



# Meetings & Events

*Novotel Montréal Centre*

*1180 de la Montagne Street, Montréal, Québec, Canada – H3G 1Z1*

*[www.novotelmontreal.com](http://www.novotelmontreal.com)*

  
**NOVOTEL**  
MONTRÉAL CENTRE

# Welcome

[3\\_ Breakfasts](#)

[6\\_ Breaks](#)

[10\\_ Lunches & Dinners](#)

[17\\_ Reception & Cocktail](#)

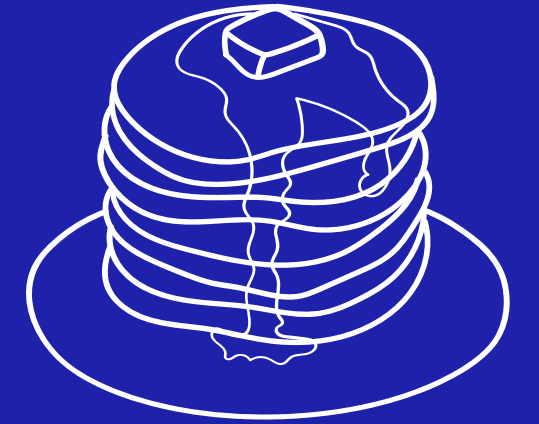
[23\\_ Audiovisual](#)

[25\\_ Meeting Rooms](#)

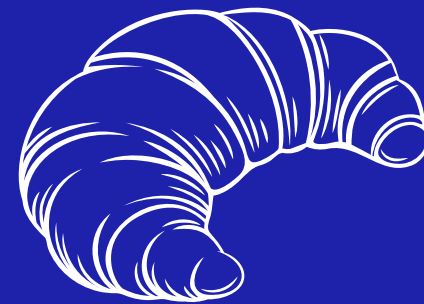
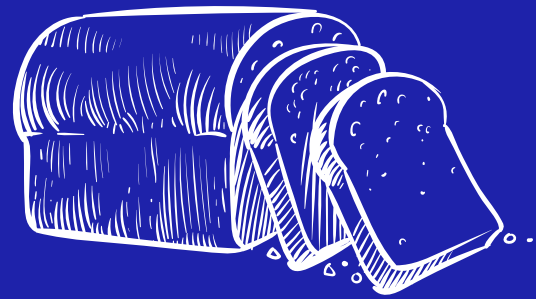
[27\\_ Important information](#)

[30\\_ Contact information](#)





# Breakfasts



# Breakfasts

## Continental Breakfast

**\$22**

per person

- Assortment of pastries and muffins
- Variety of yogurts
- Seasonal fresh fruits
- Selection of fruit juices
- Condiments : butter, jams, peanut butter
- Coffee, tea and herbal tea

Served in the meeting room

## Full Buffet

**\$26,95**

per person

- Scrambled eggs
- Bacon
- Sausages
- Potatoes
- Cold cuts & cheese
- Assortment of pastries
- Muffins
- Assortment of yogurts
- Seasonal sliced fresh fruits
- Selection of fruit juices
- Condiments: jam, peanut butter, butter
- Coffee, tea and herbal tea

Served in the Alsace and Paris meeting room only

## English Breakfast

**\$18**

per person

- Scones
- Mini pastries
- Whipped cream
- Jams
- Selection of fruit juices
- Coffee, tea and herbal tea

Served in the meeting room

# Breakfasts

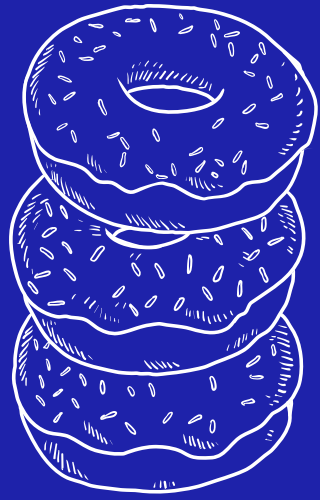
## Breakfast Box

**\$15**

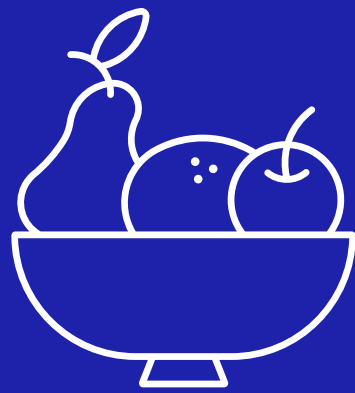
per person

- Two pastries at Chef's choice
- One seasonal whole fruit
- One portion of cheese
- Coffee, tea and herbal tea

