

# SOUTHWAY INN MEETING MENU

Thank you for your interest in the Southway Inn's Meeting facilities.

The Southway Inn is conveniently located in the heart of the south end of Ottawa at the corner of Bank Street and Hunt Club Road – a 3-diamond hotel that offers all the amenities of downtown without the hustle and bustle. The quiet and non-obtrusive atmosphere is what makes the Southway Inn your "Oasis in the Nation's Capital."

All details of your function will be meticulously carried out by our professional and courteous staff to make your function a complete success.

### Meeting Room Requirements

Our meeting rooms are located on the main and second floors of the hotel. The Grand Ballroom subdivides into three smaller rooms – the Capital, Sandner and Bytown rooms. All rates are per day on an 8-hour basis (regular business hours). Diagrams and total capacities of the different rooms have been included with this package.

### Audio-Visual Requirements

The Southway Inn has its own in-house audio-visual services for all our guests.

|                              |       |                   |      |                    |      |
|------------------------------|-------|-------------------|------|--------------------|------|
| Flip Chart                   | \$35  | Overhead          | \$49 | Television/VCR/DVD | \$85 |
| Easel                        | \$25  | Slide Projector   | \$49 | Conference Phone   | \$65 |
| Whiteboard                   | \$25  | Microphone/Podium | \$55 | Lapel Microphone   | \$95 |
| LCD                          | \$225 | Screen 6'         | \$35 | Patching Fees      | \$75 |
| Wireless Handheld Microphone | \$75  | Screen 10'        | \$45 |                    |      |

All other services are available upon request.

### Food & Beverage Requirements

The Southway Inn offers a variety of menus. Breaks are from \$5.95-\$11.95 per person. A la Carte orders are also available. Lunch entrées are from \$16.95-\$22.95. Upon request, the Southway Inn will customize a menu specifically for your needs.

### Guest Room Requirements

The Southway Inn is a 3-diamond hotel with many features including indoor pool, whirlpool, sauna and fitness centre. Each of the 170 spacious guest rooms offers a variety of amenities such as coffeemaker with complimentary coffee, iron and ironing board, fridge and hairdryer to name a few. A unique feature that the Southway Inn offers is the comfort of triple sheeting all of our beds. Rates are based on the number of rooms and the duration of stay.

We would be pleased to have the opportunity to work with you and look forward to hearing from you in the future.

For further information, please contact our Sales Department at 613-737-0811 ext 156.

Thank you. We look forward to your inquiries.

**The Southway Inn**  
Sales Department  
Ext 156



2431 Bank Street, Ottawa, ON K1V 8R9  
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## **Meeting Room Rental Terms & Conditions – 2010**

### **Menu Selection**

The Catering Office will assist you in designing your own menu should our selections not suit your particular needs. Your menu choice should be arranged one week prior to the function date. Please note that buffet style lunches and dinners are subject to a minimum number of people for service otherwise a surcharge will be applied. Meals arranged for Statutory Holidays or Special Holidays are subject to an additional charge. Catering is exclusive to the Shallows Restaurant. If this is not abided to, an additional surcharge will apply.

### **Guarantee**

A guaranteed number of attendees is required at least 48 hours (2 business days) prior to the function. Once a guarantee has been given there are no revisions in food and beverage services should your number decrease. When no guarantee is given, the estimated number of attendees at the time of booking is taken as a guarantee for billing. The convenor undertakes to pay the quoted rate for the number guaranteed or in attendance, whichever is greater. Should the number of guests confirmed differ greatly from the original quote, the hotel reserves the right to substitute an alternate room suited to the group size.

### **Prices**

Menu prices and room rental rates are current and are subject to change. All food, beverage and banquet rooms are also subject to applicable taxes and service charge. Should your attendee number be reduced by 25% or higher, you may be subject to a banquet room change or a revised room rental fee. Should your group be exempt from the provincial or federal taxes, please notify the Banquet Office prior to your function.

### **Rental Period**

The time frame stated on your contract refers to the time in which you have access to the room and the time that the room should be vacated. Please allow sufficient time for your set-up and clean-up. Should your function run over the allotted time, you are subject to an additional charge.

### **Audio-Visual Services**

Audio-visual requirements vary and are not included in the room rental fee. The Southway Inn offers in-house audio-visual services as well as outside rental services. Rental prices are per room, per day unless previously arranged. The minimum rental period is one day. All basic equipment orders include installation and dismantle fees. Additional labour charges may apply should a more complicated equipment set-up be required. A power supply fee may be applicable for certain audio-visual set-ups. The hotel is not responsible for any loss or damage to any audio-visual equipment. Please note that the convenor is responsible for all equipment for the duration of your function. Prices are subject to availability and may change without notice.

