

banquet
MENUS



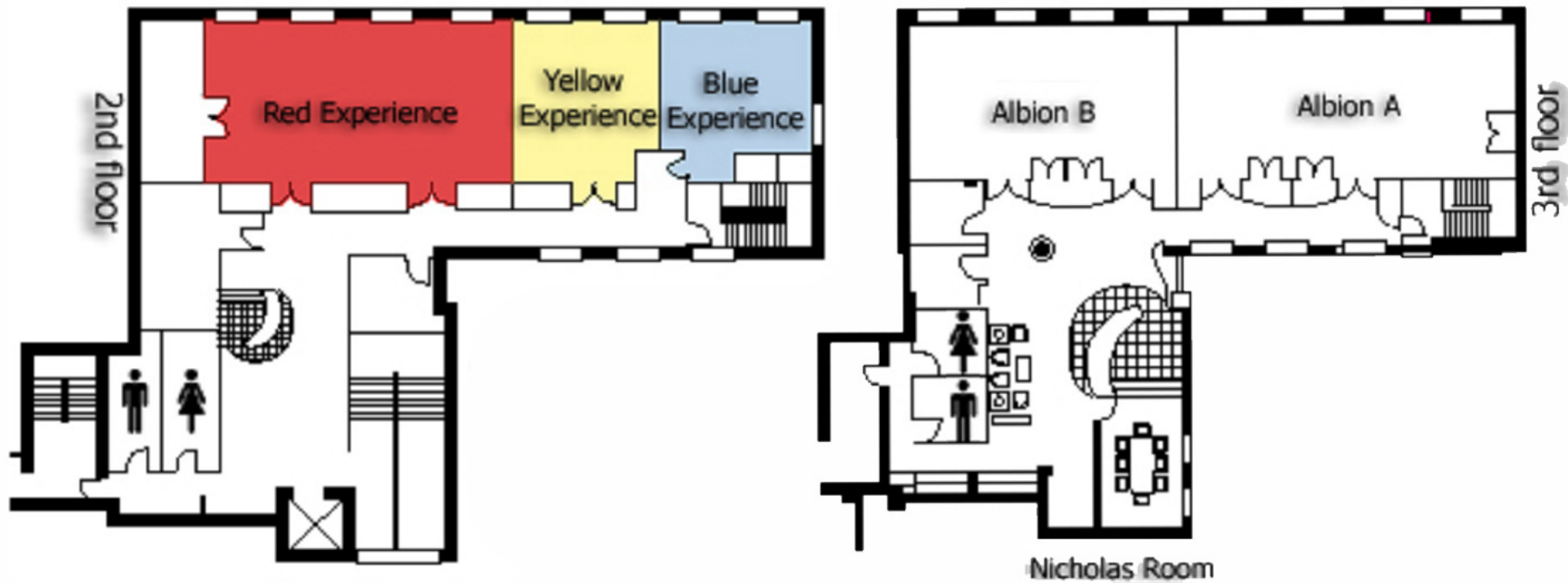
OTTAWA

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



COCKTAIL

COCKTAIL PACKAGES	THE TRIO	THE NOVATION	THE BURGER TRILOGY
	2 Pleasure Selections 1 Premium Selection + 2 Drinks (Domestic Beer or Wine)	3 Pleasure Selections 2 Premium Selections + 2 Drinks (Domestic Beer or Wine)	3 Mini Burgers + 2 Domestic Beers
	\$21 per person	\$27.25 per person	\$18.25 per person (Upgrade for Imported Beers for \$1)

PLEASURE	<p>Cucumber & Shrimp Twist Melon & Prosciutto Duo Mini Bruschetta</p> <p>Seared Scallop Asian Slaw & Cilantro Sauce Chicken Yakitori with Pomegranate Relish Melted Brie Cheese with Cranberries Prune wrapped with Bacon Mini Beef Hamburger, Caramelized Onions, Gravy Mini Chicken Burger, Bacon, Dijon Sauce Mini Lamb Burger, Sliced Mushroom Red Wine Sauce</p>
	Pleasure Canapés can be purchased outside of the package for \$29 per dozen (Minimum: 2 dozen of 1 kind)

