



# NORTHBURY

HOTEL & CONFERENCE CENTRE

CONFERENCES

MEETINGS

SEMINARS

AGM

TRAINING

TRADESHOW

2019-2020

NORTHBURY HOTEL & CONFERENCE CENTRE  
50 BRADY STREET, SUDBURY ON P3E 1C8  
PHONE 705 675 5602  
TOLL FREE 1 800 461 1144



WELCOME TO THE NORTHBURY HOTEL & CONFERENCE CENTRE-  
NORTHERN ONTARIO'S ACKNOWLEDGED CENTRE FOR CONFERENCES AND  
MEETINGS. EACH CONFERENCE OR MEETING RECEIVES PERSONAL  
ATTENTION AND A LEVEL OF SERVICE SECOND TO NONE.

THE FOLLOWING INFORMATION WE HAVE PROVIDED IN THIS PACKAGE IS  
TO HELP PLAN YOUR NEXT EVENT. WE OFFER SUITABLE PACKAGES  
COMPLETE WITH ON-SITE CATERING, FREE WIRELESS HIGH SPEED  
INTERNET AND SPACE ENOUGH FOR EVENTS RANGING FROM 2 TO 250  
ATTENDEES.

## CONTACT INFORMATION

SHELLEY PEEVER, GENERAL MANAGER  
[shelley@northburyhotels.com](mailto:shelley@northburyhotels.com)

BELINDA GILLESPIE, BANQUET MANAGER  
[belinda@northburyhotels.com](mailto:belinda@northburyhotels.com)

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**NORTHBURY HOTEL AND CONFERENCE CENTRE OFFERS A WIDE VARIETY OF PACKAGES WITH AMPLE EVENT SPACE, HIGH-SPEED WIRELESS INTERNET, A/V EQUIPMENT, FULL CATERING, BAR OPTIONS AND FREE PARKING FOR MORE THAN 200 VEHICLES.**

**OUR CONFERENCE AND BANQUET HALLS TOTAL 11.000 SQUARE FEET AND CAN SEAT ANYWHERE FROM 2 TO 250 GUESTS. WE OFFER THE USE OF OUR PRIVATE DINING ROOM, LOUNGE AND EXERCISE FACILITIES. WE ARE CENTRALY LOCATED FOR NORTHERN ONTARIO AND OUR PROPERTY IS CLOSE TO ALL LOCAL ATTRACTIONS. OUR HOTEL HAS 77 WELL-APPOINTED NON-SMOKING BEDROOMS MAKING IT A PRIME OPPORTUNITY FOR THOSE LONGER CONFERENCES AND TRAINING SESSIONS.**



# CATERING

50 BRADY STREET, SUDBURY, ON P3E 1C8  
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## CATERED BREAKFAST MENU

### **EARLY MORNING START 7.00 PER PERSON**

FRESHLY BREWED PREMIUM COFFEE AND TEA  
ASSORTED CHILLED JUICES  
VARIETY OF BREAKFAST PASTRIES

### **CONTINENTAL BREAKFAST 10.00 PER PERSON**

FRESHLY BREWED PREMIUM COFFEE AND TEA  
ASSORTED CHILLED JUICES, FRESH FRUIT PLATTER  
VARIETY OF BREAKFAST PASTRIES

### **HEALTHY ENERGY BREAK 12.00 PER PERSON**

FRESHLY BREWED PREMIUM COFFEE AND TEA  
ASSORTED CHILLED JUICES, FRESH FRUIT PLATTER  
INDIVIDUAL GRANOLA BARS, ASSORTED YOGURTS  
VARIETY OF BREAKFAST PASTRIES

### **FULL HOT BREAKFAST BUFFET 15.00 PER PERSON**

*MINIMUM OF 20 PERSONS*

FRESHLY BREWED PREMIUM COFFEE AND TEA  
ASSORTED CHILLED JUICES, FRESH FRUIT PLATTER  
HOME FRIES, SCRAMBLED EGGS, BACON, SAUSAGE  
FRENCH TOAST OR PANCAKES WITH SYROP  
ASSORTED BREAKFAST BREADS