### **Cancellation Policy**

All cancellations must be made in writing to the hotel. Should a cancellation be deemed necessary the following policy will apply. No penalty will apply should a cancellation take place 3 weeks prior to the function date. Should a cancellation take place within one and three weeks prior to the function date a cancellation fee equal to the full value of the regular meeting room rental will be charged. Should cancellation take place less than one week prior to the function date a cancellation fee equal to the full value of the meeting room and the full estimated value of the food and beverage requirements will be charged.

### **Loss or Damage**

The hotel is not responsible for any loss or damage to property that is left in any function or surrounding areas. The hotel reserves the right to inspect any on-going function. Any problems or concerns that arise during the event must be reported immediately to the Banquet Co-ordinator in order for an adjustment. The Southway Inn will not be responsible for problems reported after the termination of rental period.

### **Cleaning**

The clean-up is provided by the Southway Inn, however, should any additional cleaning in the judgement of the hotel be necessary or should there be any damage to the property, the cost of such cleaning or repairs will be applied to your bill. The facilities are NON SMOKING.

### **Delivery of Materials**

For the Southway Inn to accept deliveries on behalf of organizers utilizing the function rooms, the Banquet Office must have prior notification. All deliveries must be made between 9am-3pm and be clearly labelled as follows:

Name of Company or Event  
Date of Event/Contract #  
Name of Meeting Room  
Number of Parcels  
**Attention: Banquet Department**



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|                     | Dimensions | Square Feet | Ceiling Height | Classroom | U-Shape | Cabaret | Banquet | Boardroom | Reception | Theatre |
|---------------------|------------|-------------|----------------|-----------|---------|---------|---------|-----------|-----------|---------|
| <b>First Floor</b>  |            |             |                |           |         |         |         |           |           |         |
| Grand Ballroom      | 90x30      | 2700        | 14             | 108       | 75      | 120     | 186     | 76        | 225       | 180     |
| 2/3 Ballroom        | 60x30      | 1800        | 14             | 64        | 50      | 75      | 120     | 52        | 140       | 120     |
| Capital Room        | 30x30      | 900         | 14             | 32        | 26      | 30      | 48      | 34        | 50        | 60      |
| Sandner Room        | 30x36      | 1080        | 14             | 40        | 26      | 40      | 56      | 34        | 60        | 80      |
| Bytown Room         | 30x30      | 900         | 14             | 32        | 26      | 30      | 48      | 34        | 50        | 60      |
| Monarch Room        | 27x25      | 675         | 12             | 18        | 14      | 20      | 32      | 24        | 30        | 40      |
| William Room        | 19x24      | 456         | 8              | 16        | 10      | 10      | 16      | 10        | 20        | 20      |
| <b>Second Floor</b> |            |             |                |           |         |         |         |           |           |         |
| Ottawa Room         | 25x20      | 500         | 10             | 12        | 20      | 20      | 32      | 20        | 40        | 40      |
| Washington          | 35x25      | 825         | 10             | 20        | 22      | 25      | 48      | 30        | 60        | 60      |
| Ottawa/Washington   | 60x45      | 1325        | 10             | 30        |         | 50      | 80      |           | 100       | 80      |
| <b>Boardrooms</b>   |            |             |                |           |         |         |         |           |           |         |
| Suite 222           |            |             |                |           |         |         |         | 4         |           |         |
| Suite 235           |            |             |                |           |         |         |         | 6         |           |         |
| Suite 558           |            |             |                |           |         |         |         | 6         |           |         |
| Suite 658           |            |             |                |           |         |         |         | 6         |           |         |

