

banquet
MENUS



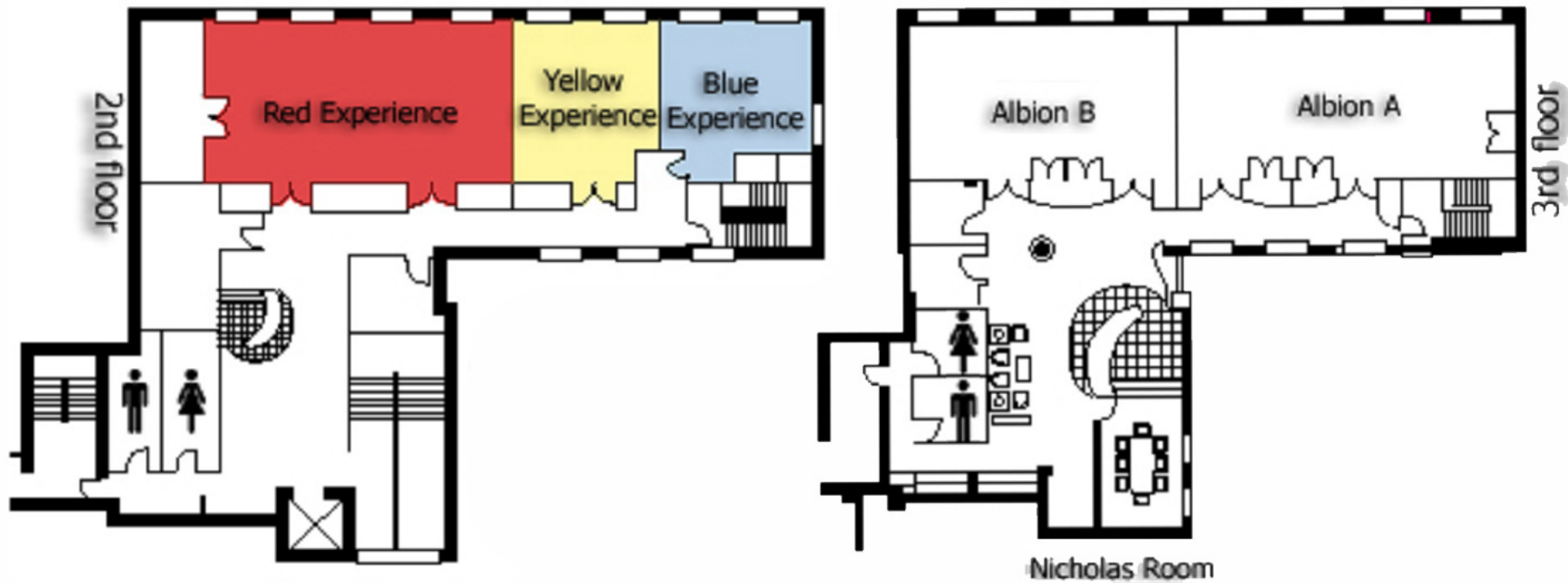
OTTAWA

MEETING ROOM CAPACITIES

Meeting Room	Size (ft)	Area (sq. ft.)	Theatre	Classroom	«U»	Boardroom	½ Rounds	Hollow Square	Cocktail	Banquet
Meeting rooms										
Albion A	46 X 21	966	90	50	35	35	40	35	100	65
Albion B	40 X 21	840	70	24	30	30	32	30	100	50
Albion A & B	86 X 21	1806	160	100	60	70	82	60	215	130
Red Experience Rouge	37 X 20	740	65	24	25	30	32	25	90	50
Yellow Experience Jaune	18 X 20	360	--	--	--	16	--	--	--	--
Blue Experience Bleue	17 X 20	340	--	--	--	16	--	--	--	--
Nicholas	12 X 18	216	--	--	--	8	--	--	--	--
2nd Floor Central Break	20X30	600	--	--	--	--	--	--	85	--
3rd Floor Central Break	20X30	600	--	--	--	--	--	--	85	--
Trio	75 X 26	1976	--	--	--	--	--	--	--	110
Gallery Bar	20 X 14	280	--	--	--	--	--	--	60	--
Patio	50 X 15	750	--	--	--	--	--	--	130	100
ADDITIONAL MEETING ROOM CHARGES MAY APPLY IF NUMBER OF PARTICIPANTS IS SIGNIFICANTLY LOWER THAN RECOMMENDED OCCUPANCY.										



