

meetings & events

at the National Arts Centre



MEETINGS AT THE NATIONAL ARTS CENTRE

The NAC offers a variety of settings and tailored options for every aspect of your meeting, with rigorous processes and procedures in place that will ensure the health and safety of your attendees. A dedicated Sales Manager will work with you in the planning of your event, enabling attendees to meet in one of our unique spaces while respecting physical distancing and all the current Covid-19 guidelines.

The NAC prides itself on staying up-to-date and compliant with all by-laws and Health and Safety recommendations put forth by OPH and provincial authorities. Please consult the Covid-19 Safety Protocols at the end of this document for more details on the specific procedures implemented in order to maintain the health and security of guests and employees of the NAC.

We look forward to the opportunity of welcoming you to the NAC and beginning the process of planning a successful and productive meeting, whether your guests are attending in person, virtually, or a mix of both.

You can reach us at 613-232-5713 or meetingsandevents@nac-cna.ca

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CULINARY TEAM

Executive Chef, Kenton Leier, is an award winning chef with over 25 years of experience. He leads his team in the creation of exceptional dining experiences with a focus on fresh, sustainable and local ingredients.

The menus in this package have been created with the safety of your guests in mind. Our culinary team is very flexible and happy to accommodate any dietary restrictions or allergies that your attendees may have.

AUDIO VISUAL AND INTERNET RESOURCES

PSAV is the official supplier to the NAC. They provide a complete audio visual planning service, skilled technicians and state-of-the-art equipment. Arrangements can be made through your Sales Manager or directly with PSAV. Any outside audio visual equipment or company used by clients requires approval by the NAC. Should you consider using a different vendor, charges per day and per function room will bill be applied.

Our internet has been upgraded to a 100mb pipe in order to easily accommodate your entire internet requirement. Live streaming and video conferencing can safely be organized without any glitches. Daily fees for dedicated internet connection and/or hard wire connection will apply.

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OUR SPACES

Maximum capacities vary per room and are based on current restrictions for physical distancing

*****Tables are set 2 meters apart***

*****Suppliers and service staff present at your event are not included in the maximum guest count allowed per room***

Le Salon

An original, artistic space featuring wood panelled walls, a chandelier and skylight, conducive to smaller meetings and workshops while videoconferencing to remote attendees.

Al Zaibak Lantern Room

A technological wonder featuring digital art externally and state of the art acoustics and audio/visual internally. Bright, natural light and incredible views of parliament and the Peace Tower make this room a popular choice for business events, retreats and workshops, and/or a breakout room.

O'Born Room

The most sought-after room in the downtown core, with sky high ceilings, floor to ceiling glass walls and stunning views of Ottawa's most beautiful and historic sites. This space will wow your guests and create lasting memories. This room is conducive to round tables, theatre style presentations, forums and/or a larger breakout room.

Rossy Pavilion

Displaying the very heart of downtown Ottawa, from Elgin Street and the Parliament building to the War memorial and Chateau Laurier, the magnificent floor to ceiling windows in this room create a wonderful backdrop for smaller meetings, workshops and/or a breakout room.

Canada Room

Our largest room that can be divided into 3 sections with breathtaking views of the Rideau Canal, the Canada room is the ideal space for business, larger meetings, video conferencing, forums, workshops and/or a plenary room.

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TAILORED FLOOR PLANS

Capacities for each room will vary depending on the set-up required for your meeting. Flexible floor plans which respect physical distancing recommendations will be provided. This includes plenary sessions, breakout sessions, workshops, meals and coffee break set-ups.

Floor plans will also take into account the space required for set-up of our pre-approved audio-visual supplier, also bound by Covid procedures, in order to provide options for both your on-site attendees and virtual ones.

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BREAKS AND REFRESHMENTS

All items are individually wrapped and/or packaged and the coffee station is serviced

Morning break Minimum order: 10 units per selection
served upon arrival or mid-morning

- Mini country-style apple turnovers \$3.50
- Mini butter croissants, butter and preserves \$3.50
- Muffin (low fat bran, carrot or gluten free available), butter \$4.00
- NAC maple walnut crunchy granola bar \$3.50
- Vanilla yogurt, walnut granola and local berries \$4.00
- Sliced melon and berries \$3.50
- Chocolate banana loaf slices \$4.00
- Breakfast English muffin sandwiches \$9.50
(egg, bacon, cheddar cheese)

Afternoon break Minimum order: 10 units per selection

- Freshly baked chocolate chip cookies \$3.80
- Dark chocolate brownies (gluten free available) \$4.00
- Garden crudité's with hummus \$4.50
- Fresh fruit skewer with 1 Elgin honey yogurt \$3.50
- Canadian cheese plate and accompaniments \$7.50
- Kettle spice potato chips \$3.50
- Salted miniature pretzels \$3.00

Refreshments Price per unit

- Fresh brewed Seattle's Best coffee and teas \$4.50
- Assorted soft drinks, regular and diet \$4.00
- Orange, apple, cranberry juice \$4.00
- Badoit bottle water (330ml) \$4.00

Other plated breakfast options are also available for groups of 15 or more. Please ask your Sales Manager for our breakfast menu selection.