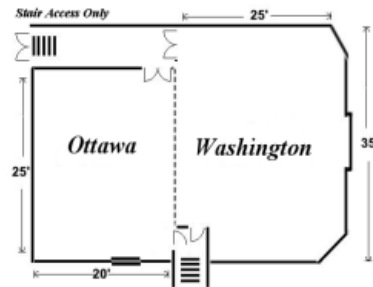
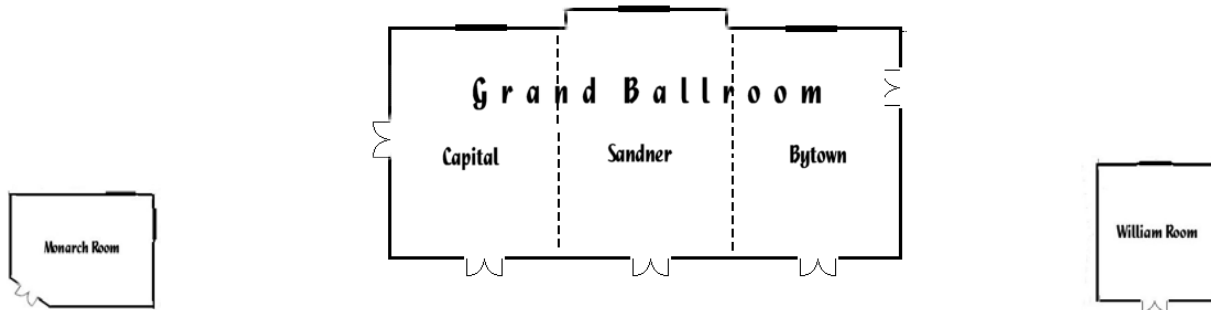
Room Capacities are MAXIMUM. Room capacity will vary based on individual requirements and equipment.

Class Room  
U Shape

6 8' tables 2-4 per table  
6 8' tables 4 per table

Cabaret  
Banquet

5 per table  
Rounds of 8



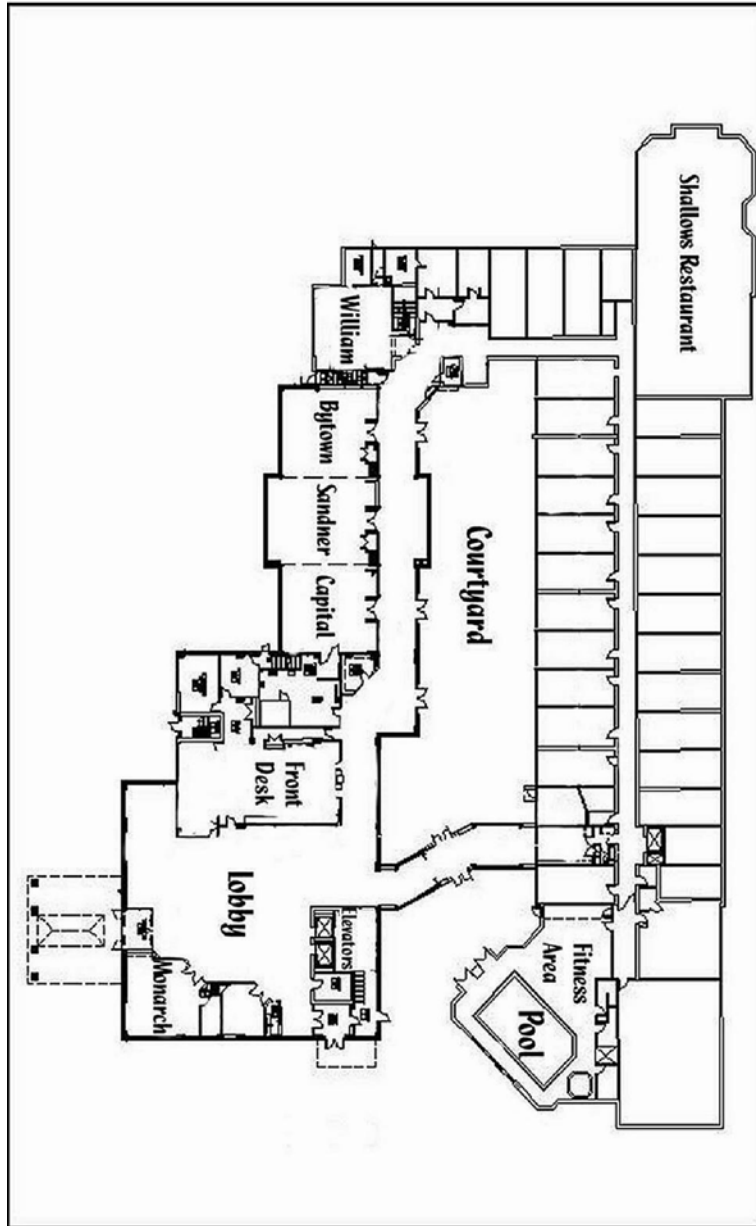
**\*\*Stair Access Only- Ottawa & Washington**