Takeout only - maximum of 20 persons



# Breaks



# Breaks

## Coffee Break

**\$5** per person

- Coffee
- Tea
- Herbal tea

## Small Refreshing Break

**\$9** per person

- Variety of soft drinks **OR** fruit juices
- Mineral water
- Coffee
- Tea
- Herbal tea

## Refreshing Break

**\$11** per person

- Variety of soft drinks
- Variety of fruit juices
- Mineral water
- Coffee
- Tea
- Herbal tea

*Served in the meeting room only*



# Breaks

## \$15 Break/person

Create your own break by choosing **two options** from the following selection.

All breaks are served with coffee, tea, herbal teas and:

\*in the morning, fruit juices

\*in the afternoon, soft drinks

**Extra item:** 5\$ per person, per item

### Sweet

- Scone (1) and whipped cream
- Cookies (2)
- Banana bread (1)
- Maple mini-waffles (2)
- Yogurt
- Mini pastries (2)
- Muffin (1)
- Granola bars (1)
- Whole fruits bowl

### Salty

- Homemade chips
- Trail mix
- Asian rice cracker mix
- Popcorn
- Sesame sticks
- Candy

*Served in the meeting room only*





# Breaks

## Enhance your break

- Add one or more items, for an additional \$7 per person, per item.

### Sweet

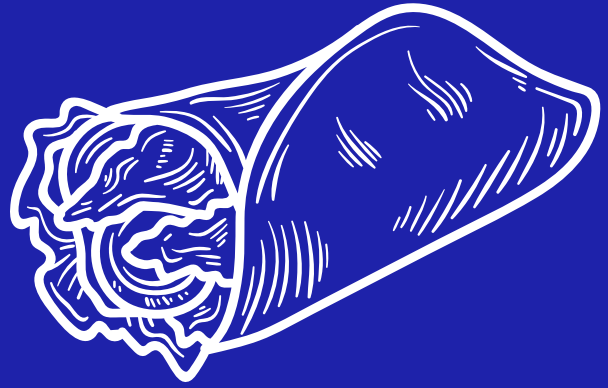
- Large cinnamon roll (1)
- Mini donut (2)
- Large pastry (1)
- Danish (1)
- Apple turnover (1)
- Fruit salad
- Dried fruits

### Salty

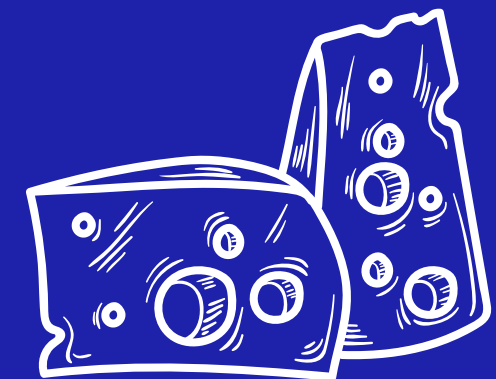
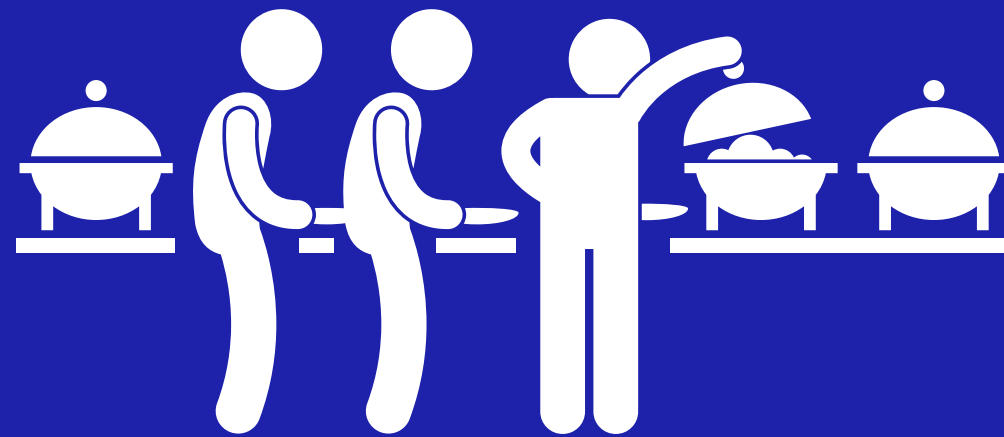
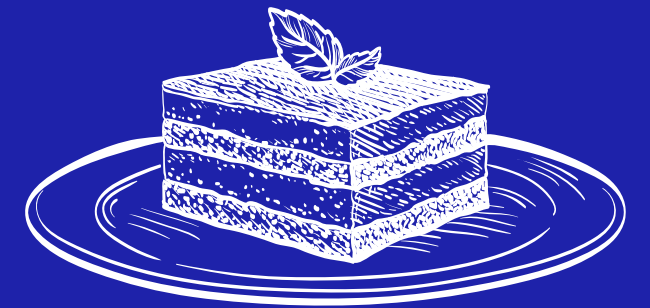
- Cheese & crackers
- Veggie & dip
- Cottage cheese & honey

