

MEETING ROOM RENTAL RATES

BOARDROOMS – Oak, Aspen, Linden, Beech Capacity – 6-8 people	2 Hours	\$75.00
	½ day	\$150.00
	Daily	\$225.00
BALSAM ROOM (600 sq ft) Suited for seminars and workshops Seats up to 12 people	½ day	\$275.00
	Daily	\$425.00
SPRUCE ROOM (900 sq ft) Suited for seminars and workshops Seats up to 20 people	½ day	\$375.00
	Daily	\$550.00
PINE ROOM (1000 sq ft) Suited for seminars and workshops Seats up to 16 people	½ day	\$375.00
	Daily	\$550.00
CEDAR ROOM (1000 sq ft) Suited for seminars and workshops Seats up to 24 people	½ day	\$400.00
	Daily	\$595.00
BIRCH ROOM (1200 sq ft) Suited for seminars and workshops Seats up to 30 people	½ day	\$425.00
	Daily	\$595.00

AUDIO-VISUAL EQUIPMENT RENTALS

Poly-com	\$ 100.00/day
Flipchart (with paper & markers)	\$ 25.00/day
LCD Projector	\$ 100.00/day

440 Laurier Avenue West, Suite 200, Ottawa, ON K1R 7X6 613.232.1110

www.innovativeprofessionaloffices.com

Most meeting rooms include complimentary high speed internet, projection screen and whiteboard.

Full catering available upon request. .

Meeting Space Gallery

Innovative Professional Offices Reception



Oak Boardroom (6-8 Person Capacity)



Birch Seminar Room (Capacity up to 35 ppl)



Birch Seminar Room- Equipped with attached servery. Allows participants to grab coffee and/or snack without disrupting the meeting.

Meeting Space Gallery

Cedar Seminar Room (Capacity up to 24 ppl)



Cedar Seminar Room Servery

IPO Lounge



CATERING MENU #1

Muffins

\$29.95 per dozen

Bagels

(Includes an assortment of cream cheese, jams, various meat and egg)

\$45.00 per dozen

Assorted yogurt

\$2.00 each

Assorted yogurt with granola

\$3.75 each

Continental Breakfast

(Includes muffin/pastry, sliced fresh fruit, bottled juice & coffee/tea)

\$9.95 per person

Fruit Tray

(Includes strawberries, red & green grapes,
cantaloupe, watermelon
& orange slices)

Small \$42.95 (serves 8-10)

Medium \$55.95 (serves 11-14)

Large \$67.95 (serves 15-20)

Soup

(Individual serving)
\$3.25 each

Garden Salad

(Dressing on the side)
\$ 4.95 per person

Greek or Cesar Salad

(Dressing on side)
\$5.75 per person

Assorted salad sandwiches and wraps

(Tuna, salmon, egg salad, chicken salad, seafood salad
on pumpernickel, whole wheat & white)
\$7.95 per person

Assorted meat sandwiches and wraps

(Ham, roast beef, pastrami, sliced turkey
on pumpernickel, whole wheat & white)
\$7.95 per person

Combination sandwich platter

(An assortment from both the salad sandwich platter
and the meat sandwich platter)
\$7.95 per person

Vegetable and dip tray

(An assortment of carrots, celery, broccoli & cauliflower
served with a creamy dip)
Small \$35.50 (serves 8-10)
Medium \$45.50 (serves 11-14)
Large \$55.50 (serves 15- 20)

Cheese Tray

(Includes an assortment of mild cheddar, swiss, gouda and herb cream cheese accompanied by seasonal fruit and crackers)

Small \$49.95 (serves 8-10)

Medium \$69.95 (serves 11-15)

Large \$85.95 (serves 15- 20)

Dessert Tray

(Includes an assortment of date squares, chocolate chip cookies, butter tarts, vanilla Nanaimo bars, marshmallow brownies, banana bread, carrot cakes and fruit and nut breads)

Small \$34.95 (serves 8-10)

Medium \$44.95 (serves 11-14)

Large \$54.95 (serves 15- 20)

Cookie & Fruit Tray

(Includes an assortment of cookies and fresh sliced fruit)

Small \$40.00 (serves 8-10)

Medium \$53.00 serves 11-14)

Large \$65.00 (serves 15 – 20)

Beverages

Coffee & assorted teas (including herbal) \$2.25 per person

Assorted Juice \$1.95 each

Soft drinks \$1.75 each

Perrier \$2.50 each

Bottled Water \$1.75 each

CATERING MENU #2

****Minimum Order – 10 people****

Sandwich Buffet

Assorted breads & fillings including:

tuna, egg salad, tomato & cheese, turkey, roast beef,
Veggie pita wrap, cucumber and tomato sandwich on brown
and grilled vegetables on foccacia bread.

Vegetables & dip tray

Choice of salad* or soup*

Cheese & fruit tray

Dessert tray

\$21.95 per person

Salads*

Warm roasted potato salad with red peppers and green onions

Five bean salad with Spanish onions

Green salad served with assorted dressings

Spinach salad with cherry tomatoes, mushrooms and a honey-lemon dressing

Caesar salad

Greek salad with feta cheese and black olives

OR

Soups*

Minestrone (vegetarian)

Cream of Vegetable, broccoli or mushroom

Chicken Noodle

Spinach &/or Meat Ravioli

Spinach ravioli in cream sauce & Meat ravioli in tomato sauce
(Served separately, can be prepared ½ & ½ for large groups)

*** your choice of 2 salads***

Bread & butter

Dessert tray

\$23.95 per person

Chicken Parmigiana

Chicken breast in an Italian tomato sauce
with rice & vegetables

*** your choice of 2 salads***

Bread & butter

Dessert tray

\$23.95 per person

Mexican Chicken

Chicken breast with zucchini and salsa
With rice & vegetables

*** your choice of 2 salads***

Bread & butter

Dessert Tray

\$23.95 per person

Chicken stir-fry / Vegetable stir-fry

Chicken with mixed vegetables & rice

*** your choice of 2 salads***

Bread & butter

Fruit tray

Dessert tray

\$23.95 per person

Oriental Beef

Tender strips of beef in teriyaki sauce
with peppers, vegetables & noodles

*** your choice of 2 salads***

Bread & butter

Dessert tray

\$23.95 per person