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# BREAKFAST MENU

## CONTINENTAL

Chilled Fruit Juice  
Assorted Muffins, Danish, Croissants,  
Bagels  
Fresh Fruit, Low-fat Yogurt  
Assorted Cereals  
Coffee, Tea  
**\$12.95 per person**

## SHALLOWS BUFFET STYLE

Chilled Fruit Juice  
Fresh Fruit Platter  
Scrambled Eggs  
Choose 2: Bacon, Sausage, Ham  
Home Fried Potatoes  
Toast & preserves  
Coffee, Tea  
**14.95 per person**  
**(with pancakes \$15.95)**  
**Plated: \$17.95**

## SOUTHWAY BUFFET STYLE

Chilled Fruit Juice  
Fresh Fruit Tray  
Eggs Benedict  
Home Fried Potatoes  
Assorted Muffins, Danish, Croissants  
Toast  
Coffee, Tea  
**\$17.95 per person**

## DOWN TO BUSINESS

Chilled Fruit Juice  
Croissants, Muffins, Bagels  
Butter, Cream Cheese & Preserves  
Sliced Fresh Seasonal Fruit  
Domestic & Imported Cheese Platter  
Scrambled Eggs  
French Toast  
Bacon and Sausage  
Home Fried Potatoes  
Fruit Yogurt with Granola  
Assorted Cereals  
Coffee, Tea  
**18.95 per person**

## A LA CARTE SELECTION (PER PERSON)

|                                   |       |
|-----------------------------------|-------|
| Coffee                            | 2.50  |
| Tea, Herbal Tea                   | 2.50  |
| Milk                              | 2.50  |
| Chilled Fruit Juice (300ml)       | 2.25  |
| V8 Juice                          | 2.95  |
| Soft Drinks                       | 2.50  |
| Perrier                           | 2.75  |
| Bottled Water                     | 2.25  |
| Assorted Yogurt Cups              | 2.95  |
| Gourmet Cookies (Dozen)           | 24.00 |
| Assorted Squares (Dozen)          | 24.00 |
| Muffins (dozen)                   | 24.00 |
| Danish (dozen)                    | 24.00 |
| Buttery French Croissants (dozen) | 24.00 |
| Assorted Loaves                   | 14.00 |
| Fresh Fruit Platter (per person)  | 4.50  |
| Assorted Cereal & Milk (each)     | 3.50  |
| Bagels (dozen)                    | 24.00 |
| Thermos of Coffee or Tea          | 25.00 |
| Red Bull                          | 6.50  |



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# COFFEE BREAKS

## MORNING COFFEE BREAKS

### RISE-N-SHINE

Chilled Fruit Juice  
Sliced Fresh Seasonal Fruit  
Coffee, Tea  
**\$5.95 per person**

### SOUTHWAY

Chilled Fruit Juice  
Gourmet Cookies  
Assorted Soft Drinks  
Coffee, Tea  
**\$7.95 per person**

### THE CLOSER

Chilled Fruit Juice  
Croissants, Muffins, Bagels, Danish, Gourmet Cookies  
Sliced Fresh Seasonal Fruit  
Coffee, Tea  
**\$9.95 per person**

### FRENCH CONNECTION

Domestic & Imported Cheese  
Grapes  
Gourmet Crackers  
Assorted Soft Drinks, Perrier  
Coffee, Tea  
**\$11.95 per person**

## AFTERNOON COFFEE BREAKS

### SOUTHWAY

Chilled Fruit Juice  
Gourmet Cookies  
Assorted Soft Drinks  
Coffee, Tea  
**\$7.95 per person**

### POP 'N' COOKIES

Assorted Soft Drinks  
Fresh Baked Basket of Cookies  
Coffee, Tea  
**\$6.95 per person**

### SNACK BASKET

Assortment of Snacks  
(Cereal Bars, Peanuts, M&M's, Chips etc)  
Soft Drinks  
Coffee, Tea  
**\$9.95 per person**

### FRENCH CONNECTION

Domestic & Imported Cheese  
Grapes  
Gourmet Crackers  
Assorted Soft Drinks, Perrier  
Coffee, Tea  
**\$11.95 per person**



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# WORKING LUNCH BUFFET

(minimum 10 persons)