*Served in the meeting room only*





# Lunches & Dinners



# Lunches & Dinners

## Sandwich Buffet

**\$32**

per person

- Green salad (1)
- Chef choice salad (1)
- 2 choices of sandwiches (see selection)
- Assortment of dessert
- Soft drinks
- Mineral water
- Coffee, tea, herbal tea

**Extra** *Soupe of the Day - 7\$ per person*

## Sandwich selection

- Smoked Turkey, Swiss cheese, mayonnaise and lettuce on baguette
- Ham, Brie cheese, mustard mayonnaise and lettuce on baguette
- Crispy chicken Wrap, mayonnaise, lettuce and tomatoes
- Grilled vegetables with pesto on baguette or wrap
- Asian wrap with tempura cauliflower, sweet/chili sauce, carrots and cabbage
- Moroccan wrap with falafel, humus, cucumber, pickled onion, tomato and lettuce
- Cucumber sandwich with cream cheese and dill, on brown or white bread
- Caprese sandwich with tomato, bocconcini, basil, on baguette
- Tuna salad and lettuce on baguette or wrap
- Eggs on baguette or wrap

\*Other variety of breads may be used when preparing the sandwiches

\*\* Gluten free option is available upon request, a supplement may apply

\*\*\* Add 0.50\$ for croissant bread, or olive bread

*Served in the meeting room only*

# Lunches & Dinners

## Premium Sandwich Buffet

**\$40**

per person

- Green salad (1)
- Chef choice salad (1)
- 2 choices of sandwiches (see selection)
- Cold cut platter of the day
- Cheese platter of the day
- Assortment of dessert
- Soft drinks
- Mineral water
- Coffee, tea, herbal tea

**Extra** *Soupe of the Day - 7\$ per person*

### Sandwich selection

- Smoked Turkey, Swiss cheese, mayonnaise and lettuce on baguette
- Ham, Brie cheese, mustard mayonnaise and lettuce on baguette
- Crispy chicken Wrap, mayonnaise, lettuce and tomatoes
- Grilled vegetables with pesto on baguette or wrap
- Asian wrap with tempura cauliflower, sweet/chili sauce, carrots and cabbage
- Moroccan wrap with falafel, humus, cucumber, pickled onion, tomato and lettuce
- Cucumber sandwich with cream cheese and dill, on brown or white bread
- Caprese sandwich with tomato, bocconcini, basil, on baguette
- Tuna salad and lettuce on baguette or wrap
- Eggs on baguette or wrap

\*Other variety of breads may be used when preparing the sandwiches

\*\* Gluten free option is available upon request, a supplement may apply

\*\*\* Add 0.50\$ for croissant bread, or olive bread

*Served in the meeting room only*

# Lunches & Dinners

## Hot Buffet – Small Party

Served at the restaurant or in Alsace room – group between 8 & 14 pers.

