



BANQUET AND EVENTS

CATERING POLICY

Our commitment is to provide our guests with a high level of quality and professional service; this promise is supported by years of experience, training and dedication.

Before planning your function, consult our catering staff. You will find their knowledge, professionalism and pledge to hosting a most successful event are a welcome asset.

“ OUR HOSPITALITY PROMISE ”

MENU SELECTION

The catering items listed are a guide in helping you create a menu that will appeal to all. We would be pleased to discuss any special requirements you may have. You are in no way restricted to the listed items on the menu.

Our Executive Chef is capable of preparing many different cuisines and would be more than happy to prepare something special.

WINE SELECTION

If you have not found a suitable wine for your function after reviewing our selection, we may order your preferred choice with 30 days notice.

DETAILS

Details must be submitted at least 2 weeks prior to the date of the function.

Final numbers for meetings and functions must be given within 3 working days prior to the date of the function.

FUNCTION ROOM CANCELLATION POLICY

The following cancellation policy will apply:

28 days	50% of all charges
21 - 27 days.....	60% of all charges
14 - 20 days.....	70% of all charges
7 - 13 days.....	80% of all charges
2 - 6 days.....	90% of all charges
1 day.....	100% of all charges

FOOD & BEVERAGE CANCELLATION POLICY

The following cancellation policy will apply:

14 days	20% of all charges
6 - 13 days.....	50% of all charges
5 days	80% of all charges
1 - 4 days.....	100% of all charges

DEPOSITS

A \$500.00 non-refundable deposit is required, at time of booking, for all Social Functions.

SOCIAL FUNCTIONS

Five working days prior to the function, a deposit of the estimated total of the bill will be due for payment.

Any outstanding balance at the end of the function must be dealt with at the time of the function.

BARTENDER FEES

For functions requiring a bartender, a fee of \$25.00 per hour will apply for a minimum of 4 hours.

FUNCTION ROOMS

Holiday Inn Hotel & Suites reserves the right to change allocated space at its discretion with prior notification to the client.

TAXES AND GRATUITIES

All prices are quoted exclusive of taxes.
A 15% service gratuity will be added to all food, beverage and corkage charges.

SECURITY GUARDS

For certain events, the hotel may require that security guards be provided at the customer's expense.
Only hotel approved security will be used.



SEATING CAPACITY AND ROOM SET-UP

Room rental charges are based on 8 hours per day.

* Seating Capacity is noted to the maximum without Audio Visual Equipment

MEETING ROOM

* SEATING CAPACITY

OXFORD ROOM

1,602 sq. ft.
12 ft. ceiling

Boardroom	28
Classroom	60
Theatre	150
U-Shape	40
Hollowsquare	50
Round Tables	100
Reception	120

CAMBRIDGE ROOM

1,845 sq. ft.
12 ft. ceiling

Boardroom	28
Classroom	60
Theatre	150
U-Shape	40
Hollowsquare	50
Round Tables	100
Reception	120

CORNWALL ROOM

400 sq. ft.
8 ft. ceiling

Boardroom	15
Classroom	15
Theatre	30
Round Tables	20
Reception	20

YORK ROOM

650 sq. ft.
8 ft. ceiling

Boardroom	24
Classroom	20
Theatre	40
Round Tables	30
Reception	30

ESSEX ROOM

385 sq. ft.
8 ft. ceiling

Boardroom	15
Classroom	15
Theatre	25
Round Tables	20
Reception	20

EXECUTIVE SUITES

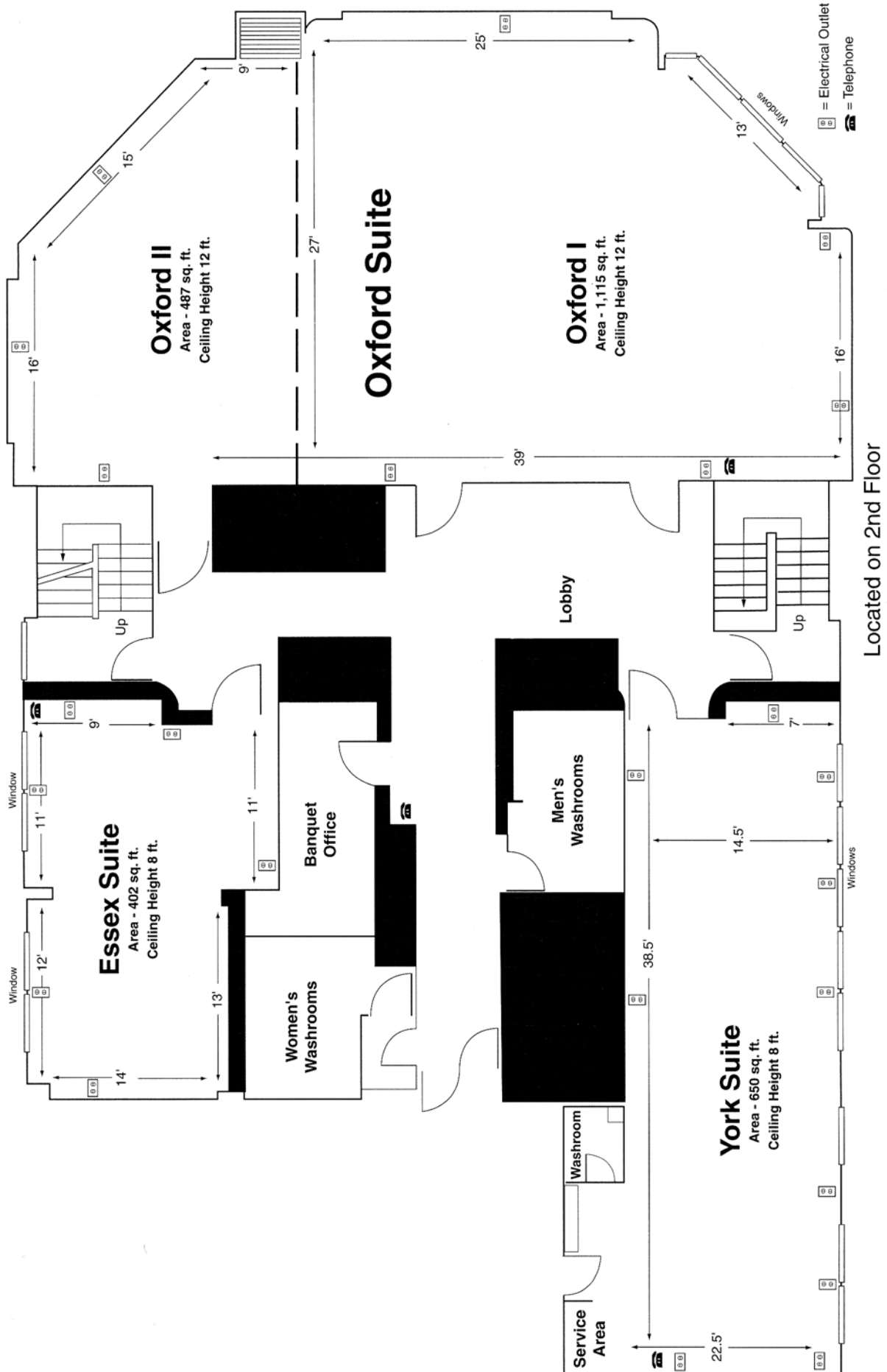
459 sq. ft.
8 ft. ceiling

Boardroom	10
Reception	20



www.hiottawa.ca
111 Cooper Street, Ottawa, ON

MEETING ROOM FACILITIES





www.hiottawa.ca
111 Cooper Street, Ottawa, ON

MEETING ROOM FACILITIES

