chart / White Board Easels	£8.50 + VAT Each
Flip Chart Pads	£3.00 + VAT Each
Set of Pens	£3.50 + VAT Each
6ft Tripod Screen	£9.00 + VAT Each
Delegate Folder / Pad / Pen	£1.50 + VAT Each

Please note that the Gold day delegate package includes the use of some conference equipment as standard. See page 2 for details.

Photocopying & Fax Facilities

These services are available at the Racecourse Administration Office; please speak to your event manager on the day. A small charge is applicable for these services.

Photocopies (Black & White)	10p per copy	Facsimile	20p per fax
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WETHERBY RACECOURSE & CONFERENCE CENTRE

Useful Information

Wetherby Racecourse has acres of free on-site car parking within close proximity to the Wetherby Millennium Stand & Bramham Hall

Taxis

Mark 1: 01937 589589 / Deighton Cars: 01937 589192 / Dales Cars: 01937 586636
Bramham Hire: 01937 541727 / A-Team: 01904 870970 / Ace: 01904 638888

Trains

The nearest railway stations to the Racecourse are Leeds and York, both approximately 12-14 miles away. For further information on local train times please call 0113 245 7676. For national enquiries please call 08457 48 49 50.

Local Accommodation

We can provide a list of local hotels on request. Preferential rates for overnight accommodation are offered with the new **Days Inn** at Wetherby Services which is located just ½ mile from the Racecourse. For more information visit www.daysinnwetherby.co.uk

For availability and to obtain a quotation please contact the Wetherby Racecourse Sales Team:

Tel: 01937 582035 / Email: events@wetherbyracing.co.uk

WETHERBY RACECOURSE & CONFERENCE CENTRE

Bookings & Enquiries

If you would like to make a booking, require any further information or wish to make an appointment to view the facilities, please contact our sales team with your event brief

We will be able to advise you of the most appropriate function suite for your requirements and check availability on your chosen date.

Tel: 01937 582035 / Email: events@wetherbyracing.co.uk / www.wetherbyracing.co.uk

WETHERBY RACECOURSE & CONFERENCE CENTRE

Affiliates & Partnerships



www.cgcevents.co.uk

Once you decide to hold your event at Wetherby Racecourse & Conference Centre, your event management will be handled by the dedicated team at CGC Event Caterers, who have been working in partnership with Wetherby Racecourse for over 30 years.

CGC Event Caterers, formally Craven Gilpin Caterers, are a Yorkshire based Event Catering Company that has been established for almost 100 years. CGC are proud of their history and the fact that they source all of their food and ingredients locally, within Yorkshire wherever possible.

CGC cater exclusively at Wetherby Racecourse and at 10 other Racecourses across the North of England from Beverly in the East Ridings up to Newcastle in Northumberland.

In addition they also cater at numerous major events including Agricultural and Flower Shows, Wedding Receptions, large Dinners for unlimited numbers, International Air Shows (Paris & Farnborough), The YEC at Harrogate, Doncaster Bloodstocks and Castle Grove in Leeds.

Whatever the event, you can be confident that CGC Event Caterers will deliver the finest quality food and an exceptional, flexible service.



www.mia-uk.org



The **MIA** is the leading association for the meetings industry for the UK & Ireland, and the keepers of AIM the only meetings industry standard. They are also the largest trade association for all organisations involved in the meetings industry and have become the forum for all professional organisations committed to improving the standards of the UK meetings industry.

The **MIA's** accreditation scheme offers the assurance to event organisers that members will deliver their promise of exceptional standards, it confirms that members operate legally, ethically and that they have achieved accreditation to at least the minimum entry level; this is a requirement of membership.

Wetherby Racecourse have attained entry level AIM accreditation and are now working towards Silver accreditation level.

CGC EVENTS LTD – WETHERBY RACECOURSE & CONFERENCE CENTRE

Terms & Conditions for Events

Booking & Payment

- All bookings will be considered provisional until a £1000 or 10% deposit (whichever is the greater, except for events not exceeding £1000.00) is received together with the signed booking form. This deposit is non refundable should your event be cancelled by you.
- On receiving the provisional booking, CGC Events Ltd ("CGC Events") will send you a booking form/contract agreement which should be signed and returned with the appropriate deposit. These terms and conditions shall apply to the contract to the exclusion of any terms proffered by you.
- CGC Events sales coordinators will require detailed requirements of your event no later than four weeks prior to the contracted event. After receiving this detail CGC Events will issue a pro-forma invoice estimating your total spend. Payment of this pro-forma invoice is required no later than 20 working days in advance of the event. Payment for late bookings or payment within 5 working days of the event taking place must be made by Credit Card or Telegraphic transfer. Any amendments/additions will require immediate payment. A final invoice will be issued post-event. Refunds for any overpayments will be available after production of our final invoice.
- Any balance of this final invoice is due within 30 days of the contracted event date. All payments to CGC Events under the contract shall be made in full without deduction by way of set off, counterclaim or otherwise.
- CGC Events reserves the right to amend or substitute the menu content and price should circumstances demand.
- CGC Events reserve the right to request a £1000.00 bond for certain events to cover the potential damage caused to the premises in addition to the pre paid account. This bond would be retained until the function has taken place and the cost of any damage to the premises will be taken from the bond, before returning the balance, if any, to you. For example 18th, 21st Birthday Parties and University Balls.
- VAT – unless otherwise stated all prices are subject to VAT at the current rate.
- We do not levy a service charge or gratuities; these are entirely at the clients discretion.