## SOUTHWAY SANDWICHES PLATTER

Tuna Salad, Egg Salad, Chicken Salad, Ham & Cheese, Smoked Turkey, Smoked Meat, Pastrami, Roast Beef on variety of bread  
Soup of the Day  
Vegetable Platter  
Choice of 1 Salad: Chef Salad, Caesar Salad, Couscous Salad, Potato Salad, Greek Salad  
Assorted Desserts  
Coffee, Tea  
**\$17.95 per person**

## CHEF CHOICES SANDWICHES PLATTER

Deluxe sandwich created by our Chef, garnished with seasonal exotic fruits on variety of gourmet bread  
(Shrimp Salad, Smoked Salmon, Ham & Cheese, Roasted Beef)  
Soup of the Day  
Vegetable Platter  
Choice of 1 Salad: Chef Salad, Caesar Salad, Couscous Salad, Potato Salad, Greek Salad  
Assorted Desserts  
Coffee, Tea  
**\$19.95 per person**

## MAKE YOUR OWN SANDWICH

Grilled vegetables, assorted deli meats, assorted sliced cheeses, Pesto mayonnaise. Basket of Specialty Breads.  
Soup of the Day  
Vegetable Platter  
Choice of 1 Salad:  
Chef Salad, Pasta Salad, Caesar Salad, Couscous Salad, Potato Salad, Greek Salad  
Assorted Desserts  
Coffee, Tea  
**\$19.95 per person**



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# HOT BUFFET STYLE LUNCH

(minimum 10 persons)

## GRILLED CHICKEN FIVE

Perfectly grilled boneless & skinless breast with one of the following sauces: wild mushroom, maple mustard, chardonnay cream, Teriyaki. On long grain & wild rice or roast potatoes.

Soup of the Day

Coffee, Tea

**\$19.95 per person**

## CHICKEN CORDON BLEU

Lightly breaded chicken breast filled with ham and cheese, topped with a light cream cheese sauce. Served with Rice Pilaf.

Soup of the Day

Coffee, Tea

**\$20.95 per person**

## CHICKEN PARMESAN

Lightly breaded & seasoned boneless, skinless chicken breast baked with tomato sauce. Topped with Mozzarella cheese.

Soup of the Day

Coffee, Tea

**\$18.95 per person**

## CHICKEN SALTIMBOCCA

An Italian favourite – lightly breaded chicken breast filled with apricot, prosciutto and provolone cheese. Topped with a light cream cheese sauce.

**\$20.95 per person**

## BEEF BOURGUIGNON

Tender beef slices cooked with pearl onions, bacon and mushroom in red wine demi-glaze. Served with buttered fettucini.

Soup of the Day

Coffee, Tea

**\$19.95 per person**

## BAKED LASAGNA

Layers of pasta stuffed with meat sauce and cottage cheese, topped with Mozzarella cheese au gratin. Canneloni/Manicotti also available. Served with toasted garlic bread.

Soup of the Day

Coffee, Tea

**\$17.95 per person**

## ATLANTIC SALMON FILET

Filet of Salmon lovingly poached to highlight the buttery smoothness of its tender flesh. Napped with creamy dill beurre blanc. Served with Rice Pilaf

**\$22.95 per person**

## STUFFED PORK LOIN

Lean and luscious loin of Ontario pork stuffed with dried fruit and apple, presents a cascade of colourful medallions, glazed with Calvados brandy sauce. Served with roasted potatoes.

Soup of the Day

Coffee, Tea

**\$20.95 per person**

## ORIENTAL BUFFET

Chicken fried rice, vegetable chop sui. Beef & broccoli, black bean sauce, egg rolls, Imperial pork chops, sweet & sour chicken

Soup of the Day

Coffee, Tea

**\$16.95 per person**

## GOURMET PIZZA SLICES

(Chicken, Beef, Vegetable, Pepperoni)

Soup of the Day

Coffee, Tea

**\$16.95 per person**

## VEGETARIAN STIR FRY

Soup of the Day

Coffee, Tea

**\$16.95 per person**

## FAJITAS

Chicken & Beef Fajitas with shredded lettuce, diced tomatoes, shredded cheese, sour cream and salsa

Soup of the Day

Coffee, tea

**\$18.95 per person**

### Each Lunch includes:

Choice of 1 Salad

Mesclun , Caesar, Potato, Pasta, Tomato & Asparagus with Mozzarella, Greek, Apple Walnut Celery Root

Choice of 1 Dessert

Fresh Fruit Tart, Lemon Yogurt Cake, Cheesecake Delight, Assorted Squares, Black Forest Cake, Apple Strudel, Chocolate Mousse Cake, Strawberry Shortcake



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