MEETING SPACE LAYOUT



MEETING @ NOVOTEL			
<p>THE @ NOVOTEL MEETING PACKAGE</p>	<p>Trio Canadian Breakfast (served in Trio Restaurant)</p> <p>Or</p> <p>Business Continental Breakfast (served in Meeting Room or Central Break Area) <i>(minimum of 10 people)</i></p> <p>+</p> <p>Simply Coffee & Tea (served in Meeting Room or Central Break Area)</p> <p>+</p> <p>Trio Express Lunch (served in Trio Restaurant)</p> <p>Or</p> <p>Business Sandwich Lunch (served in Meeting Room or Central Break Area) <i>(minimum of 10 people)</i></p> <p>+</p> <p>Simply Coffee & Tea (served in Meeting Room or Central Break Area)</p> <p>+</p> <p>Meeting Room Rental Fee Included</p>	<p>Trio Canadian Breakfast (served in Trio Restaurant)</p> <p>Or</p> <p>Business Canadian Breakfast (served in Meeting Room or Central Break Area) <i>(minimum of 15 people)</i></p> <p>+</p> <p>The Healthy Break (served in Meeting Room or Central Break Area)</p> <p>+</p> <p>Trio Express Lunch (served in Trio Restaurant)</p> <p>Or</p> <p>Full Business Lunch (served in Meeting Room or Central Break Area) <i>(minimum of 15 people)</i></p> <p>+</p> <p>The Energy Break (served in Meeting Room or Central Break Area)</p> <p>+</p> <p>Meeting Room Rental Fee Included</p>	<p>THE @ NOVOTEL PREMIUM MEETING PACKAGE</p>
	<p>PRICE PER PERSON</p>	<p>Starting from \$49</p>	

Novotel Ottawa offers you fully equipped & modern meeting spaces

MEETING ROOM & MULTIMEDIA

OUR MEETING ROOMS FEATURE:

- 2 Flip charts
- Pens, note pads, candy & bottled water or water pitchers
- 10-megabit High speed Wireless & Cable Internet access
- Cordless house phone with local & long distance capabilities
- Natural lighting
- Retractable 6" x 5" screen
- Dual 60" high resolution monitors (in Red Experience only)
- Ceiling-mounted High Definition Data Projector
- 6-channel amplifier
- DVD / VHS players
- Integrated speakers & sound system

Additional cost may apply
(see page 11 for more
information)



BREAKFAST SELECTIONS

BREAKFAST SELECTIONS	TRIO CANADIAN BREAKFAST	BUSINESS CONTINENTAL BREAKFAST	BUSINESS CANADIAN BREAKFAST
	<i>Buffet, Served in Trio Restaurant</i>	<i>Buffet, Served in Meeting Room or Central Break Area (A minimum of 10 people is required)</i>	<i>Buffet, Served in Meeting Room or Central Break Area (A minimum of 15 people is required)</i>
	Muffins, Croissants, Danishes Bagels A Selection of 7 Best Breads Jam, Cream Cheese Yoghurts Cereals Fresh Fruit Salad Selection of Whole Fruits Scrambled Eggs Eggs Benedict Potatoes Sausage & Bacon Crepes Fruit Juices, Milk Lavazza Coffee, Tea & Herbal Tea	Muffins, Croissants, Danishes Whole Wheat & White Toasts Bagels Jam, Cream Cheese Yoghurts Cereals Fresh Fruit Salad Fruit Juices, Milk Lavazza Coffee, Tea & Herbal Tea	Muffins, Croissants, Danishes Whole Wheat & White Toasts Bagels Jam, Cream Cheese Yoghurts Cereals Fresh Fruit Salad Scrambled Eggs Potatoes Sausage & Bacon Fruit Juices, Milk Lavazza Coffee, Tea & Herbal Tea Eggs Benedict (add \$1.50) French Toasts or Crepes (add \$1.50)
Included with @ NOVOTEL meeting package Regular price \$13.95 per person	Included with @ NOVOTEL meeting package Regular price \$13.95 per person	Add \$2 per person to your @ NOVOTEL meeting package Regular price \$15.95 per person	



