



COURTYARD
RESTAURANT

Weddings

Housed in a heritage stone building in a cobble-stoned courtyard, we have been providing elegant facilities for weddings and special events since 1980. Let our knowledgeable and experienced wedding co-ordinator help you to plan and ensure the success of your special day.

Prices in this document are valid through April 16th, 2012



Our Services Include:

Our signature Seasonal Menus

where your guests experience the fresh, local and innovative cuisine that has made the Courtyard a true Ottawa dining destination.

Our delectable choice menu packages, where your guests may choose between at least 2 different main courses, appetizers and desserts.

Personalized printed menus with your selections are provided to each of your guests, and they will place their order from these menus on the evening of your wedding. Printed menus included at no extra cost.

Flexibility! All of our menus can be changed and adjusted to suit your preferences and tastes.

Beautiful table settings with our fine English china, white table linen, fresh flowers and romantic candlelight.

Slicing and serving of your wedding cake with no cake-cutting fee.

Use of one of our experienced Wedding Coordinators to set up your favours, centerpieces, place cards and other decorations so you have less to do on your wedding day.

Complete event co-ordination including menu consultation, equipment rental and entertainment bookings.

Photo: David McVicar

COURTYARD
RESTAURANT

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Sentimental

Evening Wedding Package - available after 4:00 pm
Please refer to the current Seasonal Menu for Groups to select your specific menu items.

Hors d'oeuvres

A Selection of Quebec Cheeses Platter
Served with Grapes, Assorted Crackers, and
Candied Pecans

Dinner Menu

First Course

Soup from our Seasonal Menu

Second Course

Organic Green Salad from our Seasonal Menu

Main Course

Your selection of **2** Main Course Items

Desserts

Your selection of **2** Dessert Items

Freshly Brewed Coffee and Specialty Teas

Late Evening

Your Wedding Cake sliced and served with
Late-Evening Coffee and Tea Buffet Service

\$57 per person

\$74.39 total per person including all taxes and gratuity

Prices subject to change without notice



Add an additional choice to your menu\$3
(up to 4 choices per course maximum).

Add Sparkling Wine Toast (Cooks's Brut, 3 oz
toasting glass).....\$4

Add a Sorbet Course\$2

Add a Cheese Course\$10

Add Belgian Chocolate Truffle Favours for each
guest.....\$3.95

Prices subject to change without notice

Photo: Studio GR Martin

Amorous

Evening Wedding Package - available after 4:00 pm
Please refer to the current Seasonal Menu for Groups to select your specific menu items.

Hors d'oeuvres

**Your Selection of 4 Hors d'oeuvres from our
Hors d'oeuvres Menu***

Sparkling Wine Toast – Cook's Brut, 3 oz toasting glass

Dinner Menu

First Course

Soup from our Seasonal Menu

Second Course

Your selection of **2** Appetizer Items

Main Course

Your selection of **3** Main Course Items

Desserts

Your selection of **3** Dessert Items

Freshly Brewed Coffee and Specialty Teas

Late Evening

**Your Wedding Cake sliced and served with
Late-Evening Coffee and Tea Buffet Service**

\$69 per person

\$90.04 total per person including all taxes and gratuity

Prices subject to change without notice

*Oysters on the Half Shell and Sushi/Maki not included



Add an additional choice to your menu\$3
(up to 4 choices per course maximum).

Add a Sorbet Course\$2

Add a Cheese Course\$10

Add Belgian Chocolate Truffle Favours for each
guest.....\$3.95

Prices subject to change without notice

Photo: Mark Cooper

Passionate

Evening Wedding Package - available after 4:00 pm
Please refer to the current Seasonal Menu for Groups to select your specific menu items.

