



# MEETINGS AND RETREATS

## Information

- Meetings rooms are available between 7:00 am and 4:00 pm
- All-Day Meetings (defined as the use of a room for 4 or more hours and/or over more than 1 meal period) will be charged a facility rental fee, and require the purchase of a minimum of ten (10) orders for Lunch, and the purchase of one (1) Break per person valued at \$8.00 or more plus tax and gratuity.
- Groups reserving for Breakfast only will also be charged the applicable facility rental fee.
- Facility rental charges are as follows: \$200 for the Dawson Room, \$450 for the Loft Room and \$650 for the McArthur Room
- Meeting Rooms are not available between December 1<sup>st</sup> and 31<sup>st</sup>
- Guaranteed number of guests is required 48 hours prior to your event, with all charges based on Guest Count Guarantee
- A credit card number is required to confirm a reservation
- Menu selections required at least 2 weeks prior to your event
- All breaks that include coffee/tea are based on 2 cups of coffee per person. If additional coffee is required it will be charged on a per pot basis.
- Applicable sales taxes and 17.5% gratuity will be added to all bills
- All menus are flexible and can be adjusted to suit your requirements. Meals for guests with special dietary needs can be provided with advance notice.

### **Courtyard Restaurant**

21 George Street Ottawa, Ontario, Canada K1N 8W5

[www.courtyardrestaurant.com](http://www.courtyardrestaurant.com)

[info@courtyardrestaurant.com](mailto:info@courtyardrestaurant.com)

(613) 241-1516

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# MEETING ROOMS

Located in the heart of downtown Ottawa, all of our beautiful meeting rooms offer our signature old stone walls and windows looking out onto our beautiful courtyard.

### All Meeting Rooms Include:

- 1 high-speed internet access per room
- AV cart with extension cord and power bar, upon request

**McArthur Room:** Our largest room, the McArthur Room is located on our 2<sup>nd</sup> floor and features old stone walls, 3 windows, 22 ft. high ceilings and wooden beams.

**Loft Room:** Our medium sized room is located on our 2<sup>nd</sup> floor, with 3 windows looking over the courtyard and a gas fireplace.

**Dawson Room:** Our smallest room located on our 1<sup>st</sup> floor, with 4 large windows looking directly onto our beautiful courtyard.

### Capacities\*:

Meeting Rooms	Dimensions In Feet	Ceiling Height	Meeting Set Up (U-Shape)	Hollow Square	Dining Tables	Theatre	Reception
McArthur Room	36 x 24	22'	25	30	60	80	90
Loft Room	29 x 18	14'	20	25	40	50	60
Dawson Room	12 x 18	10'	12	14	20	20	25

\*Capacities do not include space for AV – If AV required, seating capacity will be affected.

### Additional Options:

In House Options (Subject to availability)	Price
Flip Charts, with paper and markers	\$15.00 each
LCD projector	\$70.00
70 x 70 tripod screen	\$30.00
Wireless microphone, PA system, speakers (McArthur Room only)	\$50.00
<b>Out Sourced Rental Options</b>	
Large Screens with dress kits	Priced per size
TV / DVD	Priced per screen size
Lapel microphone, wireless microphone, PA system, speakers	Estimates available
Most other equipment available, please ask us for pricing and details!	

# MEETINGS PACKAGE



**Choose our “Meetings Package” and enjoy a worry-free and productive day in one of our beautiful, historic meeting rooms. Our Meetings Package includes:**

- Use of one of our beautiful meeting rooms between 7:00 am and 4:00 pm
- Complimentary wireless internet access
- Complimentary Flip Chart with Markers (1 per room, additional flip charts available for rental)
- Delicious food and beverage options, covering all aspects of your day. Package includes:

## **Healthy Breakfast**

“Make Your Own” Yogurt Parfait – Yogurt, Fresh Fruit, House-Made Granola

Assorted Low-Fat Muffins

Coffee / Tea Station

Chilled Orange Juice and Apple Juice

## **Morning Break #1**

Selection of freshly baked Croissants, Chocolate Croissants and Muffins with Preserves and Butter