BREAK

BREAK SELECTIONS	THE ESSENTIAL	THE SENSATION	THE HEALTHY BREAK	THE ENERGY BREAK
	<i>Served in the Meeting Room or Central Break Area</i>	<i>Served in the Meeting Room or Central Break Area</i>	<i>Served in the Meeting Room or Central Break Area</i>	<i>Served in the Meeting Room or Central Break Area</i>
	Assortment of Croissants, Danishes & Muffins Selection of Fruit Juices or Soft Drinks Lavazza freshly brewed Coffee, Decaffeinated Coffee & Tea	Assortment of Baked Cookies, Brownies & Fruit Loaves Selection of Fruit Juices or Soft Drinks Lavazza freshly brewed Coffee, Decaffeinated Coffee & Tea	Fresh Fruit Brochettes Fruit Smoothie Shooters Fruit Pizza – sliced fruits on a thin honey crust Selection of Fruit Juices or Soft Drinks & Sparkling Water Lavazza freshly brewed Coffee, Decaffeinated Coffee & Tea	Fried Plantain Chips served with Fruit Salsa Yogurt Parfait with Muesli Warm Cranberry Focaccia with Melted Brie or Goat Cheese Selection of Fruit Juices or Soft Drinks & Sparkling Water Lavazza freshly brewed Coffee, Decaffeinated Coffee & Tea
	Add \$4.50 per person to your @ NOVOTEL meeting package Regular price \$9.50 per person	Add \$4.50 per person to your @ NOVOTEL meeting package Regular price \$9.50 per person	Add \$7.50 per person to your @ NOVOTEL meeting package Regular price \$12.50 per person	Add \$7.50 per person to your @ NOVOTEL meeting package Regular price \$12.50 per person

LUNCH SELECTIONS

LUNCH SELECTIONS	TRIO EXPRESS	BUSINESS LUNCH	FULL BUSINESS LUNCH
	Served in Trio Restaurant	Buffet, Served in Meeting Room or Central Break Area (A minimum of 10 people is required)	Buffet, Served in Meeting Room or Central Break Area (A minimum of 15 people is required)
	<p>Chef's selection of Salad Chef's selection of Main Courses* Chef's selection of Dessert</p> <p>Lavazza freshly brewed Coffee, Decaffeinated Coffee & Tea Service Selection of Non-alcoholic Beverages</p> <p><i>*The day of your event a personal choice of 3 Chef selected TRIO Express Main courses will be made</i></p>	<p>2 choices of Salads 2 choices of Sandwiches Chef's Selection of Desserts</p> <p>Lavazza freshly brewed Coffee, Decaffeinated Coffee & Tea Selection of Non-alcoholic Beverages</p> <p>Add Soup of the day for \$1.50 Add a 3rd Salad for \$1.95 Add a 3rd Sandwich for \$2.95</p>	<p>1 choice of Soup 2 choices of Salads 2 choices of Main Courses 2 choices of Side Dishes Chef's Selection of Desserts</p> <p>Lavazza freshly brewed Coffee, Decaffeinated Coffee & Tea Selection of Non-alcoholic Beverages</p>
	<p>Included with @ NOVOTEL meeting package Regular price \$21.95 per person</p>	<p>Included with @ NOVOTEL meeting package Regular price \$21.95 per person</p>	<p>Add \$5 per person to your @ NOVOTEL meeting package Regular price \$26.95 per person</p>