### \$38

per person

- Homemade soup of the day
- Seasonal green salad
- 1 salads, Chef's choice
- 2 choices of main course, Chef's choice
  - One choice of pasta
  - One choice of meat
- 2 garnishes, Chef's choice
- Cold cut platter of the day
- Cheese platter of the day
- Assorted desserts
- Soft drinks
- Coffee, tea and herbal tea

## Hot Buffet

Served at the restaurant or in Alsace room - minimum of 15 pers.

### \$44

per person

- Homemade soup of the day
- Seasonal green salad
- 2 salads, Chef's choice
- 3 choices of main course, Chef's choice
  - One choice of pasta
  - One choice of meat
  - One choice of fish or sea food
- 3 garnishes, Chef's choice
- Cold cut platter of the day
- Cheese platter of the day
- Assorted desserts
- Soft drinks
- Coffee, tea and herbal tea

# Lunches & Dinners

## Premium Hot Buffet

Served at the restaurant or in Alsace room - minimum of 15 pers.

# \$60

per person

- Homemade soup of the day
- Seasonal green salad
- 2 salads, Chef's choice
- 3 choices of main course, Chef's choice
  - One choice of pasta
  - One choice of meat
  - One choice of fish or sea food
- 3 garnishes, Chef's choice
- Cold cut platter of the day
- Cheese platter of the day
- Assorted desserts
- Soft drinks
- Coffee, tea and herbal tea

## L'Ô Express

Served at the restaurant - maximum 14 pers.

# \$32

per person

- Homemade soup of the day or green salad
- Main course from 5 choices to choose from
- Dessert of the day for the whole group
- Soft drink (1) or mineral water (330 ml) (1)
- Coffee, tea and herbal tea

# Lunches & Dinners

## Lunch box

For take-out only

# \$26

per person

- 1 choice of sandwich (see selection)
- One seasonal whole fruit
- One granola bar
- One bottle of spring water (500 ml)
- One portion of cheese
- Dessert of the day

## Sandwich selection

- Smoked Turkey, Swiss cheese, mayonnaise and lettuce on baguette
- Ham, Brie cheese, mustard mayonnaise and lettuce on baguette
- Crispy chicken Wrap, mayonnaise, lettuce and tomatoes
- Grilled vegetables with pesto on baguette or wrap
- Asian wrap with tempura cauliflower, sweet/chili sauce, carrots and cabbage
- Moroccan wrap with falafel, humus, cucumber, pickled onion, tomato and lettuce
- Cucumber sandwich with cream cheese and dill, on brown or white bread
- Caprese sandwich with tomato, bocconcini, basil, on baguette
- Tuna salad and lettuce on baguette or wrap
- Eggs on baguette or wrap

\*Other variety of breads may be used when preparing the sandwiches

\*\* Gluten free option is available upon request, a supplement may apply

\*\*\* Add 0.50\$ for croissant bread, or olive bread

# Lunchs & Dinners

## 3-Course Meal-Dinner only

**\$44**

per person

- Entrée (Starter) of choice for the whole group
- Main course of choice for the whole group
- Dessert of the day for the whole group
- Soft drink (1) or mineral water (330 ml) (1)
- Coffee, tea and herbal tea

Served at the restaurant when there is no event at the Bell Center -  
minimum of 8 pers - Maximum of 15 persons

Served in meeting room Alsace only - minimum of 8 pers - Maximum  
of 15 persons

## 3-Course Meal Premium Dinner only

**\$60**

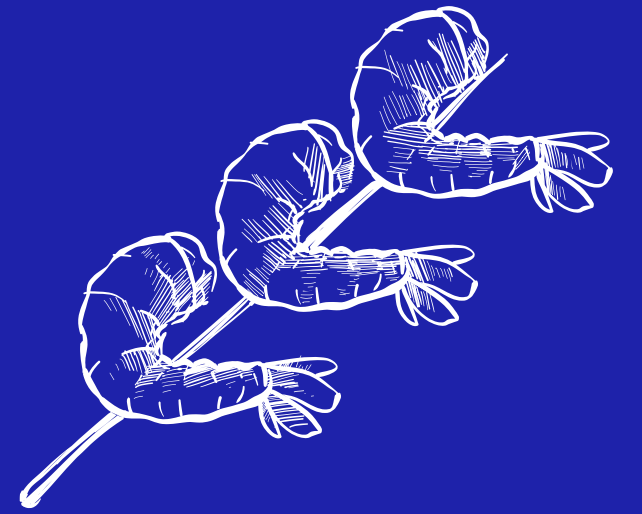
per person

- Entrée (starter) from 3 choices to choose from
- Main course from 5 choices to choose from
- Dessert from 3 choices to choose from
- Soft drink (1) or mineral water (330 ml) (1)
- Coffee, tea and herbal tea