PREMIUM	<p>Jumbo Shrimp wrapped with Prosciutto & a Grand Marnier Demi Smoked Salmon, Seaweed Salad & Wasabi Crème Fraîche</p> <p>Lamb Chops with Pomegranate-mint Relish Braised Pear & Goat Cheese Pavé with Duck Confit</p>
	Premium Canapés can be purchased outside of the package for \$42 per dozen (Minimum 2 dozen of 1 kind)

APERITIF, ALCOHOL & LIQUEUR		
HOST BAR	<p>Apéritif Cinzano, Dubonnet, Campari</p> <p>Basic Alcohol Tanqueray, Bacardi White, Finlandia, Canadian Club, Johnnie Walker Red, Tequila Blanco</p> <p>Deluxe Alcohol Bombay Sapphire, Appleton, Grey Goose, Crown Royal, Johnnie Walker Black, Tequila Gold,</p> <p>Liqueur Bailey's, Grand Marnier, Amaretto, Kahlua, Tia Maria, Sambuca, Drambuie</p>	<p>5.00</p> <p>5.50</p> <p>6.50</p> <p>6.00</p>
	BEER	
	<p>Domestic Coors Light, Blue, Canadian, Rickard's Red</p> <p>Imported Corona, Heineken, Guinness</p> <p>Draught (only at the Bar) Bud Light, Alexander Keiths Pale Ale and Red, Stella Artois</p>	<p>5.00</p> <p>5.50</p> <p>7.00 / 8.00</p>
	WINE	
	<p>Wine by the Glass 20 Bees Chardonnay and Cabernet Sauvignon</p>	<p>6.00</p>
	OTHER REFRESHMENTS	
	<p>Soft drink</p> <p>Juices</p> <p>Sparkling Water</p>	<p>2.50</p> <p>2.50</p> <p>3.00</p>

The above prices are based on 1 oz. and include mix and ice

Beverages from this type of bar are paid for by the host.

The above prices are subject to HST (15%) and Gratuity (15%)

If net consumption is less than \$300 per bar, a bartender and/or cashier fee of \$75.00 will apply

APERITIF, ALCOHOL & LIQUEUR		
CASH BAR	<p>Apéritif Cinzano, Dubonnet, Campari</p> <p>Basic Alcohol Tanqueray, Bacardi White, Finlandia, Canadian Club, Johnnie Walker Red, Tequila Blanco</p> <p>Deluxe Alcohol Bombay Sapphire, Appleton, Grey Goose, Crown Royal, Johnnie Walker Black, Tequila Gold,</p> <p>Liqueur Bailey's, Grand Marnier, Amaretto, Kahlua, Tia Maria, Sambuca, Drambuie</p>	<p>5.50</p> <p>6.00</p> <p>7.00</p> <p>6.50</p>
	BEER	
	<p>Domestic Coors Light, Blue, Canadian, Rickard's Red</p> <p>Imported Corona, Heineken, Guinness</p> <p>Draught (only at the Bar) Bud Light, Alexander Keiths Pale Ale and Red, Stella Artois</p>	<p>5.50</p> <p>6.00</p> <p>7.00 / 8.50</p>
	WINE	
	<p>Wine by the Glass 20 Bees Chardonnay and Cabernet Sauvignon</p>	<p>7.00</p>
	OTHER REFRESHMENTS	
	<p>Soft drink</p> <p>Juices</p> <p>Sparkling Water</p>	<p>2.50</p> <p>2.50</p> <p>3.00</p>

The above prices are based on 1 oz. and include mix and ice

Beverages from this type of bar are paid for by each individual guest

The above prices include HST (15%) and Gratuity (15%)

If net consumption is less than \$300 per bar, a bartender and/or cashier fee of \$75.00 will apply.