Coffee / Tea Station

Chilled Apple Juice and Orange Juice

## **Working Lunch #2**

Assorted Sandwiches and Pita Wraps (Choose 3)

Assorted Salads (Choose 2)

Selection of Assorted Cookies and Squares

Soft Drinks and Assorted Juices on Ice

Coffee/Tea Station

## **Afternoon Break**

Coffee/Tea Station

Assortment of Freshly Baked Cookies

**\$49.00 per person**

**plus taxes, gratuity, and Facility Rental fee**

# BREAKFAST BUFFETS

## **Continental Breakfast**

Selection of freshly baked Croissants, Chocolate Croissants and Muffins with Preserves and Butter  
Coffee / Tea Station  
Chilled Apple Juice and Orange Juice  
\$11.00 per person

## **Healthy Breakfast**

"Make Your Own" Yogurt Parfait – Yogurt, Fresh Fruit, House-Made Granola  
Assorted Low-Fat Muffins  
Coffee / Tea Station  
Chilled Orange Juice and Apple Juice  
\$12.00 per person

## **Executive Breakfast**

Fresh Seasonal Fruit Salad  
Selection of freshly baked Croissants, Chocolate Croissants and Muffins with Preserves and Butter  
Coffee / Tea Station  
Chilled Orange Juice and Apple Juice  
\$14.00 per person

## **The Courtyard Buffet Breakfast**

Fresh Scrambled Eggs, Country Breakfast Sausages, Rosemary Potato Wedges  
Sliced Fresh Fruit and Berries Tray  
Croissants, Chocolate Croissants and Muffins served with Preserves and Butter  
Coffee/Tea and Chilled Orange Juice  
\$22.00 per person

# PLATED / SERVED BREAKFASTS

## **The Courtyard Breakfast #1**

Fresh Scrambled Eggs served with Country Breakfast Sausages and Sliced Fresh Fruit  
Selection of Croissants and Muffins  
Coffee/Tea and Chilled Orange Juice  
\$20.00 per person

## **The Courtyard Breakfast #2**

Market Vegetable Frittata served with Grilled Peameal Bacon and Sliced Fresh Fruit  
Selection of Croissants and Muffins  
Coffee/Tea and Chilled Orange Juice  
\$20.00 per person

# REFRESHMENT BREAKS

## **Morning Break #1**

Coffee / Tea Station, Chilled Apple Juice and Orange Juice  
Selection of freshly baked Croissants, Chocolate Croissants and Muffins with Preserves and Butter  
\$11.00 per person

## **Morning Break #2**

Coffee/Tea Station, Chilled Apple Juice and Orange Juice  
Assorted Freshly Baked Muffins  
\$9.00 per person

## **Afternoon Break**

Coffee/Tea Station  
Assortment of Freshly Baked Cookies  
\$8.00 per person

## **Health Break**

“Make Your Own” Yogurt Parfait – Yogurt, Fresh Fruit, House-Made Granola  
Assorted Low-Fat Muffins  
Coffee / Tea Station, Chilled Orange Juice and Apple Juice  
\$12.00 per person

## **Afternoon Sweets Break**

Coffee/Tea Station  
Assorted French Pastries  
\$8.00 per person

## **“Just Coffee” Break**

\$2.50 per person / 2 cups of coffee per person

## **Pot of Coffee**

\$14.00 per pot

## **“Just Coffee” All Day – Unlimited Coffee Service**

\$8.00 per person

## **Coffee & Soft Drinks Break**

\$5.50 per person

## **Add to any of the Breaks above**

Assorted Juices – \$2.50 per bottle  
Assorted Soft Drinks – \$2.00 per can  
Mineral Water or Bottled Water – \$3.00 per bottle  
Sliced Fresh Fruit Tray – \$4.00 per person  
Selection of Quebec Cheeses Platter, Served with Grapes, Assorted Crackers and Candied Walnuts  
Small \$48.00 / Medium \$95.00 / Large \$140.00  
Assorted French Pastries – \$4.00 per piece

