



Keep your meetings simple

Meeting @ Novotel

Your meetings at Novotel

Meetings are key events in a company's growth. To ensure a successful meeting, the Novotel Montreal Center is at your side from start to finish.



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The Multimedia Packages



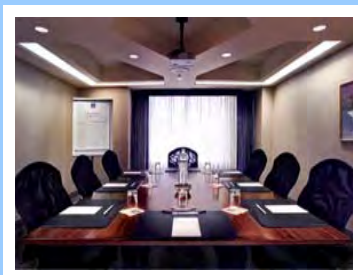
	MULTIMEDIA PLUS	MULTIMEDIA	Integrated equipment included in the multimedia package
PRICE PER PERSON	Room rental fee + Integrated audiovisual equipment + Internet connection for all participants + Breakfast + AM Break + Lunch Buffet + PM Break	Room rental fee + Integrated audiovisual equipment + Breakfast + AM Break + Lunch Buffet + PM Break	<ul style="list-style-type: none"> • LCD data projector • Screen • 1 flip chart on wheels • Pens, note pads, mints and bottles of water • S-VHS video player • DVD player • Multi-disc CD player • Electrical outlet for each participant • Wireless control system on a portable tactile screen that manages the audio visual equipment, the lighting and the blinds <p>Integrated equipment available on request</p> <ul style="list-style-type: none"> • Phone line • High speed Internet access for each participant • RNIS lines for video conference

Packages sales conditions

MULTIMEDIA PLUS	<ul style="list-style-type: none"> • Non refundable deposit equivalent to 30% of total charges (food, beverage & room rental) upon signature of contract • Possibility to cancel without additional fees up to 30 days prior to the event • Cancellation within 30 days will result in 100% penalty
MULTIMEDIA	<ul style="list-style-type: none"> • Non refundable deposit equivalent to 50 % of total charges (food, beverage & room rental fee) upon signature of contract • Possibility to cancel without additional fees up to 30 days prior to the event • Cancellation within 30 days will result in 100% penalty



The Conventional Package



CONVENTIONAL PLUS

Room rental fee
+
LCD Projector
+
Breakfast
+
AM Break
+
Lunch Buffet
+
PM Break

CONVENTIONAL

Room rental fee
+
Breakfast
+
AM Break
+
Lunch Buffet
+
PM Break

Integrated equipment included in the conventional package

- Screen
- 1 flip chart on wheels
- Pens, note pads, mints and bottles of water

Integrated equipment available on request

- LCD data projector
- Phone line
- High speed Internet access
- Other audiovisual equipment available (please see section «The equipment»)

PRICE PER PERSON

Starting at **\$79.50**

Starting at **\$64.50**

Packages sales conditions

CONVENTIONAL PLUS

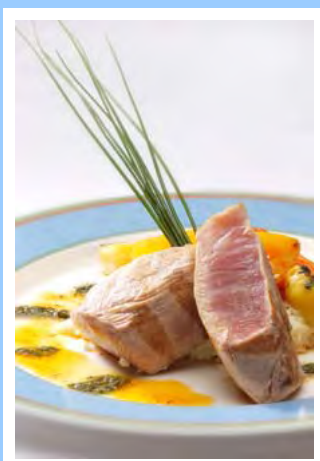
- **Non refundable** deposit equivalent to **30% of total charges** (food, beverage & room rental) upon signature of contract
- Possibility to cancel without additional fees up to **30 days** prior to the event
- **Cancellation within 30 days will result in 100% penalty**

CONVENTIONAL

- **Non refundable** deposit equivalent to **50 % of total charges** (food, beverage & room rental fee) upon signature of contract
- Possibility to cancel without additional fees up to **30 days** prior to the event
- **Cancellation within 30 days will result in 100% penalty**