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WORKING LUNCHES / minimum 10 guests

* All items are individually wrapped and/or packaged, or individually plated and served safely

* Choose one selection between the three options for your group

* Lunches include freshly brewed Seattle's Best coffee, decaffeinated coffee and teas at a station that is serviced

WRAP AND SALAD

\$25

Choose one:

Black forest ham
Roasted turkey
Albacore tuna

SANDWICH AND

SALAD

\$27

Choose one:

Chicken salad
Egg salad
Roasted beef sirloin

PLATED NIÇOISE SALAD

\$28

Choose one:

Grilled salmon
Chicken breast

Butter lettuce, green beans,
sliced egg, marinated

For wrap and sandwich meal, choose one salad:

Red cabbage, carrot, and kale slaw with cranberries and pumpkin seeds

Mixed greens with garden vegetables and balsamic vinaigrette

For all 3 options, choose one dessert:

Maple butter tart
Chocolate brownie
Nanaimo bar
Lemon meringue tartlet

ADD TO YOUR LUNCH

Cup of soup of the day \$4.00

Bag of potato chips \$3.00

Crudités, and dip \$4.00

Canadian cheese and grapes \$7.50

3-course, hot plated lunch options are also available for groups of 15 or more. Please ask your Sales Manager for our extensive lunch menu selection.

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NAC MEETINGS: SAFETY MEASURES

After taking every precaution to ensure the safety of our staff and guests, we're very pleased to announce that we can welcome events of up to 50 people in our meeting spaces.

Several measures and protocols have been added to our processes in order to ensure a safe experience for you and your attendees, as well as provide protection for the staff serving them.

Please find information on these measures below and kindly take note of new best practices for accessing the meeting facilities, while keeping yourself and other guests safe.

Thank you so much for your cooperation and patience with us as we navigate these changes and new procedures in order to serve you safely.

Health assessment and contact tracing for meeting attendees

Upon your arrival, a banquet manager or banquet captain will be of assistance to oversee registration, help direct attendees to their assigned tables, and insure that food and beverages protocols are well observed.

Assigned NAC staff will ask your attendees a few Covid screening questions before they can move on to their assigned tables. We ask that you send your final guest list (first and last names, phone number or email address) to your Catering Sales Manager as a contact list for possible tracing.

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Physical Distancing, Health and Safety

The floor plan provided for your event has been created to easily allow seated guests at their assigned tables to maintain a 2m distance from other tables. All guests must wear a mask (or face covering) in a manner that covers their mouth, nose and chin while circulating everywhere in the building. Masks may be removed only when attendees are seated at their assigned tables in the meeting room and/or dining area.

Signage indicating unidirectional traffic flow and designated 'in' and 'out' doors have been installed throughout the building in order to guide guests in maintaining proper distancing. Alcohol based hand rub dispensers are available in high traffic areas throughout the building.

Limited Contact

In order to keep common touch points to a minimum, we've made the following changes:

Glasses, dishes and utensils are cleaned in our disinfecting dishwasher after each use and not placed on tables until set-up.

Washrooms

Washrooms have been assigned, close to your event room(s). We simply request that access be limited to the maximum number of people indicated at the entrance, and that directional signage for traffic in and out of the event room be respected, in order to maintain proper physical distancing.

Kitchen and Service Staff

Banquet Managers will check in with employees scheduled for your event in order to ensure that they're not experiencing any symptoms of COVID-19, and employees will be asked to return or stay home if they are.

All staff will wear facial coverings while on the premises.

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Segregation of duties and clearly defined work areas limited to one person at a time have all been implemented to allow employees to maintain safe distancing.

All staff have been trained in the new cleaning and work procedures to ensure all guidelines provided by the City of Ottawa are being strictly adhered to.

Cleaning Measures

In addition to the strict measures already in place for the cleanliness of the banquet and meeting rooms, several new processes have been implemented in order to ensure the kitchen and the event rooms themselves are held to the highest possible safety and sanitary standards.

Some of these measures include:

- Cleaning and sanitizing tables, chairs, podium, service bars between events with approved chemical sanitizer solutions at proper concentration
- Running all dishware and silverware in our sanitizing dishwasher
- Providing each employee working in the kitchen with their own sanitizing equipment for use in their area before, during and after their shift.
- Frequent cleaning of the bathrooms and other touch points in and around the banquet rooms throughout the day and during your event, (including door handles, knobs, elevators, coat racks, hangers, etc.)

Specific procedures for meetings

- Registrations tables: 2m distancing lines for guests to register.
- No pads or pens will be provided unless requested.

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Specific procedures for food and beverages served at meetings

- AM and PM break items are safely served individually wrapped and /or boxed
- Coffee, tea and individual beverages (soft drinks, juice, sparkling water) are served by staff
- Working luncheons are individually wrapped and /or packaged, or individually plated and served safely. Buffets are not allowed at this time.
- Water bottles will be placed on meeting tables for the duration of the meeting. (Water stations will not be provided).
- At this time, there are no stand-up receptions where guests could mingle. A sit-down plated dinner can be safely served after your meeting. Please ask your Sales Manager for our Banquet dinner menu with many options to choose from.