Hors d'oeuvres

**Your Selection of 4 Hors d'oeuvres from our
Hors d'oeuvres Menu***

Your Selection of 2 Reception Platter Hors d'oeuvres:

- Quebec Cheeses Platter, Served with Grapes, Assorted Crackers and Candied Pecans
- Roasted Garlic Hummus and Baba Gannouj Platter, served with Orange Marinated Olives, Crispy Pita Wedges and Assorted Grilled Breads
- Vegetable Crudités Platter with Feta Cheese Dip
- Mini Soup Shooters: Select 2 Soups

Sparkling Wine Toast – Cook's Brut, 3 oz toasting glass

Dinner Menu

First Course

Soup from our Seasonal Menu

Second Course

Your selection of **2** Appetizer Items

Sorbet Course

House-made daily

Main Course

Your selection of **3** Main Course Items

Desserts

Your selection of **3** Dessert Items

Freshly Brewed Coffee and Specialty Teas

Late Evening

**Your Wedding Cake sliced and served with
Late-Evening Coffee and Tea Buffet Service**

Your Selection of 2 Late Evening Buffet Items:

- Belgian Chocolate Fondue with Fresh Fruit and Berries
- Assorted Cocktail Sandwich Selection: Tuna Salad, Egg Salad, Sliced Ham
- Make Your Own Poutine Station: Yukon Gold Potato Frites, Sweet Potato Frites, Fresh Cheese Curds, Veal Stock Demi-Glace
- Quebec Cheeses Platter, Served with Grapes, Assorted Crackers and Candied Pecans

\$87 per person

\$113.54 total per person including all taxes and gratuity

Prices subject to change without notice

*Oysters on the Half Shell not included

Add an additional choice to your menu\$3
(up to 4 choices per course maximum).
Add a Cheese Course\$10
Add Belgian Chocolate Truffle Favours for each
guest.....\$3.95

Loving

Luncheon Wedding Package - available between 9:00 am and 3:00 pm
Please refer to the current Seasonal Menu for Groups to select your specific menu items.

Hors d'oeuvres

A Selection of Quebec Cheeses Platter
Served with Grapes, Assorted Crackers, and
Candied Pecans

Luncheon Menu

First Course

Your Guest's Choice of either Soup or Salad from
Our Seasonal Menu

Main Course

Your selection of **2** Main Course Items

Desserts

Your selection of **2** Dessert Items

OR

Your Wedding Cake Sliced and Served for Dessert with
Your Guest's Choice of Vanilla Ice Cream
or Fresh Fruit Salad

Freshly Brewed Coffee and Specialty Teas

\$36 per person

\$46.98 total per person including all taxes and gratuity

Prices subject to change without notice



Add an additional choice to your menu\$3
(up to 4 choices per course maximum).

Add Sparkling Wine Toast (Cooks's Brut, 3 oz
toasting glass).....\$4

Add a Sorbet Course\$2

Add a Cheese Course\$10

Add Belgian Chocolate Truffle Favours for each
guest.....\$3.95

Prices subject to change without notice

Photo: Mark Cooper

Devoted

Luncheon Wedding Package - available between 9:00 am and 3:00 pm
Please refer to the current Seasonal Menu for Groups to select your specific menu items.

Hors d'oeuvres

A Selection of Quebec Cheeses Platter
Served with Grapes, Assorted Crackers, and
Candied Pecans

Luncheon Menu

First Course

Soup from our Seasonal Menu

Second Course

Organic Green Salad from our Seasonal Menu

Main Course

Your selection of **3** Main Course Items

Desserts

Your selection of **3** Dessert Items

OR

Your Wedding Cake Sliced and Served for Dessert with
Your Guest's Choice of Vanilla Ice Cream
or Fresh Fruit Salad

Freshly Brewed Coffee and Specialty Teas

\$43 per person

\$56.12 total per person including all taxes and gratuity

Prices subject to change without notice



Add an additional choice to your menu\$3
(up to 4 choices per course maximum).
Add Sparkling Wine Toast (Cooks's Brut, 3 oz
toasting glass).....\$4
Add a Sorbet Course\$2
Add a Cheese Course\$10
Add Belgian Chocolate Truffle Favours for each
guest.....\$3.95
Prices subject to change without notice

Photo: M Photography

Enhancements

Amuse Bouche

Our Chef's daily imaginative palate opener, served on a decorative spoon at the table to begin the meal

Add \$2 to your menu price

Sorbet Course

To cleanse your palate between courses, house-made daily

Add \$2 to your menu price

Add a Menu Item

Add an additional choice of item to any of your courses, up to 4 choices maximum in any course

Add \$3 to your menu price

Cheese Course

A selection of Quebec cheeses, toasted baguette, frosted pecans, and grapes

Add \$10 to your menu price

Pasta Course

Penne, linguine, ravioli or tortellini with your choice of sauce: tomato-basil, rose, pesto, alfredo

Add \$5 to your menu price, \$6 for alfredo sauce

Prices subject to change without notice



LINEN UPGRADE

Add colour to your event with beautiful

**SATIN CHAIR COVERS
& COLOURED NAPKINS**

\$5 per person

Ask your Event Coordinator about the various colours and styles available.