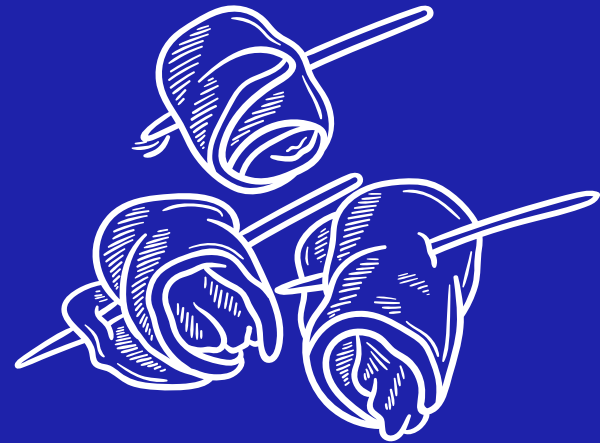
Served at the restaurant when there is no event at the Bell  
Center - minimum of 8 pers - Maximum of 15 persons

Served in meeting room Alsace only - minimum of 8 pers -  
Maximum of 15 persons





# Reception & Cocktail



# Réception & Cocktail

## In the meeting room

From 15 to 29 persons

Bar fee

100\$/h

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From 30 to 50 persons

Bar fee

200\$/h

## Bar per consumption

- Billed to the master account according to consumption
- Coupon system available
- Applicable bar fee per hour

## Cash bar

- Drinks will be billed individually to guests
- Cash payment only (if indoor bar)
- Applicable bar fee per hour
- A 18% service fee will automatically be added to each invoice

# Réception & Cocktail

## At the Bar

From 10 to 14 persons

Minimum of

**\$100/h**

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From 15 to 35 persons

Minimum of

**\$200/h**

## Bar per consumption

- Billed to the master account according to consumption
- Coupon system available
- A minimum amount of sales per hour is required
- If the amount is not reached, the difference between the actualized income and the minimum will be charged to the master account

## Cash bar

- Drinks will be billed individually to guests
- A minimum amount of sales per hours is required
- If the amount is not reached, the difference between the actualized income and the minimum will be charged to the master account
- A 18% service fee will automatically be added to each invoice

# Reception & Cocktail: Chef's Choice

## Canapés

**\$45**

per dozen

HOT Canapés	COLD Canapés
• Beef meatball	• Mini lobster roll
• Tempura shrimp	• Shrimp cocktail
• Mini hot dog	• Salmon mousse on cucumber slice
• Mini burger	• Crab salad on blini
• Grilled sausage & vegetable skewers	• Pinwheel sandwich
• Bacon wrapped sausages	• Antipasto bites
• Cheese and cranberry phyllo	• Feta/watermelon skewers (seasonal)
• Mini chicken quesadillas	• Oka Cheese, raisin and honey
• Brie, asparagus & prosciutto bundles	

## À la carte

- |                  |                  |                      |                  |                    |                  |
|------------------|------------------|----------------------|------------------|--------------------|------------------|
| ◦ Homemade Chips | \$7<br>Per bowl  | ◦ Variety of olives  | \$10<br>Per bowl | ◦ Cold cut platter | \$9<br>Per pers. |
| ◦ Cheese platter | \$9<br>Per pers. | ◦ Vegetables and dip | \$8<br>Per pers. |                    |                  |