## CATERED LUNCHEON MENU

### **WORKING LUNCH** 15.00 PER PERSON

CHOICE OF SOUP OF THE DAY OR GARDEN SALAD  
FINGER SANDWICHES (1 ¼ PER PERSON) OR ASSORTED KAISERS AND WRAPS  
OLIVE AND PICKLE TRAY, VARIETY OF DESSERT SQUARES AND COOKIES  
FRESH FRUIT PLATTER  
FRESHLY BREWED PREMIUM COFFEE AND TEA

### **PIZZA PARTY** 16.00 PER PERSON

CHOICE OF CHEESE AND PEPPERONI AND/OR VEGETARIAN PIZZA  
CAESAR SALAD, FRESH FRUIT PLATTER  
VARIETY OF DESSERT SQUARES AND COOKIES  
FRESHLY BREWED PREMIUM COFFEE AND TEA

### **QUARTER CHICKEN LUNCH-PLATED** 18.00 PER PERSON

DINNER ROLL WITH BUTTER, GARDEN SALAD WITH DRESSING  
OVEN ROASTED ¼ CUT CHICKEN SERVED WITH RICE PILAF OR OVEN  
ROASTED POTATOES, FRESH VEGETABLES, CHERRY OR BLUEBERRY  
CHEESECAKE, FRESHLY BREWED PREMIUM COFFEE AND TEA

### **ITALIAN PLATED LUNCHEON** 19.00 PER PERSON

*MINIMUM 20 PERSONS*

CAESAR SALAD, VARIETY OF DINNER ROLLS AND BUTTER  
CHOICE OF ONE OF THE FOLLOWING: PASTA PRIMAVERA, CHICKEN LINGUINI  
WITH ALFREDO SAUCE, MEAT OR VEGETARIAN LASAGNA OR CHICKEN CACCIATORE  
CHERRY OR BLUEBERRY CHEESECAKE  
FRESHLY BREWED PREMIUM COFFEE OR TEA



**FISH AND CHIPS-PLATED 17.00 PER PERSON**

*MINIMUM 20 PERSONS*

HOUSE COLESLAW, IN HOUSE BATTERED FISH, FRESH CUT  
FRIES, FRESH VEGETABLES, CHOCOLATE MOUSE  
FRESHLY BREWED PREMIUM COFFEE AND TEA

**TURKEY LUNCH-PLATED 19.00 PER PERSON**

*MINIMUM 20 PERSONS*

GARDEN SALAD, ROLLS AND BUTTER  
MASHED POTATOES, STUFFING, FRESH VEGETABLES  
TURKEY WITH CRANBERRY SAUCE  
BLACK FOREST CAKE  
FRESHLY BREWED PREMIUM COFFEE AND TEA

**CHICKEN SOUVLAKI-PLATED 19.00 PER PERSON**

*MINIMUM 20 PERSONS*

GARDEN SALAD, ROLLS AND BUTTER  
PEROGIES WITH ONIONS AND SOUR CREAM  
CHICKEN SOUVLAKI, FRESH VEGETABLES,  
ASSORTED DESSERT SQUARES AND COOKIES  
FRESHLY BREWED PREMIUM COFFEE AND TEA

**LUNCHEON BUFFET 21.00 PER PERSON**

*MINIMUM 20 PERSONS*

BUNS AND BUTTER, POTATO, PASTA AND COLESLAW SALADS, OLIVE AND PICKLE TRAY,  
CHOICE OF OVEN ROASTED BABY RED POTATOES, BASMATI RICE OR PASTA WITH MEAT  
SAUCE, FRESH VEGETABLES, CHOICE OF 2 MEATS (CHICKEN CUTLET, BREADED BASA,  
OVEN ROASTED CHICKEN, LEMON CHICKEN BREAST, ITALIAN SAUSAGE, CARVED  
ROAST BEEF, CARVED PORKETTA, LEG OF HAM), ASSORTED DESSERT SQUARES AND  
COOKIES, FRESHLY BREWED PREMIUM COFFEE AND TEA



