



NORTHBURY

HOTEL & CONFERENCE CENTRE

CONFERENCES

MEETINGS

SEMINARS

AGM

TRAINING

TRADESHOW

2020 - 2021

NORTHBURY HOTEL & CONFERENCE CENTRE
50 BRADY STREET, SUDBURY ON P3E 1C8
[HTTPS://NORTHBURYHOTELS.COM](https://northburyhotels.com)
PHONE 705 675 5602
TOLL FREE 1800 4611144



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

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shelley@northburyhotels.com

BELINDA GILLESPIE, BANQUET MANAGER

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NORTHBURY HOTEL AND CONFERENCE CENTRE OFFERS A WIDE VARIETY OF PACKAGES WITH AMPLE EVENT SPACE, NEW UPGRADED HIGH-SPEED WIRELESS INTERNET, NEW AND IMPROVED AUDIO/VISUAL 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 CENTRALLY 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

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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 SYRUP
ASSORTED BREAKFAST BREAD





NUTRITION BREAKS

COFFEE IS ORDERED PER POT (10 CUPS), ALL OTHER ITEMS ARE PER PERSON

REGULAR AND DECAF COFFEE, ASSORTED TEAS 1.75

ASSORTED JUICES, SODAS AND BOTTLED WATER 2.25

WHITE OR CHOCOLATE MILK 2.95

CINNAMON BUNS, MUFFINS, CROISSANTS, BAGELS, DANISH 2.10

ASSORTED YOGURTS 2.55

FRESH FRUIT 4.00

VEGETABLES AND DIP 4.00

CHEESE, CRACKERS AND GRAPES 5.50

ASSORTED MEAT PLATTER 5.50

SUNDAY BRUNCH IN MEETING ROOM 24.00

LUNCH BUFFET IN DINING ROOM 17.95

BREAKFAST BUFFET IN DINING ROOM 13.95





CATERED LUNCHEON MENU

WORKING LUNCH 15.00 PER PERSON

CHOICE OF SOUP OF THE DAY OR GARDEN SALAD
FINGER SANDWICHES (1½ 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 MOUSSE
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	695.00
HICKORY	1978	325.00
WILLOW	1058	295.00
HEMLOCK	1540	325.00
ARBOUR HALL	4576	695.00
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

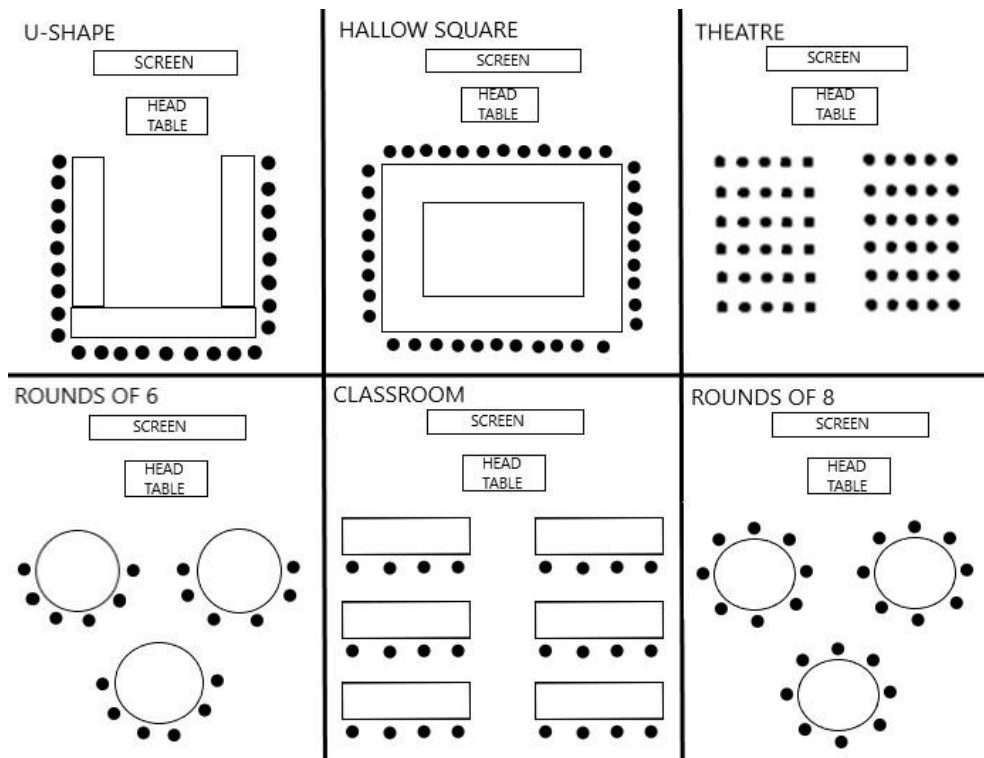
THEATRE
CLASSROOM
HOLLOW SQUARE
U-SHAPE
ROUNDS

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.



SEATING CAPACITY

ROOM	SIZE	ROUNDS OF 8	THEATRE	U-SHAPE	CLASSROOM	HALLOW SQUARE	ROUNDS OF 6
ARBOUR HALL	97X47	225	400		180		200
HICKORY-WILLOW	66X46	115	280		124		136
WILLOW-HEMLOCK	52X49	115	240		110		110
HICKORY	43X46	80	180	40	64	52	80
WILLOW	23X46		80	24	40	30	36
HEMLOCK	29X53	56	140	40	64	52	72
ASPEN HALL	60X66	160	350	52	150	64	160
MAPLE BOARDROOM	24X25	32		14	12	16	
BALSAM BOARDROOM	24X25			14	12	16	





MEETING ROOM 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.