Contracted Numbers / Catering

- Minimum contracted numbers apply to each event. Should the contracted event fall below the agreed minimum number, CGC Events reserve the right to charge for the shortfall of numbers or apply a service charge. Minimum numbers for events are: Conferences 30, Lunches, Dinners and Wedding Breakfasts 75.
- CGC Events reserve the right to provide an alternative function room or change the function room(s) should numbers be reduced or increased or due to circumstances beyond our control.
- Provisional numbers to the nearest 10 are required 20 working days prior to the event date, with final numbers not later than 2 working days prior to the event and these numbers must be confirmed by email or fax. This number or the actual number served, whichever is the greater, will be charged to your account.
- CGC Events will endeavour to accommodate all pre-notified dietary requests but cannot guarantee there will be no traces of nuts, seeds, eggs, gluten products etc. transferred during the preparation/finishing process.
- Under no circumstances are you or your guests permitted to consume food or drink which has not been purchased on the premises.

Cancellation

- Should you wish to cancel the contracted event you must notify our office in writing; the following percentage of the anticipated final invoiced account will be payable depending on the time between receipt of the notice and the date of the event:

a. Within 5 working days	100%
b. Between 5 & 10 working days	50%
c. Between 10 & 20 working days	25%
- CGC Events may cancel the contract with immediate effect by giving notice in writing to you if:
 - You fail to pay CGC Events proforma invoice for the estimated total spend as set out in clause 3, or any other invoice of CGC Events by the due date.
 - You become bankrupt or insolvent, or enter into a Voluntary Arrangement or any other composition with your creditors, or have a receiver appointed over any of your assets, or suffer any similar process, or CGC Events reasonably apprehends that any of the above events is about to occur in relation to you.
 - If in the reasonable opinion of CGC Events, the property or reputation of our landlord is at risk of damage as a result of your event or you have not obtained any licence required pursuant to clause (24) of these terms and conditions.
- CGC Events may cancel the contract with immediate effect by giving notice in writing to you if an additional race date is organised by our landlords on a date which affects your booking in which case your deposit and any sums paid by you shall be refunded in full.
- CGC Events reserve the right to cancel events and offer alternative venues and dates for events where insufficient numbers have booked to make the event viable. CGC Events will have no liability to you for any breach of contract or otherwise due to industrial dispute, accident, fire, flood, weather, interruption to electricity or gas supply, acts of God or terrorism or circumstances beyond our reasonable control ("a force of Majeure Event"), and we may in our absolute discretion cancel the event where we reasonably anticipate that a Force Majeure Event will significantly affect the performance of our obligations under the contract. In the event of any cancellation for any reason pursuant to this clause 19, any moneys paid by you (including deposit) will be refunded in full

Loss or Damage to Property or Venues

- You, our client, shall be responsible for the good behaviour of all persons attending the contracted event. CGC Events reserve the right to have any person causing nuisance or damage to the property removed.
- CGC Events reserve the right to charge the contracted client/organisation for any damage to the premises or property. CGC Events will arrange for the relevant repairs and submit an account to you for repayment.
- No fixings to the floors, ceilings or walls are permitted without prior approval. Smoke or dry ice haze machines are not allowed on the premises
- Linen – any linen found to be damaged/abused by the client will be charged at full replacement cost.
- CGC managers hold personal licences to enable them to serve alcoholic drinks in conjunction with the appropriate licence.
- Wetherby Racecourse or CGC Events shall not be liable for any damage or loss of personal belongings which may occur whilst on the premises.

Audio Equipment/Entertainment

- CGC Events can supply nominated sub-contractors for provision of audio visual equipment and Disco hire. Alternative suppliers are permitted but they must supply a public liability and PAT test certificates.

Warranties and Limitation of Liability

- Except where you are dealing as a consumer (in which case our statutory rights are unaffected by anything in these terms and conditions and the remainder of clauses 28 and 29 are subject to this proviso), CGC Events warrants to you as follows:
 - Services required to be performed by CGC Events under the contract will comply with any specification in the booking form/contract agreement, will be carried out with reasonable skill and care, any goods supplied or hired will be of satisfactory quality and fit for any purpose for which such goods are generally supplied or hired and any foodstuffs will be safe for human consumption and will comply with all applicable food hygiene laws and regulations.

Except as provided in this clause 28, no representation or warranty on the part of CGC Events is given or implied, you warrant to CGC Events that you have not been induced to enter into the contract by any other representation or warranty by or on behalf of CGC Event, and all warranties, conditions or other terms implied by statute or common law are excluded to the fullest extent permitted by law.
- Except in respect of death or personal injury caused by the negligence of CGC Events (in which case CGC Events liability shall be unlimited):
 - CGC Events shall not be liable to you by reason of any representation, warranty or other term of the contract, or any duty at common law, for
 - any loss of profit or revenue, disadvantage in the marketplace or damage to your reputation (whether such loss be direct or indirect); or
 - any indirect or consequential loss whatsoever; and
 - Without prejudice to clause 29a, CGC Events shall not in any circumstances be liable to you for a sum greater than the value of the estimated invoice referred to in paragraph 3