Subject to availability of product, minimum 2 weeks' notice required, private room reservations only.

Hors d'oeuvres

Add something special to your cocktail hour, 2 dozen minimum order per item

Sausage Rolls with Dijon Mustard

\$9 per dozen

Honey Marinated Melon Balls with

Cherry Tomatoes and Tarragon

\$11 per dozen

Grilled Chorizo Sausage with Saffron Aioli

and Espelette Pepper

\$12 per dozen

Double Smoked Bacon Wrapped Dates

\$12 per dozen

Goat's Cheese Fritters with Tomato Coulis

\$15 per dozen

Salmon Ceviche Spoons with Orange Caviar

\$15 per dozen

Teriyaki Marinated Chicken or Beef Satay with

Spicy Peanut Dipping Sauce

Chicken - \$15 per dozen, Beef - \$22 per dozen

Spinach and Ricotta Mini Quiche

\$15 per dozen

Roasted Red Pepper Bruschetta on Toasted Baguette

\$16 per dozen

Vegetarian Spring Rolls with Sweet Chili Dipping Sauce

\$17 per dozen

Salmon Gravlax "Lolly Pops"

with Cream Cheese and Dill

\$18 per dozen

Poached Shrimp with Chipotle Cocktail Sauce

\$20 per dozen

Coconut Shrimp with Mango Glaze

\$20 per dozen

Beef Tartar on Garlic Crostini

\$22 per dozen

Mini Soup Shooters - Select 2 Soups:

Chilled Melon with Thai Chili and Mint

Potato, Bacon and Aged Cheddar with Chives

Lobster Consommé

Cream of Wild Mushroom

\$24 per dozen (minimum 2 dozen order)

Selection of Assorted Sushi and Maki with

Wasabi and Soya

\$27 per dozen

Oysters on the Half Shell, Served on a Bed of Ice

With Traditional Accompaniments

\$40 per dozen

Reception Platters

Placed out on a Buffet Table for your guests to enjoy

*Selection of Quebec Cheeses Platter Served with Grapes,
Assorted Crackers and Candied Walnuts*

\$49 Small Platter – serves 10 to 15 guests
\$95 Medium Platter – serves 25 to 30 guests
\$140 Large Platter – serves 45 to 50 guests

Vegetable Crudités Platter with Feta Cheese Spread

\$20 Small Platter – serves 10 to 15 guests
\$40 Medium Platter – serves 20 to 25 guests
\$60 Large Platter – serves 50 to 60 guests

*Roasted Garlic Hummus & Baba Gannouj Platter
Served with Orange Marinated Olives, Crispy Pita Wedges
and Assorted Grilled Breads Brushed with Rosemary Oil*

\$46 Medium Platter - serves 20 to 25 guests
\$75 Large Platter - serves 40 to 45 guests

*Angus Beef Sliders with Balderson Cheddar, Sesame Seed Bun,
Charred Tomato Jam*

\$45 per dozen (minimum 2 dozen order)

*House Made Lime Dusted Nacho Chips
with Heirloom Tomato Salsa*

\$55 – serves 40 guests

*Mashed Potato Bar: Yukon Gold Potato Purée Served in a
Martini Glass with Delicious Toppings Bar: Crème Fraiche,
Aged Cheddar, Chives, Fried Red Onions, Demi Glace, Diced
Tomatoes, Double Smoked Bacon, Butter*

\$350.00 – serves 55 to 60 guests

*House Spice Roasted and Candied Cashews,
Almonds and Pretzels*

\$60 – serves 30 guests

*Mixed Open Faced Sandwich Tray Served on Crostini and
Baguette – Smoked Duck with Julienne Mango, Sliced Roast
Beef Striploin with Caramelized Onion, Smoked Salmon with
Red Onion and Capers, Egg Salad with Roasted Red Pepper*

