

# BEST WESTERN PEMBROKE INN & CONFERENCE CENTRE

## *Meetings and Conferences*

Experience **unforgettable events** at the Best Western Pembroke Inn & Conference Centre, where you can explore remarkable occasions in over 9,000 square feet of **versatile conference space** and stunning banquet rooms. Our key offerings include tailored conference packages and the assistance of an onsite meeting coordinator to ensure a seamless experience. With the capacity to host up to 400 guests, our venue is the largest conference facility between Ottawa and North Bay. For personalized assistance, please **reach out to our meeting coordinator**.

### *Is there a charge for parking?*

No, we do not charge for parking. It is always complimentary to hotel and conference guests.

### *Can meeting attendees book hotel rooms?*

Yes, we would love to accommodate you and your attendees with our 88 rooms & suites.

Meeting attendees may also reserve room blocks at reduced rates.

### *Can Best Western host my special event?*

Yes, Best Western Pembroke can host weddings and special events with over 9,000 square feet of meeting space, multiple banquet halls, an outdoor patio, and a gazebo, supported by a dedicated wedding planning team.

### *Does the Hotel offer food and beverages?*

Absolutely! **Westwind's Restaurant** is conveniently located on-site and is equipped to meet all your food and beverage requirements, overseen by our executive chef. Just inform us of any specific dietary requirements, such as gluten-free, vegan, vegetarian, or allergenic options. Our catering team will make sure that all dietary preferences are accommodated.

### *Are you a full service hotel?*

Yes indeed! We have hotel rooms, suites, offer room service, provide a **full-service fitness facility** and proudly offer an onsite restaurant.

### *Do you have team building area?*

There are numerous options available for team building activities. Spacious outdoor areas, such as our patio or gazebo, provide perfect settings for your event's breakaway sessions. Additionally, we can coordinate with our **full-service fitness team** to incorporate fitness programs as part of the team-building experience.

### *Do you offer audio and video equipment*

We offer a range of event equipment, including a screen and wireless projector, wireless microphones, a podium, and audio output/surround sound. Everything you need is conveniently available in one place!





# Conference, Meetings & Event Pricing Information

BEST WESTERN PEMBROKE INN & CONFERENCE CENTRE

To Contact Us:  
 TOLL FREE: 800 567 BEST (2378)  
[Info@BestPembroke.com](mailto:Info@BestPembroke.com)  
 All catering prepared by  
 Westwinds Restaurant  
[WestwindsRestaurant.ca](http://WestwindsRestaurant.ca)  
[BestWesternPembroke.com](http://BestWesternPembroke.com)

All rentals are per day and include Parking, WiFi, Water Service, Pencils and Pads

Room	Dimensions	Classroom	Theatre	Boardroom	U-Shape	Banquet	Fee
Daniel Fraser Room	Space: 862 Sq. Ft. Ceiling ht.: 9 Ft. Size: 23 X 25'	32 ppl.	75 ppl.	20 ppl.	20 ppl.	50 ppl.	\$250
MacKay Room	Space: 1443 Sq. Ft. Ceiling ht.: 12 Ft. Size: 37 X 39'	60 ppl.	175 ppl.	48 ppl.	44 ppl.	100 ppl.	\$450
Copeland Room	Space: 1628 Sq. Ft. Ceiling ht.: 12 Ft. Size: 37 X 44'	60 ppl.	175 ppl.	48 ppl.	44 ppl.	100 ppl.	\$450
Copeland-MacKay Room	Space: 3108 Sq. Ft. Ceiling ht.: 8 Ft. Size: 13 X 22'	200 ppl.	175 ppl.	X	X	170 ppl.	\$900
Boardroom 312, 304 & 308	Space: 286 Sq. Ft. Ceiling ht.: 8 Ft. Size: 13 X 22'	X	X	48 ppl.	X	X	\$200
Executive Boardroom	Space: 204 Sq. Ft. Ceiling ht.: 8 Ft. Size: 13 X 22'	X	X	48 ppl.	X	X	\$200

AV equipment rental is available for a flat rate of \$45 per day, which includes set up and AV support. The rental rates cover:

- Video Conferencing
- Screen and wireless projector
- Additional wireless microphone
- Audio output/ surround sound

INQUIRE ABOUT OUR IN-HOUSE CATERING.  
 PLEASE NOTE THAT OUTSIDE FOOD AND CATERING ARE NOT ALLOWED.

