



"Where quality comfort and price are our priority"

**MEETING ROOM CONTRACT**

The WelcomINNS Ottawa is proud to offer a newly constructed 28' x 24' meeting room space for businesses or groups up to 50 people. This room is ideal for breakout sessions or smaller group meetings.

*\*If accommodation is required you may be eligible to save 10% (please ask Sales Manager for more details)*

**Business/Group name:** \_\_\_\_\_

**Date(s) meeting room required:** (beginning) \_\_\_\_\_ (end) \_\_\_\_\_

**Is accommodation required:** (Yes) \_\_\_\_\_ (No)  (Dates): \_\_\_\_\_

**Name (Last)** \_\_\_\_\_ **(First)** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Ph#:** \_\_\_\_\_ **Fax#** \_\_\_\_\_

**Credit Card#** \_\_\_\_\_ **Ex** \_\_\_\_\_

**Meeting Room Rates (please circle number of people max 50):**

**Half day (4-5 hours, price exclude 13% tax)**

Number of People	Theatre Style	Reception Style	Board Room Style	Classroom	U-Shape	Hollow square	Banquet	T-Shape
10-20	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00
20-30	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00
30-40	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
40-50	\$140.00	\$140.00	N/A	\$140.00	N/A	N/A	\$140.00	N/A

**Full day (5-10 hours, price exclude 13% tax) expected # of guests: 17**

Number of People	Theatre Style	Reception Style	Board Room Style	Classroom	U-Shape	Hollow square	Banquet	T-Shape
<b>10-20</b>	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	<b>\$175.00</b>	\$175.00
20-30	\$185.00	\$185.00	\$185.00	\$185.00	\$185.00	\$185.00	\$185.00	\$185.00
30-40	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
40-50	\$220.00	\$220.00	N/A	\$220.00	N/A	N/A	\$220.00	N/A

**Room Set-Up Configurations: (Please check off required, see attached configuration page)**

The meeting room can be set up in many different ways. Some of the most common arrangements are as follows:

- Theatre:** Chairs set up in rows to accommodate the greatest number of people. Ideal for conferences or presentations.
- Reception:** Open plan for stand-up social functions where guests are encouraged to mingle. Ideal for cocktails.
- Board Room:** Participants are seated around a rectangular table. Ideal for small meetings
- Classroom:** Tables are placed in rows. Ideal for presentations or training sessions where participants are encouraged to take notes.
- U-Shape:** Participants can all see each other, allowing for easy discussion. Ideal set-up to facilitate dialogue.
- Hollow Square:** Participants can all see each other, allowing for easy discussion. Ideal set-up to encourage dialogue.
- Banquet:** Guests are seated at round tables (8, 10 or 12 guests per table). Ideal for wedding receptions or other special events.
- T-Shape:** Guests are seated in rectangular tables (in the shape of a "T")

**Equipment Charges: (Please check off required)**

LED Video Data Projector (X which is required)

\_\_\_\_\_ \$25 per day \_\_\_\_\_ \$25.00 half day \_\_\_\_\_ \$10.00 per hour (indicate hours 1-5) \_\_\_\_\_

Flipchart (\$10.00 per day)

\*Microphone and speaker system (upon request at additional charge)

**Additional catering available, please enquire for further details [sales@welcominns.com](mailto:sales@welcominns.com)**

**Or 1-800-387-4381**

**Equipment Included for no (minimal) extra charge:**

- Free high speed Internet access
- 24" television on stand with VCR and DVD player
- Kitchen with fridge, microwave and sink
- 42" x 48" projection screen, white board
- (12) 30" X 48" rectangular tables (2 to 4 chairs per table)
- table runners, napkins and skirting
- Fax service (Local .25 pp, Canada/US \$1.00 pp, International \$2.00 pp) Photocopies (.35 per page)

For any additional rentable requirements please call and speak to us directly, or you may wish to inquire directly with:

**Advantage Audio Visual Rentals Ltd.** 77 Auriga Dr., Unit 5 Ottawa, ON K2E 7Z7

Tel (613)727-9200, Fax (613)727-1224 [www.advantageav.com](http://www.advantageav.com)

**FOR ADMIN ONLY (upon departure)**

Total costs:

Meeting Room costs: \$ \_\_\_\_\_

Fax/copy services: \$ \_\_\_\_\_

Audio Visual Equipment: \$ \_\_\_\_\_

Food: \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

The Convener agrees to reimburse the WelcomINNS Ottawa for any damages done to any part of the Hotel premises or equipment that is caused by any person attending the function. A guaranteed number of attendees must be confirmed 72 business hours prior to the function. Should a guaranteed number not be received, the Hotel will invoice for the original number of guests expected, or for the actual number in attendance, whichever is greater. Should the guaranteed number be reduced significantly from the estimated attendance the Hotel will apply extra charges. Should it be necessary to cancel, a cancellation fee will not be charged if cancelled 3 weeks prior to event. Cancellation of your booking within 1-2 week prior to your event may result in cancellation charges equivalent to 50% of the total revenue; within 3 days prior 75% of the total revenue and within 1 day 100% of the total revenue will apply.

Jennifer Clavero, Sales Coordinator

Convener:

\_\_\_\_\_

WelcomINNS Ottawa

1220 Michael St.

Ottawa, On

K1J 7T1

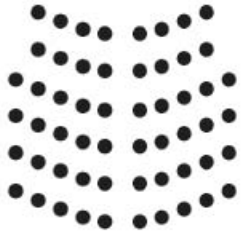
1-800-387-4381

[sales@welcominns.com](mailto:sales@welcominns.com)

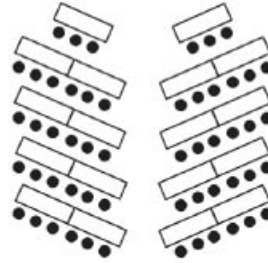
Date: \_\_\_\_\_

*"Where quality comfort and price are our priority"*

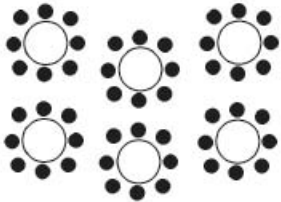
## MEETING ROOM CONFIGURATION



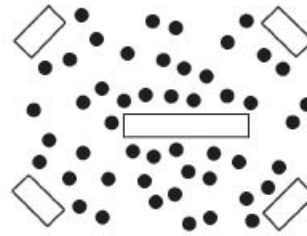
- Theatre Style**  
 Rows of chairs only. The usual setup for large conferences and plenary sessions where attendees listen more than participate.



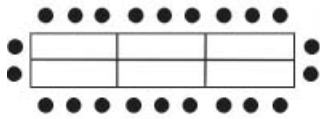
- Classroom Style**  
 Often called school room style, because its the normal setup when participants must take notes.



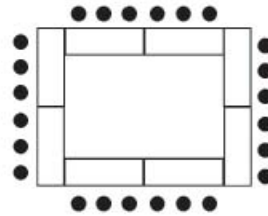
- Banquets**  
 No doubt about, the key to a pleasant environment is: don't crowd!



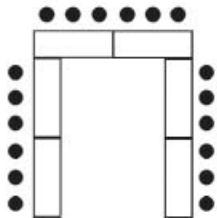
- Receptions**  
 Large groups of people should be organized in a way that minimizes annoying line-ups and crowding.



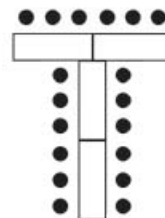
- Boardroom Style**  
 Good for participatory meetings of 22 people maximum.



- Hollow Square**  
 A configuration often used when participants must be treated as equals.



- U-Shape**  
 Sometimes called horseshoe style. For relatively small groups where attendees are expected to join in. Speaker/leader usually works from the open end of the U.



- T-Shape**  
 An arrangement for small full-discussion groups.