# Reception & Cocktail: Chef's Choice

## Canapés

**\$25**

per dozen

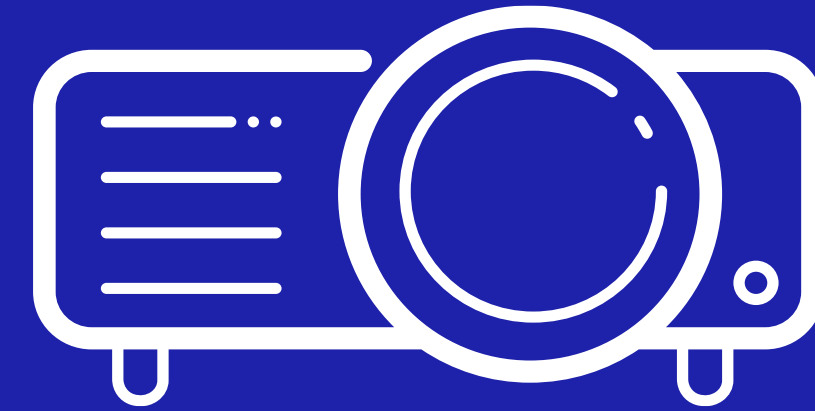
HOT Canapés	COLD Canapés	SWEET Canapés
<ul style="list-style-type: none"><li>• Grilled halloumi and vegetable skewers</li><li>• Falafel and hummus</li><li>• Chicken wings</li><li>• Vegetable quiche</li><li>• Arancini - Mozzarella</li><li>• Mac'n'Cheese croquettes</li></ul>	<ul style="list-style-type: none"><li>• Bruschetta with tomatoes</li><li>• Cheese/tomato/basil on a stick</li><li>• Tapenade crostini</li><li>• Brie, date jam, pine nuts crostini</li><li>• Bulgur Salad</li><li>• Apple, brie, walnut crostini</li><li>• Beetroot and apple salad verrine</li><li>• Mini cucumber, cream cheese and dill sandwich</li></ul>	<ul style="list-style-type: none"><li>• Macaroons</li><li>• Apple crumble</li><li>• Apple pies</li><li>• Profiterols and chantilly</li><li>• Brownies</li><li>• Mini cake</li><li>• Homemade chocolate brittle</li></ul>



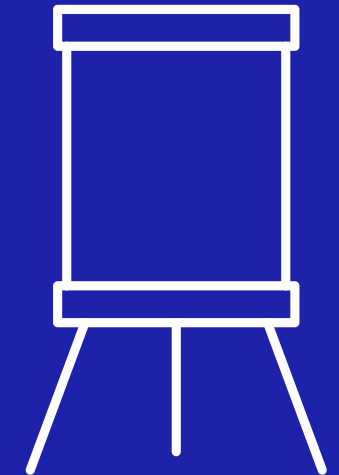
# Reception & Cocktail

## Corkage fee

- Guests cannot bring their own drinks
- In the event that this privilege is granted to the guest by the hotel, corkage fees will apply:
  - Bottle of wine : \$15.00 per bottle
  - Champagne : \$20.00 per bottle
  - Alcohol : \$25.00 per bottle
- A 18% service fee will automatically be added to each invoice



# Audiovisual



# Audiovisual

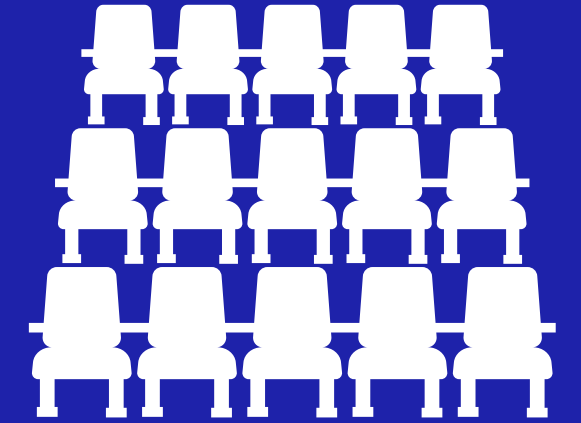
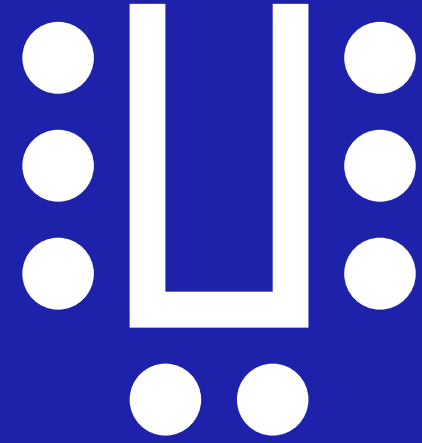
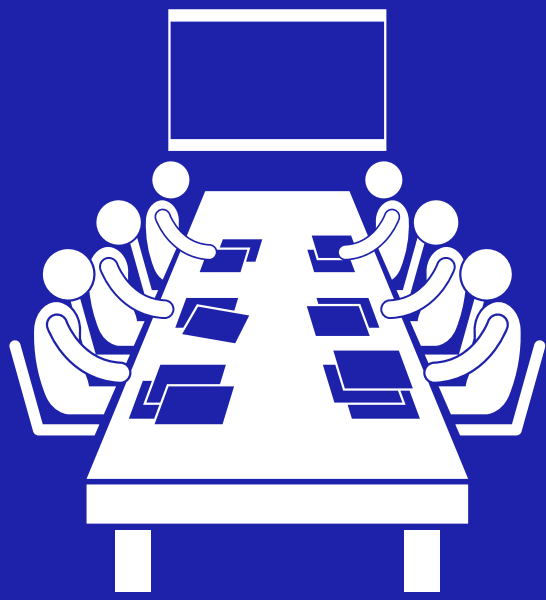
## Equipment rental 24 hours