# WORKING LUNCHES

Buffet-Style

## **Working Lunch #1**

Assorted Sandwiches and Pita Wraps (Choose 3)  
Assorted Salads (Choose 2)  
Soft Drinks and Assorted Juices on Ice – Coffee/Tea Station  
*\$18.00 per person*

## **Working Lunch #2**

Assorted Sandwiches and Pita Wraps (Choose 3)  
Assorted Salads (Choose 2)  
Selection of Assorted Cookies and Squares  
Soft Drinks and Assorted Juices on Ice - Coffee/Tea Station  
*\$20.00 per person*

### **Choose 3 Sandwiches / Wraps – Please Note: 1 Choice MUST be Egg Salad or Vegetarian**

Grilled Vegetables, Hummus, Arugula and Sprouts in a Wrap  
Tuna Salad Sandwich with Red Onion, Aioli and Baby Spinach  
Grilled Chicken Breast with Tomatoes and Fennel Seed Mayo in a Wrap  
Prosciutto Ham, Tomato and Bocconcini Cheese Sandwich with Grainy Mustard and Lettuce  
Genoa Salami and Old Cheddar Sandwich with Caramelized Onions, Aioli and Greens  
Egg Salad Sandwich with Roasted Red Pepper and Sprouts  
BLT Sandwich on Sourdough

### **Choose 2 Salads**

Mixed Baby Greens Salad with Dried Cranberries and Shallot Vinaigrette  
Tri-Colour Rotini Pasta Salad with Red Wine Vinaigrette and Julienne Vegetables  
Greek-Style Penne Pasta Salad with Black Olives, Feta Cheese, Cucumber and Tomato  
Traditional Greek Salad with Cucumber, Tomato, Red Onion, Olives and Feta Cheese  
Baby Spinach Salad with Orange, Red Pepper, Red Onion, and Orange-Honey Vinaigrette  
Grilled Vegetable Salad with Balsamic Vinaigrette

### **Add to any of the Working Lunches above:**

Add Assorted French Dessert Pastries - \$4.00 per piece  
Soup of the Day – \$4.50 per person  
Soft Drinks and Assorted Juices on Ice – \$2.50 per person  
Sliced Fresh Fruit Tray – \$4.00 per person  
Selection of Quebec Cheeses Platter, Served with Grapes, Assorted Crackers and Candied Walnuts  
Small \$48.00 / Medium \$95.00 / Large \$140.00

# MEETINGS 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.

## **Facility Rental Charges**

Meeting Rooms are available for rental between 7:00 am and 4:00 pm. All-Day Meetings (defined as the use of a room for 4 or more hours and/or over more than 1 meal period) will be charged a facility rental fee, and require the purchase of Lunch and 1 Break. Groups reserving for Breakfast only will also be charged the applicable facility rental fee. Facility rental charges are as follows:

- \$200 for the Dawson Room
- \$450 for the Loft Room
- \$650 for the McArthur Room

An additional facility rental charge of \$250 applies to any groups of less than 10 guests. Meeting Rooms are not available between December 1<sup>st</sup> and 31<sup>st</sup>

## **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. All food and beverages for a function must be supplied by the Courtyard Restaurant with the exception of special occasion cakes. All breaks that include coffee/tea are based on 2 cups of coffee per person. If additional coffee is required it will be charged on a per pot basis. 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.

## **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 \$20.00. 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 – there are many options and our event planning staff would be happy to help you arrange the service that suits you the best.

### **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.

### **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.

### **Payment and Billing**

Payment can be made by cash, credit card or debit, and is due at the conclusion of the event. Arrangements for invoicing may 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 1<sup>st</sup> Floor is wheelchair accessible. The Loft Room and McArthur Room are not. Wheelchair accessible restrooms are also located on the 1<sup>st</sup> 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. The nearby City Municipal Parking Garage (corner of Clarence and York St.) is also available with rates the same as metered spots. Metered public parking is 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