The Menus



BREAKFASTS

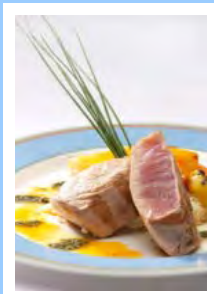
	CONTINENTAL DELUXE	FULL BUFFET IN THE RESTAURANT	FULL BUFFET IN THE MEETING ROOM
	<i>Served in the meeting room</i>	<i>Served at the restaurant L'Ô</i>	<i>Served in the meeting room</i>
	<ul style="list-style-type: none"> • Muffins • Croissants • Danishes • Fresh fruit salad • Yoghurts • Jam • Fruit juices • Coffee, tea, herbal tea 	<ul style="list-style-type: none"> • Muffins • Croissants • Danishes • Sliced fresh fruit • Cheeses • Yoghurts • Cereals • Scrambled eggs • Potatoes • Sausage, ham, bacon • French toast • Crepes • Variety of fresh breads • Fruit juices • Coffee, tea, herbal tea 	<ul style="list-style-type: none"> • Muffins • Croissants • Danishes • Sliced fresh fruit • Cheeses • Yoghurts • Cereals • Scrambled eggs • Potatoes • Sausage, ham, bacon • French toast • Crepes • Variety of fresh breads • Fruit juices • Coffee, tea, herbal tea
PRICE PER PERSON	\$13.50	\$16.50	\$18.50

Availability for the meeting packages

PACKAGE PLUS	✓	✓	✓
PACKAGE REGULAR	✓	+ \$2.00 / person	+ \$4.00 / person



The Menu



BREAKS

THE SMALL BREAK	TROPICAL BREAK	ENERGY	PICK N' CHOOSE	
<i>Served in the meeting room</i>	<i>Served in the meeting room</i>	<i>Served in the meeting room</i>	<i>Served in the meeting room</i>	
<ul style="list-style-type: none"> Coffee, tea,herbal tea Fruit juices Fruit cakes Madeleines Biscuits 	<ul style="list-style-type: none"> Coffee, tea,herbal tea Fruits juices Soft drinks Fresh fruit brochettes Homemade Crisps Pop Corn 	<ul style="list-style-type: none"> Coffee, tea, herbal tea Fruit Juices Soft drinks Vegetable juice Dried fruits Granola bars Birscher Muesli Fresh fruit salad 	<ul style="list-style-type: none"> Coffee, tea, herbal tea Fruits juices Soft drinks <p>Select three items <i>à la carte</i> from our "little extras".</p>	
PRICE PER PERSON	\$7.50	\$8.50	\$9.50	\$12.50

Availability for the meeting packages

PACKAGE PLUS	✓	✓	✓	+ \$3.00 / person
PACKAGE REGULAR	✓	+ \$1.00 / person	+ \$1.50 / person	+ \$5.00 / person

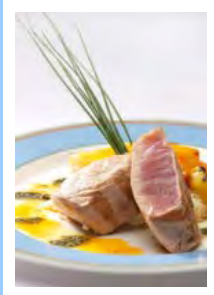
The little extras

(price per person, plus taxes and service)

Assorted yoghurts	\$3.00	Fruit basket	\$2.00	Mineral water (Perrier 330 ml, Evian 500 ml, San-Pellegrino 250 ml)	\$3.00
Bagels with cream cheese	\$3.00	Cheese and crackers	\$7.00	Chocolate truffles	\$4.50
Granola Bar	\$2.00	Fresh sliced fruits	\$2.50	Pastries (croissants, apple turnovers and muffins)	\$3.00
Haagen Dasz Ice cream Bar	\$6.00	Dried fruits	\$3.00	Pretzels, nuts and homemade chips	\$3.00
Biercher muesli	\$5.00	Homemade fruit cake	\$3.00	Homemade cookies and brownies	\$2.00
Gallon of coffee (20cups)	\$30.00	Fruit juices	\$2.50	Regular coffee, tea and herbal tea	\$2.50
Soft drinks	\$2.75	Homemade lemonade	\$2.50	Freshly squeezed fruit juices	\$3.00
Crudités and dip	\$4.00	Pop corn	\$2.50	Nachos and salsa	\$4.00
Fresh fruit brochettes	\$3.50	Mini Pizzas	\$4.50	Mini sandwiches	\$4.50



The Menu



BUFFETS

	BUFFETS		
	FULL BUFFET	COUNTRY BUFFET	BUSINESS BUFFET
	<i>Served in the restaurant L'Ô</i>	<i>Served in the meeting room</i>	<i>Served in the meeting room</i>
	<ul style="list-style-type: none"> • Soup of the day • 3 main courses of the day • Seasonal vegetables • Variety of cold cuts • 4 Salads of the day • Cheese platter • Mini-dessert platter • Soft drinks • Coffee, tea, herbal tea 	<ul style="list-style-type: none"> • 1 choice of soup or salad* • 3 choices of sandwiches* • Crudités and dip • Mini-dessert platter • Soft drinks • Coffee, tea, herbal tea 	<ul style="list-style-type: none"> • 1 choice of soup* • 3 choices of salads* • 2 choices of main courses* • Mini-dessert platter • Soft drinks • Coffee, tea, herbal tea <p><i>For a minimum of 15 people</i></p>
PRICE PER PERSON	\$24.50	\$25.50	\$29.50

