



GROUP BOOKING POLICIES

Reservation Procedures

Reservations may be made by contacting the restaurant and speaking to any of our Events Staff. A credit card # is required to confirm a group booking. Tentative reservations for an available date will be held for a maximum of 2 weeks. Should another party be interested in booking for the same date, you will be asked to confirm or release the booking.

Guest Count Guarantee

A guaranteed number of guests is required 48 hours prior to your event, with final bill based on guaranteed guest count number or attendance number, whichever is greater.

Private Room Reservations and Minimum Bills

If you require the use of one of our private rooms for your event, minimum bills may apply. Any bookings not requiring a private room, or that do not fall into the categories below will not be charged a minimum bill, however our rules for minimum guest counts do apply (see below).

Minimum bills only apply on the following dates / times:

- Friday and Saturday evening bookings (not daytimes)
- All Top Floor reservations, regardless of the day / time (A Top Floor reservation includes the McArthur Room, Bar Area, and Loft Room together).
- All Holidays (for example Thanksgiving)
- Sunday evenings on holiday weekends (for example, the Sunday evening of Labour Day Weekend) – Friday and Saturday rates apply to these Sundays.
- In December - minimum bills apply to Wednesday, Thursday and Friday daytimes, and Thursday, Friday and Saturday evenings.

A “minimum bill” means that you must guarantee a certain amount of food and beverage purchases from us to reach a required subtotal, in exchange for your use of the space. All quoted minimum bill amounts do not include tax or gratuity. Any outsourced rentals (such as dance floor rentals, etc.) cannot be used to make up the minimum bill, however drinks purchased by guests at a cash bar can go towards making up the minimum bill required. If there is any shortfall of the minimum bill required, a room charge in the amount of the shortfall will be added to the bill, to bring it up to the minimum bill required, and then the tax and gratuity will be added on. For example, if the minimum bill required is \$6000.00, and your final bill amounts to \$5900.00, a room charge of \$100.00 will be added to your bill to bring the total up to the \$6000.00 required, and then the tax and tip will be added on.

Minimum Bill Amounts

Evenings – 5:00 pm till close – Applied Friday and Saturday (and as above)

- McArthur Room - \$3550.00 plus taxes and gratuities
- McArthur Room & Bar Area - \$3800.00 plus taxes and gratuities
- Loft Room - \$2200.00 plus taxes and gratuities
- Loft Room and Bar Area - \$2450.00 plus taxes and gratuities
- Dawson Room - \$700.00 plus taxes and gratuities

Daytimes – 7:00 am till 4:00 pm – Applied only in December, Wednesday to Friday

- McArthur Room - \$1000.00 plus taxes and gratuities
- McArthur Room & Bar Area - \$1100.00 plus taxes and gratuities
- Loft Room - \$700.00 plus taxes and gratuities
- Loft Room and Bar Area - \$800.00 plus taxes and gratuities
- Dawson Room - \$400.00 plus taxes and gratuities

Top Floor Bookings

- Monday to Friday Daytime (7:00 am to 4:00 pm) - \$1800.00 plus taxes and gratuity
- Saturday/Sunday Daytime (8:00 am to 3:00 pm) - \$3300.00 plus taxes and gratuity
- Sunday to Thursday Evening (5:00 pm to 1:00 am) - \$3800.00 plus taxes and gratuity
- Friday and Saturday Evening (5:00 pm to 1:00 am) - \$6000.00 plus taxes and gratuity

Minimum Guest Counts – Only applicable to bookings that do not have a minimum bill

In general, we request that you have a minimum number of guests to reserve a private room on days when a minimum bill does not apply. Our minimums are as follows: Dawson Room – 15 guests, Loft Room – 30 guests, McArthur Room – 55 guests. We do, however, reserve private rooms for less guests than the minimums during the less busy / slower seasons or days of the week. Please contact our Events Staff to inquire if your date falls into this category. In all cases if your number of guests is less than the minimum we reserve the right to move you to another room that will accommodate your number of guests if our other reservations that day make it necessary.

Cocktail Receptions

All cocktail receptions are subject to a minimum bill, regardless of the day / time that they are booked. The minimum bill for cocktail receptions varies and depends on the date and time of your booking, as well as the space required. Please contact us for details.

Menu Selections

All menu choices must be submitted at least 2 weeks in advance. We are pleased to offer alternative meals for those guests with special dietary requirements as well as smaller portioned meals for children under 12 at a reduced price. All food and beverages for a function must be supplied by the Courtyard Restaurant with the exception of special occasion cakes or Wedding Cakes. All plated main courses are served with fresh vegetables of the day and thyme-roasted fingerling potatoes. All plated meals include freshly baked bread with butter, and coffee or tea.