○ Power Bar	\$7	○ Wireless High speed Internet (WIFI) – 15 participants and more	\$50	○ Extension cord	\$5
○ Flipchart with markers	\$15	○ LCD projector	\$150	○ Whiteboard and markers	\$35
○ Speakers for laptop	\$30	○ Projection screen	\$150	○ Speaker phone	\$75
○ Handless microphone	\$50	○ Videoconference system	\$100		

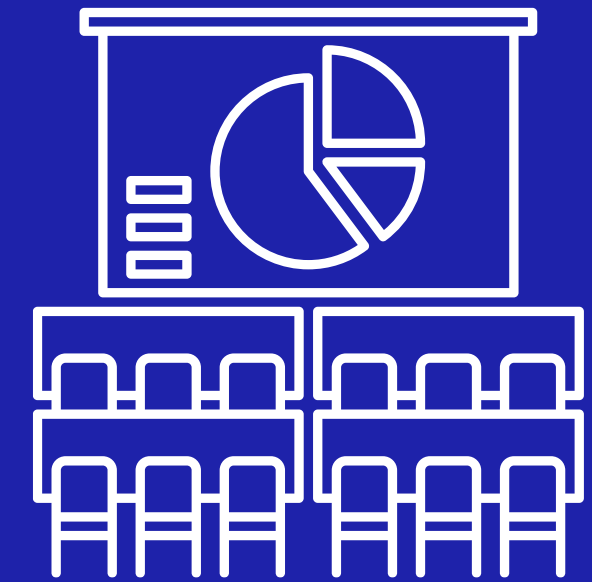
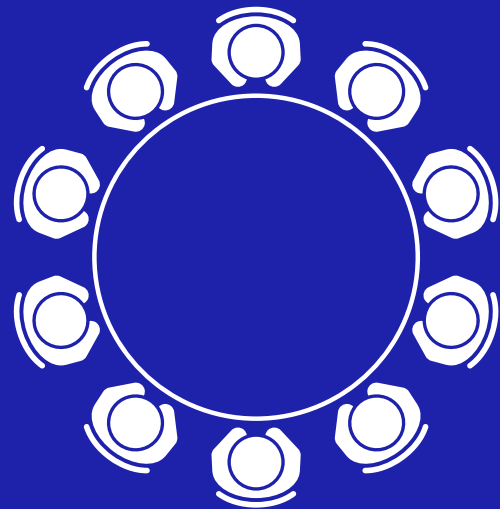
## Terms and conditions

- Please note that items are subject to availability and that a \$100,00 fee, per item not returned, will be charged to the master account.
- The Novotel Montreal Centre allows its customers to bring their own audiovisual equipment under certain conditions.
- Should you require any other type of audiovisual equipment, our banquet manager will coordinate your needs with the hotel's audiovisual supplier.
- Copyright fees apply whenever music is played in a venue. Whether by an orchestra, solo musician or disc jockey. These fees are based on room capacity and are subject to applicable taxes.