# AUDIO VISUAL PRICELIST

FLIPCHART, PAPER AND MARKERS-10.00 PER DAY

WIRED MICROPHONE-20.00 PER DAY

WIRELESS MICROPHONE-30.00 PER DAY

LAPEL MICROPHONE-30.00 PER DAY

PROJECTOR SCREEN-50.00 PER DAY

HDMI AND DATA PORT PROJECTOR-75.00 PER DAY

SOUND SYSTEM-50.00 PER DAY

PENS AND PADS OF PAPER-1.00 PER PERSON

WIRED OR WIRELESS HIGH-SPEED INTERNET-N/C

-SUBJECT TO AVAILABILITY-  
-13% HST WILL BE APPLIED TO COST-





WE OFFER 6 MEETING SPACES ON OUR PROPERTY THAT TOTAL 11,000 SQUARE FEET AND LIMITLESS OPTIONS. BELOW ARE THE MEETING ROOMS BY SQUARE FOOTAGE AND COST

ROOM	SQUARE FOOTAGE	RENTAL FEE
ASPEN HALL	4000	595.00
HICKORY	1978	325.00
WILLOW	1058	295.00
HEMLOCK	1540	325.00
THE WOODS	4576	595.00
HICKORY WILLOW	3036	455.00
WILLOW HEMLOCK	2598	455.00
MAPLE BOARDROOM	600	195.00
BALSAM BOARDROOM	600	195.00

SET UP STYLES ARE AS FOLLOWS

*THEATRE*  
*CLASSROOM*  
*HOLLOW SQUARE*  
*U-SHAPE*  
*ROUNDS*

CANCELLATION POLICY: 48 HOURS NOTICE IS REQUIRED TO CANCEL WITH NO FEES.  
IF 48 HOURS NOTICE IS NOT PROVIDED THE APPLICABLE ROOM FEE WITH TAXES  
WILL BE CHARGED.



## MEETING TERMS AND CONDITIONS

1. TABLES, TABLECLOTHS AND CHAIRS ARE PROVIDED FREE OF CHARGE.
2. 14 DAYS BEFORE YOUR FUNCTION DATE, ALL INFORMATION MUST BE PROVIDED FOR YOUR EVENT.
3. GUARANTEED NUMBERS ARE REQUIRED. THESE NUMBERS WILL BE USED TO DETERMINE COSTS ON YOUR FINAL INVOICE. GUARANTEED NUMBERS CAN BE CHANGED UP TO 3 DAYS PRIOR TO YOUR EVENT.
4. ALL DEPOSITS ARE NON-REFUNDABLE.
5. INVOICES ARE TO BE PAID WITHIN 30 DAYS OF YOUR FUNCTION. A 2% CHARGE WILL APPLY TO ANY INVOICES NOT PAID AFTER 30 DAYS.
6. OUTSIDE CATERING IS NOT PERMITTED IN THE HALLS. THERE ARE A FEW ITEMS YOU ARE PERMITTED TO BRING IN BUT WILL REQUIRE MANAGEMENT APPROVAL.
7. HST IS 13% FOR ALL SERVICES AND GOODS.
8. GRATUITY OF 15% IS CHARGED ON ALL CATERING.
9. HOTEL PERSONNEL WILL CLEAN OUT THE MEETING SPACES ONCE THE MEETING IS OVER. PLEASE REMOVE ALL ITEMS THAT YOU WISH TO KEEP AS THEY WILL BE THROWN OUT OTHERWISE. IF YOU ARE LEAVING ITEMS IN A MEETING SPACE OVER NIGHT, PLEASE LET THE FRONT DESK STAFF KNOW WHEN YOU ARE DONE FOR THE DAY SO THEY CAN SECURE THE HALL.
10. YOU ARE PERMITTED TO BRING IN YOUR OWN AUDIO-VISUAL EQUIPMENT FOR YOUR EVENT. PLEASE LET MANAGEMENT KNOW PRIOR TO YOUR EVENT.
11. NORTHBURY HOTELS IS PRIVATELY OWNED AND OPERATED.
12. 48 HOURS IS REQUIRED TO CANCEL MEETING ROOMS AND CATERING. IF 48 HOURS ARE NOT PROVIDED, THE TOTAL ROOM AND FOOD COSTS WILL BE CHARGED TO YOUR INVOICE.