LUNCH CHOICES

LUNCH CHOICES	SOUPS	SALADS	SANDWICHES
	<p>Soup of the Day</p> <p>Carrot & Ginger Cream</p> <p>Chicken & Vegetables</p> <p>White Bean & Vegetables</p>	<p>Garden Salad with 2 dressings</p> <p>Grilled Vegetables & Spring Mix</p> <p>Greek Salad</p> <p>Caesar Salad</p>	<p>Ham, Swiss Cheese & Lettuce on Baguette</p> <p>Smoked Turkey on Focaccia Bread</p> <p>Grilled Vegetables in Tortilla Wrap</p> <p>Tuna, Lettuce & Tomato on Focaccia Bread</p> <p>Egg Salad, Lettuce & Tomato Wrap</p>
	MAIN COURSES - FISH	MAIN COURSES - MEAT	MAIN COURSES - PASTA
	<p>Rolled Sole Filet, Florentine Sauce</p> <p>Salmon Pave, Capper Berry Butter Sauce</p> <p>Blue Cod Filet, White Wine & Shallot Sauce</p> <p>Chili Lime Crusted Tilapia</p>	<p>Chicken Breast, Coffee Mushroom Sauce</p> <p>Pork Tenderloin, White Wine & Thyme Sauce</p> <p>Oven Roasted Beef, Red Wine & Mushroom Sauce</p> <p>Beef "Bourguignon"</p>	<p>Penne Primavera with Roasted Vegetables</p> <p>3 Cheese Tortellini</p> <p>Fusilli a la Alfredo</p>
		SIDES	<p>Roasted Potatoes</p> <p>Garlic Mashed Potatoes</p> <p>Mixed Grilled Vegetables</p> <p>Rice Pilaf</p>

TEMPTATIONS

TEMPTATIONS <i>(PRICES PER PERSON)</i>	BEVERAGES	HEALTHY	CARNIVAL	
	Lavazza freshly brewed Coffee	\$2.50	Assorted Yoghurts	\$2.00
	Tea and Herbal Tea	\$2.50	Yogurt Parfait with Muesli	\$3.50
	Fruit Juices	\$2.50	Fruit Smoothie Shooters	\$1.50
	Soft Drinks	\$2.50	Fruit Salad	\$2.50
	Sparkling Water	\$3.25	Fresh Sliced Fruit	\$5.50
	Energy Drinks (Gatorade)	\$3.75	Whole Fruit Basket <small>(price per basket)</small>	\$18.00
	V8, Tomato Juice	\$3.75	Fresh Fruit Brochette	\$4.50
			Fruit Pizza	\$3.50
			Energy Bars/Granola Bars	\$2.50
	SWEET	& MORE	COMBO	
Homemade Cookies & Brownies	\$2.00	Pastries (Croissants, Danishes, Muffins)	\$2.75	
Fruit Loaves (Lemon, Banana)	\$2.50	Bagel with Cream Cheese	\$2.75	
Chocolate Truffles	\$4.50	Cheese & Crackers	\$8.50	
Chocolate Dipped Strawberries	\$3.50	Crudités & Dip	\$5.50	
Mini Tarts	\$2.25	Hummus & Pita Bread	\$4.50	
Mini Desserts	\$2.50		\$6.95	
			<i>The Coffee Lover</i> <i>"Simply Coffee & Tea" plus</i> <i>Make your own Espresso,</i> <i>Cappuccino and Latte</i>	

AUDIOVISUAL

AUDIOVISUAL EQUIPMENT	AUDIOVISUAL	
	Additional flip chart	\$35.00
	Screen	\$100.00
	LCD Projector	\$175.00
	Polycom phone	\$75.00
	Extension cord	\$10.00
	Power bar	\$10.00
	Podium	\$45.00
PRICES ARE PER ITEM PER DAY. PLEASE CONTACT THE NOVOTEL BANQUET DEPARTMENT FOR ADDITIONAL INFORMATION		