# Meeting rooms



# Meeting rooms

CAPACITÉ DES SALLES/MEETING ROOM CAPACITIES											
Salle de reunion/ Meeting room	Dimension/ Size	Superficie/ Area	Hauteur/ Height	Théâtre	École/ Classroom	«U»	Conférence/ Boardroom	½ lune/ ½ rounds	Carré ouvert/ Hollow square	Cocktail	Banquet
<b>Salles conventionnelles/Conventional meeting rooms</b>											
Alsace	15.2 m X 6.7 m	102 m <sup>2</sup>	2.9 m	100	64	40	40	50	46	90	80
	(50' X 22')	(1100 sq <sup>2</sup> )	(9.6')								
Oxford-Cambridge	8.6 m X 5 m	43 m <sup>2</sup>	2.1 m	30	20	20	20	18	24	40	24
	(28.5' X 16.7')	(474 sq <sup>2</sup> )	(7.1')								
Provence	5.7 m X 4.4m	26 m <sup>2</sup>	2.1 m	---	---	---	8	---	---	---	---
	(18.8' X 14.7')	(276 sq <sup>2</sup> )	(7.1')								
Paris (Son de la TV/ Sound from TV) (Terrasse/Terrace 19' X 24')	10.3 m X 7m (34' X 23')	72.6 m <sup>2</sup> (782 sq <sup>2</sup> )	2.1 m (7'')	40	30	20	20	36	26	50	48
<b>Salles multimédias/Multimedia meeting rooms</b>											
Algarve	7.3 m X 11.5 m	84 m <sup>2</sup>	3.1 m	---	---	20	---	---	24	---	---
	(23.1' X 37.8')	(873 sq <sup>2</sup> )	(10.2')								
Picardie	7.3 m X 11.5 m	84 m <sup>2</sup>	3.1 m	---	---	20	---	---	26	---	---
	(23.1' X 37.8')	(873 sq <sup>2</sup> )	(10.2')								
Toscane	7.4 m X 15.9 m	118 m <sup>2</sup>	3.1 m	---	---	33	---	---	36	---	---
	(24.4' X 52.2')	(1274 sq <sup>2</sup> )	(10.2')								
Bavière	7.4 m X 8 m	59 m <sup>2</sup>	3.8 m	---	---	16	---	---	20	---	---
	(24.4' X 26.4')	(644 sq <sup>2</sup> )	(12.7')								



# Important information



# Important Information

## To send material

- If you would like to send boxes to the hotel containing material for your upcoming event, it is important to advise us in advance.

- All boxes should be addressed as follows :

NOVOTEL MONTRÉAL CENTRE  
1180 rue de la Montagne  
Montréal, Québec, Canada – H3G 1Z1  
To the attention of Banquet Department

Name of the group

Date of the meeting

Name of the meeting room

Name of your Sales Manager or Coordinator

- We accept deliveries from 9am to 5pm, from Monday to Friday.

- Please note that a handling fee of \$3,00CAD per box will be charged if we receive more than 10 boxes (for example: 12 boxes = \$36,00CAD).

- If the boxes are not properly identified as mentioned above, the hotel will not be held responsible for any loss.



# Terms & Conditions

## ALLERGY

- The list must be given to us in writing at least 72 working hours before the event.

## SECURITY

- The Novotel Montreal Centre assumes no responsibility for the loss or damage of equipment in the meeting rooms.
- The hotels reserves the right to inspect and control all meeting, convention and banquet functions and facilities held on its property.
- The company or person in charge of any function is liable for damage to the hotel property and any resulting costs. Consequently, the use of screws, nails, staples, glue, etc., is strictly prohibited.

## MEETING ROOM

- The hotel has the right to change the contracted meeting room(s).
- Any changes from the initial request may modify the room rental fees
- A fee of \$100.00, plus taxes, will apply for any set-up changes requested less 48 hours prior to the event.

## FOOD & BEVERAGE

The hotel does not authorize its clients to bring their own food or beverage in the meeting room or the restaurant (unless they have a valid alcohol permit where, corkage fees apply).

## INDOOR PARKING

- Are managed by an outsource company. Prices upon request.



# To communicate with us

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**Thank you !**