Availability for the meeting packages

PACKAGE PLUS	✓	✓	✓
PACKAGE REGULAR	+ \$2.00 / person	✓	+ \$2.50 / person

Dinner service

PRICE PER PERSON	\$28.50/ person if the restaurant is available	\$29.50/ person	\$33.50/ person
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* Please select from the list on page 10.

Prices are subject to change without notice, and are applicable per person, per day, plus taxes and service.

Choices of items for buffets within the packages

Appetizers and Soups	Sandwiches
<p>Salads</p> <ul style="list-style-type: none"> • Mixed salad • Taboulé • Greek salad • Tomatoes and mozzarella • Caesar salad • Asian Salad <p>Soups</p> <ul style="list-style-type: none"> • Dubarry cream • Vine tomato soup, basil foam & virgin olive oil • Butternut squash, sweet potatoes and ginger soup 	<ul style="list-style-type: none"> • Smoked salmon and onion chipotle on a French baguette • Ham, brie and lettuce on a French baguette • Toasted Club Sandwich. B.L.T • Panini with brie cheese & grilled vegetables • Chicken wrap and French fries • Beef wrap with pickled onions
Main courses , served with rice or potatoes, and seasonal vegetables	
<p>Fishes</p> <ul style="list-style-type: none"> • Tilapia, tropical salsa • Grilled salmon, teriyaki style <p>Pastas</p> <ul style="list-style-type: none"> • Roasted Portobello mushrooms, Cardinal Sauce • Penne Primavera 	<ul style="list-style-type: none"> • Meats • Veal, rosemary sauce • Prime cut of beef with green pepper sauce • Loin of pork filet, apples and Calvados • Stuffed chicken, <i>à la florentine</i>
Dessert Platter	
Assortment of miniature delicacies	

<p>Plated Meals</p>	<p style="text-align: center;">RESTAURANT L'O MENU SERVED IN THE RESTAURANT OR IN YOUR BANQUET ROOM <i>According to the restaurant availability.</i> <i>Please select from the current Restaurant menu.</i> <i>Plated meals are not available with the meeting packages</i></p>				
<p>PRICE PER PERSON</p>	<p>Three choices are available :</p> <ul style="list-style-type: none"> • Three course meal : \$36 per person, plus taxes and service. • Four course meal : \$41 per person, plus taxes and service. • À la carte : according to the prices in effect at the Restaurant L'Ô. <p>We kindly ask you to provide us with your guest's choices no later than 7 working days prior to your event.</p> <p>Same Day Selection : an additional \$3 per person will apply. Please note that you will be asked to pre-select a maximum of 3 main course items.</p>				
<p>Appetizers (by the dozen)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; vertical-align: top;"> <p>Choice of cold appetizers (by the dozen)</p> <ul style="list-style-type: none"> • Cajun Tuna, Tropical Salsa • Mini-pizza, prosciutto and Tomato Pesto • Oka cheese patty with tomato coulis • Smoked salmon roll with pink pepper • Cucumber stuffed with Shrimps • Tomato bruschetta with olives and basil </td> <td style="width: 30%; text-align: right; vertical-align: top;"> <p>\$23.00</p> </td> </tr> <tr> <td style="width: 70%; vertical-align: top;"> <p>Choice of hot appetizers (by the dozen)</p> <ul style="list-style-type: none"> • Satay Thai chicken with spicy peanut sauce • Melted Brie with Cranberries • Dates with bacon • Feuilleté of snails • Spicy beef brochette • Teriyaki duck émincé </td> <td style="width: 30%; text-align: right; vertical-align: top;"> <p>\$23.00</p> </td> </tr> </table>	<p>Choice of cold appetizers (by the dozen)</p> <ul style="list-style-type: none"> • Cajun Tuna, Tropical Salsa • Mini-pizza, prosciutto and Tomato Pesto • Oka cheese patty with tomato coulis • Smoked salmon roll with pink pepper • Cucumber stuffed with Shrimps • Tomato bruschetta with olives and basil 	<p>\$23.00</p>	<p>Choice of hot appetizers (by the dozen)</p> <ul style="list-style-type: none"> • Satay Thai chicken with spicy peanut sauce • Melted Brie with Cranberries • Dates with bacon • Feuilleté of snails • Spicy beef brochette • Teriyaki duck émincé 	<p>\$23.00</p>
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Bar Package
without liqueurs
(price per hour)



