

THE QUEEN STREET LOUNGE EVENT VENUE PACKAGE

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| VENUE INFORMATION

The Queen Street Lounge

Find our location:

222 Queen Street, Ottawa, ON K1P 5V9



 **70 standing** |  **50 seated**

Tucked away in downtown Ottawa, our event venue at 222 Queen Street offers a stylish and versatile lounge space. With a spacious kitchen, central island, cozy booths, and open layout, it's an ideal setting for intimate gatherings, networking events, and celebrations. Our dedicated on-site team will handle the details, from setup to coordination, ensuring a seamless experience so you can focus on hosting a memorable event.

Hourly Fees

Rental Rate - \$500/hour (3 hours min)

Set Up - \$250/hour

Tear Down - \$250/hour

HVAC - \$35/hour

Event Staff - \$50/hour/person

Security Guards - \$60/hour (4 hours min)

One-Time Fees

Security Deposit - 25% of the total cost

Special Occasion Permit (SOP) - \$60-100

Cleaning - \$300

Early Drop-Off - \$250

Overnight Storage - \$250



The Queen Street Lounge

Total Area



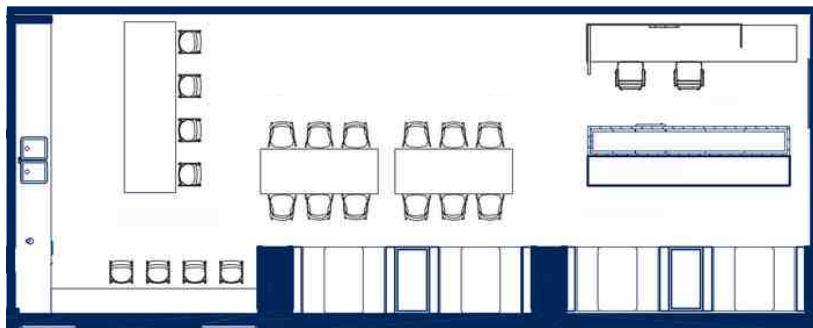
Lounge | 2,500 sq. ft.

What's Included

- Booth seating
- Built-in bar
- Customizable furniture
- In-house audio
- One TV screen
- High-speed Wi-Fi



Floorplan



Venue Management

iQ Offices will ensure the space is fully operational and coordinate with your vendors. For a seamless experience, we recommend partnering with an external event coordinator to bring your vision to life.

Event Coordinator

A dedicated event coordinator from iQ will be on site for the duration of your event.

Alcohol & Insurance

A Special Occasion Permit (SOP) must be obtained through the AGCO, along with additional event insurance.

Security

For groups of 75 or more, at least one security guard is required at \$60/hour per guard to ensure guest and vendor safety.

Coat Closet

Access to the coat closets is included. If you would like staff to run the coat check, it will cost \$50/hour/staff.

Loading Dock

Access off of Queen St.



| EVENTS WE HOST

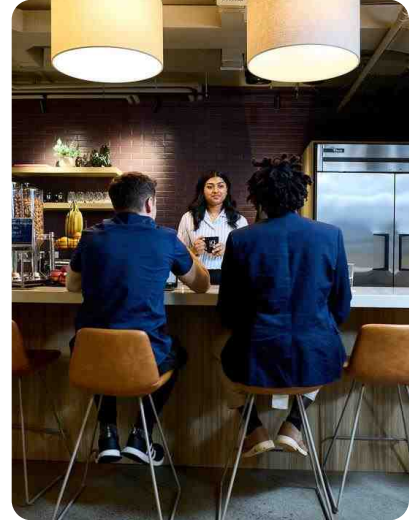
The Queen Street Lounge



Networking Events



Cocktail Parties



Evening Events/After Parties



Launch Parties



Corporate Holiday Parties



Townhalls



Casual Events



Weddings & Bridal Showers



Photoshoots & Filming



The Queen Street Lounge

Preferred Caterers



thymeandagain.ca
catering@thymeandagain.ca
613-722-0093



cafedeluxe.ca
info@cafedeluxe.ca
613-563-7271



bytowncatering.com
sales@bytowncatering.com
613-745-6389



Associated Costs

A 10% landmark fee applies to all preferred caterers.

A 20% landmark fee applies to any external catering not on the preferred list.

Sample menus are available upon request.