Children's Menus

We are pleased to offer smaller portioned children's meals for children under the age of 12. Children's meals include 1 main course and vanilla ice cream for dessert at a cost of \$12.00 per child, plus taxes and gratuity (all beverages are an additional cost). We offer the following choices for the children's main course: Chicken Fingers with Fries, Breast of Chicken with Potato and Vegetable, Pasta with Tomato Sauce, or Pasta with Cream Sauce. Appetizers of soup or salad are also available to be added to the children's meals at an extra cost. We request that all of the children at your event have the same main course.

Vendor Meals

Vendors you have hired such as DJ's, Photographers, Videographers, Musicians, etc, can be provided a main course selection from your menu at a reduced price of \$18.95. Please confirm with us if you would like to offer a meal to your vendors.

Bar Service

Service of alcoholic beverages is permitted until 1:00 am, and by special arrangement until 2:00 am. All alcoholic beverages must be supplied by the Courtyard Restaurant. Host bar, open bar, cash bar and reduced or subsidized bar arrangements can be made – there are many options and our event planning staff would be happy to help you arrange the service that suits you the best.

Prices

Prices in this document apply to bookings for 2010. Prices for 2011 may increase to a maximum of 10%, and will be confirmed by October of 2010. All prices are subject to change without notice due to force majeure and do not include taxes or gratuity unless specifically indicated. Applicable taxes and 17.5% gratuity will be added to all group function bills.

Décor

The Courtyard provides white linen, fresh flowers and candles on all of our tables. Coloured linen can be rented for an extra charge. You are welcome to bring in your own décor for your function, 1 day prior to your event, and our Events Staff will be pleased to set up the décor for you. Deliveries of cakes and floral arrangements may be made on the day of your event. Please observe the following guidelines for all décor:

- The sculptures and paintings on the walls may not be removed and nothing may be hung from or attached to the wooden beams
- The use of confetti, table confetti, rose petals sprinkled on the carpet, or live animals as table centrepieces (i.e. – fish) is not permitted.
- No open flame candles are permitted; candles must be enclosed in glass or other type of container (with the exception of unity candles during wedding ceremonies).
- All décor or other items for the event must be removed from the premises at the end of the event. Any items left behind will be disposed of that evening, as we cannot store items for you to pick up the next day. The Courtyard Restaurant is not responsible for any items left behind.
- A cleaning charge may be applied to the bill should there be any damage to the restaurant above and beyond normal wear and tear, or if additional cleaning services are required
- Dance floors for events may only be provided by the Courtyard
- Courtyard staff are pleased to place and set up your décor, however we will not set up or remove chair covers. Extensive décor set-up by the Courtyard staff may be subject to additional charges.

Payment and Billing

Payment can be made by cash, credit card or debit, and is due at the conclusion of the event. Arrangements for payment and/or invoicing will be made with our Events staff prior to your event.

Cancellation Policy

For Group Bookings made more than 1 Month in Advance:

There are no charges if you must cancel a booking up to one month prior to your reservation, apart from your deposit, which is non-refundable. If you must cancel closer to the date than one month, there will be no charges if we can re-book the space with an equivalent size group (the same number of guests plus or minus 20%). Bookings whose space is not able to be re-booked are charged as follows:

30 to 15 days before the event: 25% estimated costs
8 to 14 days before the event: 40% estimated costs
3 to 7 days before the event: 50% estimated costs
2 days or less before the event: 75% estimated costs

All charges will be levied as liquidated revenue damages less any revenue recouped by the restaurant through the resale of the space. Estimated costs are calculated by multiplying the estimated number of guests by the lowest retail price for food in that time period (breakfast, lunch or dinner) and include estimated room charges and bar sales. If the booking is subject to a minimum bill, the estimated costs for the booking are the minimum bill required. Please note all cancellations must be received in writing.

For Group Bookings made less than 1 Month in Advance:

There is no charge for cancellations made up to 2 days prior to your event, apart from your deposit, which is non-refundable. Cancellations made on the day prior to the event will be subject to a charge of 25% of the estimated food and beverage costs. Cancellations made on the day of the event will be subject to a charge of 50% estimated food and beverage costs. No-shows will be subject to a charge of 100% estimated food and beverage costs. Please note all cancellations must be received in writing.

General Information

- We are fully air-conditioned
- Wheelchair Accessibility – The Dawson Room on our 1st Floor is wheelchair accessible. The Loft Room and McArthur Room are not. Wheelchair accessible restrooms are also located on the 1st floor
- Smoking – The entire restaurant and outdoor patio is entirely non-smoking in compliance with local bylaws. Smoking is available outdoors in the public courtyard area.
- Parking – 2 large pay public parking garages are located directly beside the Courtyard, with access from George or York St. Metered public parking is also available throughout the Byward Market area
- We are within walking distance of many downtown hotels, including the Westin and Château Laurier, as well as the Congress Centre, Parliament Buildings, National Art Gallery and many attractions
- Service Staff – Our professional, friendly and uniformed staff are all SmartServe certified.
- We are pleased to provide bilingual service & menus on request
- Entertainment and Audio Visual Equipment can be arranged to suit your special needs

For further information, please do not hesitate to call our Events Staff
(613) 241-1516