Basic Bar Package (1 hour)

\$15.00 / person

- Aperitif (*white Martini, red Martini, Campari, Cream of blackcurrant*)
- Basic alcohol (*Wyborowa Vodka, Gordon's Gin, Havana Club Rum, Aberlour Scotch, Rye Ballantines*)
- Local beer (*Budweiser, Molson Export, Molson Dry, Labatt Blue, Bud Light*)
- Imported beer (*Heineken, Stella Artois, Stella Light, Brahma*)
- Wine by the glass (*according to the selected wines*)
- Mineral water (*Perrier, Evian*)
- Soft drinks & juices

Additional Hour

\$6.00 / person

Deluxe Bar Package (1 hour)

\$17.00 / person

- Aperitif (*white Martini, red Martini, Campari, Cream of blackcurrant*)
- Deluxe alcohol (*Absolute Vodka, Gin Beefeater, Bacardi Rum, Glenlivet Scotch, Rye Jack Daniels*)
- Local beer (*Budweiser, Molson Export, Molson Dry, Labatt Blue, Bud Light*)
- Imported beer (*Heineken, Stella Artois, Stella Light, Brahma*)
- Wine by the glass (*according to the selected wines*)
- Mineral water (*Perrier, Evian*)
- Soft drinks & juices

Additional Hour

\$8.00 / person

When a bar service is required, the total amount of sales before taxes must reach at least \$250.00, otherwise an additional fee of \$75.00 will apply.



Bar Package with liqueur (rate per hour)



Basic Package (1 hour)

\$17.00 / person

- Aperitif (*white Martini, red Martini, Campari, Cream of blackcurrant*)
- Basic alcohol (*Wyborowa Vodka, Gordon's Gin, Havana Club Rum, Aberlour Scotch, Rye Ballantines*)
- Liqueur (*Amaretto, Baileys, Drambuie, Grand Marnier, Cream of mint, Sambucca, Schnapps, Tia Maria, Triple sec, Porto Taylor Fladgate, Cognac Brandy d'Eaubonne*)
- Local beer (*Budweiser, Molson Export, Molson Dry, Labatt Blue, Bud Light*)
- Imported beer (*Heineken, Stella Artois, Stella Light, Brahma*)
- Wine by the glass (*according to the selected wines*)
- Mineral water (*Perrier, Evian*)
- Soft drinks & juices

Additional Hour

\$6.00 / person

Deluxe Package (1 hour)

\$19.00 / person

- Aperitif (*white Martini, red Martini, Campari, Cream of blackcurrant*)
- Deluxe alcohol (*Absolute Vodka, Gin Beefeater, Bacardi Rum, Glenlivet Scotch, Rye Jack Daniels*)
- Liqueur (*Amaretto, Baileys, Drambuie, Grand Marnier, Cream of mint, Sambucca, Schnapps, Tia Maria, Triple sec, Porto Taylor Fladgate, Cognac Brandy d'Eaubonne*)
- Local beer (*Budweiser, Molson Export, Molson Dry, Labatt Blue, Bud Light*)
- Imported beer (*Heineken, Stella Artois, Stella Light, Brahma*)
- Wine by the glass (*according to the current selected wines*)
- Mineral water (*Perrier, Evian*)
- Soft drinks & juices

Additional Hour

\$8.00 / person

When a bar service is required, the total amount of sales before taxes must reach at least \$250.00, otherwise an additional fee of \$75.00 will apply.



