

Group Booking Policies

Seasonal Menu Items

Our seasonal Fine Dining Menu items change regularly to take advantage of working with our farmer vendors to use fresh and in season local produce and meats. Please refer to the current **Seasonal Menu for Groups** for the menu items that apply to your booking.

Menu Selections

Menu choices from our **Seasonal Menu for Groups** must be submitted at least 2 weeks prior to your event. Personalized printed menus with your selections are provided to each of your guests, and they will place their order from these menus on the day of your event. Printed menus included at no extra charge. 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. No food or beverages of any kind will be allowed to be brought into the restaurant by the client or his/her guests or invitees with the exception of special occasion cakes/wedding cakes. All plated meals include freshly baked bread with butter, and coffee or tea.

Booking an Event

Reservations may be made by contacting the restaurant and speaking to our Events staff. A credit card number is required to confirm a booking. Tentative reservations may be made for an available date and 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 \$8500.00, and your final bill amounts to \$8400.00, a room charge of \$100.00 will be added to your bill to bring the total up to the \$8500.00 required, and then the tax and tip will be added on.

Minimum Bill Amounts for 2011

Evenings – 4:00 pm till close – Applied Friday and Saturday (and as above)

- McArthur Room - \$5000.00 plus taxes and gratuities
- McArthur Room & Bar Area - \$5350.00
- Loft Room - \$3150.00 plus taxes and gratuities
- Loft Room and Bar Area - \$3500.00 plus taxes and gratuities
- Dawson Room - \$1000.00 plus taxes and gratuities

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

- McArthur Room - \$1100.00 plus taxes and gratuities
- McArthur Room & Bar Area - \$1100.00 plus taxes and gratuities
- Loft Room - \$750.00 plus taxes and gratuities
- Loft Room and Bar Area - \$900.00 plus taxes and gratuities
- Dawson Room - \$500.00 plus taxes and gratuities

Top Floor Bookings

- Monday to Friday Daytime (7:00 am to 4:00 pm) - \$2000.00 plus taxes and gratuity
- Saturday/Sunday Daytime (8:00 am to 3:00 pm) - \$4000.00 plus taxes and gratuity
- Sunday to Thursday Evening (5:00 pm to 1:00 am) - \$5000.00 plus taxes and gratuity
- Friday and Saturday Evening (4:00 pm to 1:00 am) - \$8500.00 plus taxes and gratuity

Minimum Bill Amounts for 2012

Evenings – 4:00 pm till close – Applied Friday and Saturday (and as above)

- McArthur Room - \$5350.00 plus taxes and gratuities
- McArthur Room & Bar Area - \$5725.00
- Loft Room - \$3275.00 plus taxes and gratuities
- Loft Room and Bar Area - \$3650.00 plus taxes and gratuities
- Dawson Room - \$1075.00 plus taxes and gratuities

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

- McArthur Room - \$1225.00 plus taxes and gratuities
- McArthur Room & Bar Area - \$1375.00 plus taxes and gratuities
- Loft Room - \$825.00 plus taxes and gratuities
- Loft Room and Bar Area - \$975.00 plus taxes and gratuities
- Dawson Room - \$575.00 plus taxes and gratuities

Top Floor Bookings

- Monday to Friday Daytime (7:00 am to 4:00 pm) - \$2200.00 plus taxes and gratuity
- Saturday/Sunday Daytime (8:00 am to 3:00 pm) - \$4500.00 plus taxes and gratuity
- Sunday to Thursday Evening (5:00 pm to 1:00 am) - \$5500.00 plus taxes and gratuity
- Friday and Saturday Evening (4:00 pm to 1:00 am) - \$9000.00 plus taxes and gratuity

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

We request that you have a minimum number of guests to reserve a private room on days when a minimum bill does not apply. If the final guest count provided two days prior to the event is lower than the minimum guest count required then a minimum bill will apply if you wish to remain in the private room. If available, your group may switch a smaller room that may suit your event more appropriately. Another option may be to make your event a semi-private reservation; there is no minimum bill for a semi-private reservation.

Minimum Guest Counts:

Monday to Friday, Daytime (7:00 am to 4:00 pm)

McArthur Room 50 guests
Loft Room 25 guests
Dawson Room 15 guests

Saturday / Sunday, Daytime (7:00 am to 3:00 pm)

McArthur Room 60 guests
Loft Room 30 guests
Dawson Room 15 guests

Sunday to Thursday, Evening (5:00 pm to close)

McArthur Room 60 guests
Loft Room 30 guests
Dawson Room 15 guests

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.

Service Timelines

Our seasonal menu items are cooked to order and generally require a minimum of 2.5 to 3.5 hours service time depending on the number of courses and guests. The items in the timeline included in an Event Order are estimates only and may be affected by the events that occur during service. The Courtyard Restaurant is not responsible for any problems that may arise due to events running longer or shorter than estimated.

SOCAN Fee

A SOCAN fee will apply to all events who wish to hire a DJ or bring in their own music. For groups of 100 guests or less a rate of \$41.13 (plus tax) applies; for groups that have more than 100 guests a rate of \$59.17 (plus tax) applies. These rates are based on 2010 and may be subject for change.

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 \$26.00 for dinner, or \$16.00 for lunch. Please confirm with us if you would like to offer a meal to your vendors.

Bar Service

Service of alcoholic beverages is permitted between 11:00 am and 1:00 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 with our Events Planning staff. When a function has a minimum bill that is to be met by offering an Open Bar, or when a function would like to spend a set amount on the bar, the amount to spend must include a leeway of \$50.00 up or down from the minimum bill or set amount.

Prices

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, and a \$100 cleaning charge will be applied to the bill, as we cannot store items for you to pick up the next day.
- 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 extensive décor set-up by the Courtyard staff may be subject to additional charges. If sashes are required on chair cover rentals, a \$50.00 set up fee will apply.

Please note, the restaurant is not responsible for damage or loss of any items left in the restaurant prior to, during, or following any function.

Entertainment and DJ's

The Courtyard Restaurant allows guests to hire entertainment for their event; however, the following guidelines must be followed, and agreed upon by both the entertainer and host of the event:

- The entertainer must have a valid business license, which must be presented to the Courtyard Restaurant a minimum of two weeks prior to the function. *This condition may be waived by the Courtyard Restaurant in the event that the entertainer has had previous positive business dealings with the restaurant (see *vendor referral list*).
- The entertainer must be respectful of other guests and functions in the restaurant. It is up to the discretion of the manager on duty to decide if the entertainer is a problem for other guests on site.
- The entertainer must keep the volume of all audio at reasonable levels. The manager on duty will determine what is considered reasonable.
- The manager on duty has the rights to request the volume be decreased if she/he deems it to be too loud. If the entertainer does not comply, then the manager on duty will shut off the power to the equipment, and has the right to shut down the function. The host of the function will forfeit all monies paid regardless of the status of the function.
- The entertainer is responsible for removing and cleaning up all equipment used at the end of the event. No equipment is to be stored or left at the Courtyard Restaurant.
- In the event of a UDJ, the host of the event and/or the individual guest in charge of the music is considered the "entertainer" and will comply with above guidelines.

Payment and Billing

A payment for the final bill can be made by cash, credit card, or debit and is due at the conclusion of the event. The final bill charges are based on the number of guests provided in the Guest Count Guarantee. 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 any deposit, if applicable, 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 any deposit, if applicable, 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 Ottawa Convention 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