DINNER

	THE STARTER	THE CLASSIQUE	THE EXPERIENCE
	Dinner Buffet	3 Course Plated Dinner	4 Course Plated Dinner
DINNER OPTIONS	1 Choice of Soup 2 Choices of Salads 2 Choices of Main Courses 2 Choices of Side Dishes Chef's Selection of Desserts <i>Lavazza freshly brewed Coffee, Decaffeinated Coffee & Tea Service</i>	Your Choice of a Soup or an Appetizer Your Choice of a Main Course Your Choice of a Dessert <i>Lavazza freshly brewed Coffee, Decaffeinated Coffee & Tea Service</i>	Your Choice of a Soup Your Choice of an Appetizer Your Choice of a Main Course Your Choice of a Dessert <i>Lavazza freshly brewed Coffee, Decaffeinated Coffee & Tea Service</i>
	Add a 3 rd Salad for \$3.50 Add a 3 rd Main Course for \$6		
PRICE PER PERSON	Starting at \$29.95	Starting at \$34.95	Starting at \$39.95

MENU CHOICES	THE STARTER	THE CLASSIQUE	THE EXPERIENCE
		Dinner Buffet	3 Course Plated Dinner
	SOUP		
	Chicken & Vegetable Soup Ginger & Carrot Cream Cauliflower Cream & Blue Cheese (add \$1.50)		
	APPETIZER		
	Garden Salad with 2 Dressings Pasta Salad Caesar Salad Greek Salad (add \$1.50)	Roasted Vegetable Salad Provencal Style Caesar Salad Spinach & Warm Goat Cheese Salad with a honey drizzle Red Pepper & Parmesan Cheese Tatin (add \$2)	Spinach & Warm Goat Cheese Salad with a Honey Drizzle Mushroom in a Puff Pastry, Green Salad & Raspberry Dressing Red Pepper & Parmesan Cheese Tatin Thai Salad with Shrimp
	MAIN COURSE		
	Chicken Breast "Sauté Chasseur" Beef Lasagna with Fresh Basil Salmon Filet, Caper Berry Butter Sauce Seafood Ragout, Julienne of Leek with White Wine & Cream Chili Lime Tilapia Stew of Roasted Vegetable, Marinated Tofu, Fresh Oregano and Tomato Sauce Roasted Sirloin, Peppercorn Sauce (add \$2)	Balsamic Caramelized Chicken Supreme, Rice Pilaf & Mixed Vegetable Provencal Style Crusted Pork Tenderloin with Thyme, Mustard & Rosemary Sauce, "Lyonnais" Style Potatoes & Broccoli Gratin Roasted Salmon Filet, Exotic Mango Salsa, Garlic Mashed Potatoes & Vegetable Pancake Curried Lentils Wrapped in Grilled Eggplant with a Tomato-Chipotle Sauce & Wilted Spinach Halibut Filet, White Butter Sauce, Braised Fennel Risotto, Mixed Vegetables Vegetarian Tofu Lasagna with Roasted Creamed Spinach & Portobello Mushroom Stuffed Sole Filet with Shrimp, Shallot & White Wine Sauce, Rice Pilaf & Roasted Fennel (add \$2 to THE CLASSIQUE) Beef Tenderloin Green Pepper Sauce, Scalloped Potatoes, Wild Mushrooms & Mixed Vegetables (add \$3 to THE CLASSIQUE)	
	SIDES		
	Roasted Potatoes Garlic Mashed Potatoes Mixed Grilled Vegetables Rice Pilaf		
	DESSERT		
	Chef's Selection of Desserts	Classic Crème Brulée Triple Chocolate Cake Raspberry Cheesecake Seasonal Fruit Pie with Homemade Whipped Cream	

AUDIOVISUAL		
AUDIOVISUAL EQUIPMENT	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
Kimberly Wilson	Director of Sales and Marketing	(613) 760-4782	(613) 760-4767	kimberlywilson@novotelottawa.com
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www.novotelottawa.com