Host Bar

(taxes and gratuities not included charged per consumption)



Aperitif	\$6.50
<ul style="list-style-type: none"> • White Martini, Red Martini, Campari, Cream of blackcurrant 	
Basic Alcohol	\$6.50
<ul style="list-style-type: none"> • Wyborowa Vodka, Gordon's Gin, Havana Club Rum, Aberlour Scotch, Rye Ballantines 	
Deluxe Alcohol	\$7.50
<ul style="list-style-type: none"> • Absolute Vodka, Beefeater Gin, Bacardi Rum, Glenlivet Scotch, Jack Daniels Rye 	
Local Beer	\$5.50
<ul style="list-style-type: none"> • Budweiser, Molson Export, Molson Dry, Labatt Blue, Bud Light 	
Imported Beer	\$6.00
<ul style="list-style-type: none"> • Heineken, Stella Artois, Stella Light, Brahma 	
Wine by the glass	\$7.00
<ul style="list-style-type: none"> • <i>According to the selected wines</i> 	
Liqueurs	\$7.50
<ul style="list-style-type: none"> • <i>Amaretto, Baileys, Drambuie, Grand Marnier, Cream of mint, Sambucca, Schnapps, Tia Maria, Triple sec, Porto Taylor Fladgate, Cognac Brandy d'Eaubonne</i> 	
Mineral waters	
<ul style="list-style-type: none"> • Perrier 330m • Evian • Fiji 	\$2.50 \$3.00 \$3.50
Soft drink & juices	\$2.00

When a bar service is required , the total amount of sales before taxes must reach at least \$250.00, otherwise an additional fee of \$75.00 will apply.



Cash Bar
(taxes and gratuities not included)



Aperitif \$6.16

- White Martini, Red Martini, Campari, Cream of blackcurrant

Basic Alcohol \$6.16

- Wyborowa Vodka, Gordon's Gin, Havana Club Rum, Aberlour Scotch, Rye Ballantines

Deluxe Alcohol \$6.93

- Absolute Vodka, Beefeater Gin, Bacardi Rum, Glenlivet Scotch, Jack Daniels Rye

Local Beer \$5.00

- Coors Light, Budweiser, Molson Export, Molson Dry, Labatt Blue, Bud Light

Imported Beer \$5.39

- Heineken, Stella Artois, Stella Light, Brahma

Wine by the glass \$6.16

- *According to the selected wines*

Liqueurs \$6.54

Amaretto, Baileys, Drambuie, Grand Marnier, Cream of mint, Sambucca, Schnapps, Tia Maria, Triple sec, Porto Taylor Fladgate, Cognac Brandy d'Eaubonne

Mineral waters

- Perrier 330m **\$2.31**
- Evian **\$2.69**
- Fiji **\$3.08**

Soft drink & juices \$1.92

When a bar service is required , the total amount of sales before taxes must reach at least \$250.00, otherwise an additional fee of \$75.00 will apply.

Meeting room capacities

Meeting room	Size	Area	Height	Theatre	Classroom	«U»	Boardroom	½ rounds	Hollow square	Cocktail	Banquet
Conventional meeting rooms											
Alsace	7.6 m X 6.7 m (25' X 22')	51 m ² (550 sq ²)	2.9 m (9.6')	40	30	15	20	30	20	40	40
Lorraine	7.6 m X 6.8 m (25' X 22')	51 m ² (550 sq ²)	2.9 m (9.6')	40	30	15	20	30	20	40	40
Alsace-Lorraine	15.2 m X 6.7 m (50' X 22')	102 m ² (1100 sq ²)	2.9 m (9.6')	100	64	40	40	60	42	120	80
Périgord A et B		96.7 m ² (907 sq ²)	2.4 m (8.1')	55	30	20	20	30	20	80	50
Périgord A	13.9 m X 4.87 m (40' X 16')	68 m ² (640 sq ²)	2.4 m (8.1')	55	30	20	20	24	20	40	40
Périgord B	9.08 m X 3.2 m (27' X 9.9')	29 m ² (267 sq ²)	2.4 m (8.1')	15	---	---	10	---	---	---	---
Oxford	4.3 m X 5 m (14.2' X 16.7')	21.5 m ² (237 sq ²)	2.1 m (7.1')	15	18	10	10	10	10	---	---
Cambridge	4.3 m X 5 m (14.2' X 16.7')	21.5 m ² (237 sq ²)	2.1 m (7.1')	15	18	10	10	10	10	---	---
Oxford-Cambridge	8.6 m X 5 m (28.5' X 16.7')	43 m ² (474 sq ²)	2.1 m (7.1')	30	20	20	18	18	20	40	24
Azur	TBA	TBA	TBA	10	---	---	10	---	10	---	---
Provence	5.7 m X 4.4m (18.8' X 14.7')	26 m ² (276 sq ²)	2.1 m (7.1')	---	---	---	10	---	---	---	---
Multimedia meeting rooms											
Algarve	7.3 m X 11.5 m (23.1' X 37.8')	84 m ² (873 sq ²)	3.1 m (10.2')	---	---	20	---	---	24	---	---
Picardie	7.3 m X 11.5 m (23.1' X 37.8')	84 m ² (873 sq ²)	3.1 m (10.2')	---	---	20	---	---	24	---	---
Toscane	7.4 m X 15.9 m (24.4' X 52.2')	118 m ² (1274 sq ²)	3.1 m (10.2')	---	---	40	---	---	44	---	---
Bavière	7.4 m X 8 m (24.4' X 26.4')	59 m ² (644 sq ²)	3.8 m (12.7')	---	---	15	---	---	19	---	---