TERMS & CONDITIONS I

TERMS & CONDITIONS	FOOD	MENU SELECTIONS	GUARANTEES
	<p>Due to City and Provincial Health Regulations, The Novotel Ottawa cannot allow clients to bring in food from an outside source. The only exception is Wedding Cakes. We are pleased to purchase any specialty items requested. All Food provided by the hotel must be consumed on the hotel property and cannot be taken off the premises.</p>	<p>Menu Selections must be made at least two weeks prior to your meeting or banquet to ensure availability, proper staffing and coordination. Should menu selections not be received within 2 weeks of your event, we will be pleased to select appropriate menu choices to suit your requirements. Special Dietary substitutions are available, but must be arranged in advance of your meeting or banquet. Guests who are to receive special meals are to be identified to the Banquet Staff prior to the beginning of service.</p>	<p>Minimum catering numbers must be received no later than 7 days prior to your event; this number may be increased up to 48 hours prior to the event, subject to the capacity of the event space contracted or an alternative room being available. If at the time of your function, the number of guests in attendance exceeds the guarantee number, the hotel cannot guarantee that the same menu items will be available for the extra persons in attendance. You will be billed for the guaranteed number given or attendance whichever is larger. Where a choice is offered, the selection must be made at the time menus are confirmed.</p>
	BEVERAGES	SPECIAL MENUS	PRICE GUARANTEE
	<p>All alcoholic beverages served in our meeting and banquet areas, are licensed by the LCBO and must be provided by The Novotel Ottawa unless otherwise arranged. Alcoholic beverages cannot be brought into meeting and banquet rooms from an outside source, including donated liquor. A labour charge may apply for a bartender on a Cash Bar or Host Bar, if minimum revenue is not met. No liquor service is permitted after 1:00am, unless otherwise arranged.</p>	<p>The Novotel Ottawa is pleased to design customized catering and banquet menus to suit your needs. Please contact the Banquet Coordinator for more details.</p>	<p>All prices are quoted in Canadian dollars and are subject to change without notice. We will honour all confirmed prices on a Contract that has been signed and returned by the client. All contracts and Booking Event Orders (BEO's) must be signed prior to arriving on-site. Menu pricing is based on a "per person", unless otherwise stated. For items requiring a Minimum number of participants, if your final numbers don't meet the minimum, you will be charged for the difference.</p>
		TAXES & SERVICE CHARGES	
		<p>The applicable federal and provincial taxes (HST) will apply (13%). A ten percent (10%) service charge on the price of food & beverage and a five percent (5%) service charge on the total amount will be added to the prices.</p>	

TERMS & CONDITIONS II

TERMS & CONDITIONS	SIGNAGE	PRINTING & PHOTOCOPIES	INSURANCE
	<p>No signs, banners or displays shall not be erected, posted or displayed in any part of the Hotel without the prior review and approval of the Hotel. Approved signage must be of a professional nature and will be restricted to certain areas of the Hotel. Defacing, affixing or taping of materials in the Hotel is prohibited.</p>	<p>For any printing or photocopying required onsite, the following charges will apply:</p> <p>Black and White: \$0.11 (per pages > 50) Black and White: \$0.27 (per pages < 50) Colour: \$0.20 (per pages > 50) Colour: \$0.50 (per pages < 50)</p>	<p>The Hotel and the Group each agree to carry adequate personal property, liability and other insurance protecting itself against any claims arising from any activities conducted in the Hotel during the Meeting. Upon request, the Group shall provide a certificate evidencing such insurance to the Hotel. The Hotel shall not be responsible for the security of exhibits, presentation materials or other personal property of the Group or its exhibitors, unless the Hotel has otherwise agreed to accept such responsibility in writing. The Group acknowledges that the Hotel, its owners and operators do not maintain insurance coverage covering such exhibits, materials or personal property.</p>
		SOCAN FEES	
		<p>For events with live or recorded music, a SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee for royalties of copyrighted will apply.</p>	
	FUNCTION ROOM SET-UP	CLEANING	DELIVERY
	<p>Room rental include all set-up fees. Your room set-up is to be confirmed 7-10 days prior to your event, as per your signed Booking Event Order (BEO). A \$100.00 labour fee will be applied to any set-up changes on-site which differ from the BEO.</p>	<p>A nominal fee may be applied to an account where special cleaning requirements are necessary.</p>	<p>For any materials that you wish to deliver to The Novotel Ottawa, the following information must be clearly marked on each box:</p> <p style="text-align: center;">Novotel Ottawa 33 Nicholas Street Ottawa, ON Canada K1N 9M7 Attention: Banquet Department</p> <p style="text-align: center;">Name of Event/Group Date of Event Meeting Room Name</p>
	DAMAGE/LOSS	TELEPHONE CHARGES	
	<p>Novotel Ottawa cannot assume responsibility for personal property and equipment brought into meeting and banquet rooms.</p>	<p>All telephone calls (both local and long distance) made from any meeting or banquet space shall be charged at the rates set by Novotel Ottawa</p>	

CONTACT	TITLE	DIRECT LINE	FAX	EMAIL
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Sébastien Ranger, CMP	Food and Beverage Manager	(613) 760-4768	(613) 760-4767	sebastienranger@novotelottawa.com

www.novotelottawa.com