Equipment



Audiovisual Equipment



The Novotel Montreal Center offers the latest equipment in technology

• LCD data projector	\$175.00
• Flip chart on wheels	\$10.00
• S-VHS video player	\$25.00
• Television	\$50.00
• DVD player	\$25.00
• Multi discs CD player	\$25.00
• Microphone	\$10.00
• Speakers for laptop	\$15.00
• Speaker phone	\$45.00
• Laptop	\$75.00
• Extension cord	\$5.00
• Power bar	\$5.00
• High speed Internet (1 st connection)	\$40.00
• High speed Internet (per additional connection)	\$10.00

- The Novotel Montreal Center authorizes its clients to bring their own audiovisual equipment under certain conditions.
- If you need audiovisual equipment, your banquet contact at the hotel will coordinate your needs with the collaboration of the audiovisual supplier of the hotel.

General information – Banquet department

Shipping of material

- If you would like to send boxes to the hotel containing material for your upcoming event, it is important to advise us. All boxes should be addressed as follows :

Novotel Montreal Center
1180 rue de la Montagne
Montréal, H3G 1Z1
To the attention : Banquet department

Name of the group
Date of the meeting
Name of the meeting room
Name of your sales manager or coordinator

- We accept deliveries from 9 AM to 5 PM, Monday to Friday. Please note that a handling fee of \$1.50 per box will be charged. If we receive more than 10 boxes (for example : 12 boxes = \$18.00). If the boxes are not properly identified as mentioned above, the Novotel Montreal Center will not be held responsible for any loss.

Guarantee of participants

- The final number of participants must be communicated to us **a minimum of three (3) working days** prior to the event. If the meeting is held on a Monday or Tuesday, the final number of participants must be sent to us the previous Tuesday or Wednesday. If the final number of participant is not communicated to us, the charges will be based on the number of participants shown on the latest contract version. If the final number of participants and the contracted number of participants are not the same, the charges will be based on the highest one. The Novotel Montreal Center will not be able to accommodate **more than 5% additional participants** than the final number agreed upon, on the day of the event.
- If the number of participants is decreased by more than 35% 30 days prior to the event, a compensation fee of 35% of the estimated revenue in food and beverage will be charged to you.
- The Novotel Montreal Center has the right to change the meeting room contracted. Any changes from the initial request may modify the room rental fees. A Fee of \$80 will apply for any set-up changes requested the day of the event.
- All taxes and a 15% service fee (10% service and 5% administrative fee) will be applied to all prices, including packages.
- The hotel has the right to modify the prices included in this document at any time without notice. The prices are guaranteed for a 30-day period from the contract date.

Food and beverage

- The Novotel Montreal Center does not authorize its clients to bring their own food or beverage in the meeting rooms or the restaurant (unless they have a valid alcohol permit where corkage fees apply).

To contact us

Contact	Title	Direct Line	Fax	Email
Christina Mills	Sales Manager, Catering & Meetings	(1) 514-871-2132	(1) 514-861-2295	christinamills@novotelmontreal.com
Patricia Ceciarelli	Sales Manager, Business Groups	(1) 514-871-2133	(1) 514-861-2295	patriciaceciarelli@novotelmontreal.com
Xich-Vê Hô	Sales Manager, Business Groups	(1) 514-871-2142	(1) 514-861-2295	xichveho@novotelmontreal.com
Marc-André Bouchard	Director of Sales	(1) 514-871-2136	(1) 514-861-2295	marcandrebourchard@novotelmontreal.com
Nicolas Duquairoux	Food & Beverage Manager	(1) 514-861-6000, # 109	(1) 514-861-0992	nicolasduquairoux@novotelmontreal.com