\$73 Medium Platter, 25 pieces
\$144.50 Large Platter, 50 pieces

*Assorted Cocktail Sandwich Selection: Tuna Salad,
Egg Salad, Sliced Ham*

\$4.50 per 4 pieces

*Deli Meat Platter with Black Forest Ham, Prosciutto, Sliced
Roast Beef, Genovese Salami and Assorted Pickles and Olives
served with Rolls, Butter and Mustard*

\$135 Medium Platter – serves 20 to 30 guests
\$270 Large Platter – serves 50 to 60 guests

*Make-Your-Own Poutine Station: Yukon Gold Potato Frites,
Sweet Potato Frites, Fresh Cheese Curds, Veal Stock Demi*

\$75 Small – serves 15 to 20 guests
\$145 Medium – serves 30 to 35 guests
\$250 Large – serves 55-60 guests

*Roast Beef Carving Station served Medium with Au Jus,
Rolls, Pickles, Mustard*

\$450 – serves 60 2 oz portions
(+\$40 per hour Chef's Labour Charge, 2 hour minimum)

Dessert and Sweets Table

Belgian Chocolate Fondue served with Fresh Fruit and Berries Platter

\$90 Medium Platter – serves 40 to 45 guests
\$145 Large Platter – serves 70 to 75 guests

Assorted French Dessert Pastries

\$3.50 per piece

Belgian Chocolate Truffles

Many delicious flavours available in dark, milk and white chocolate. Please ask us for the full list of truffle flavours

\$1.85 per truffle / minimum 20 truffles

The Sweet Table

Choose 3 – 30 guests minimum

Chocolate Ganache Cake
Hazelnut Torte
Assorted French Dessert Pastries
White Chocolate Raspberry Mousse Cake
German Fresh Apple Flan
Belgian Chocolate Truffles
Sacher Torte
Carrot Cake with Cream Cheese Icing
Home Baked Squares
Strawberry Mousse Cake
Chocolate-Dipped Strawberries
Cappuccino Cheesecake
Bailey's Cheesecake
Chocolate Pecan Cheesecake
Includes Coffee and Tea Buffet Service

\$8 per person

The Late-Evening Buffet Table #1

Assorted French Dessert Pastries and Squares
Belgian Chocolate Fondue served with Sliced Fruit and Berries
Sausage Rolls with Dijon Mustard
Poached Shrimp with Chipotle Cocktail Sauce
Includes Coffee and Tea Buffet Service

\$8 per person

The Late-Evening Buffet Table #2

Belgian Chocolate Fondue served with Sliced Fruit and Berries
Assorted Cocktail Sandwiches (Egg, Tuna, Ham)
Selection of Quebec Cheeses Platter served with Grapes,
Assorted Crackers and Candied Pecans
Includes Coffee and Tea Buffet Service

\$8 per person

Coffee, Decaffeinated Coffee, Tea and Specialty Herbal Teas

Served on a buffet table for your guests to help themselves

\$25 – serves 20 to 40 guests

\$45 – serves 50 to 80 guests



Wedding Booking Information

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.

Reserving a Date for your Wedding

Reservations may be made by contacting the restaurant and speaking to our Events staff. A non-refundable deposit of \$200.00 for the Dawson Room, \$400.00 for the McArthur or Loft Room or \$750.00 for the Top Floor is required to confirm a reservation. 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.

Wedding Facility Fees & Wedding Ceremonies

Our beautiful rooms can be rented to hold your wedding ceremony before your reception, or used to simply hold your wedding reception. A Courtyard Wedding Coordinator will work closely with you to plan all the details for your wedding, including a 2-hour Wedding Planning Meeting, 1 to 2 months prior to your wedding. The Wedding Coordinator will be available on the day of your wedding to accept deliveries, place your décor, cue the processional and other ceremony details if required, and ensure that the day is executed flawlessly. Wedding Facility Fees are as follows:

Wedding Ceremony & Reception (McArthur Room or Loft Room)	\$450.00 plus tax and gratuity
Wedding Ceremony & Reception (Dawson Room)	\$350.00 plus tax and gratuity
Wedding Reception Only / No Ceremony (McArthur Room or Loft Room)	\$250.00 plus tax and gratuity
Wedding Reception Only / No Ceremony (Dawson Room)	\$175.00 plus tax and gratuity

The fee for a Ceremony and Reception includes a room set-up in a "ceremony" style, with chairs placed in rows and an aisle, and a signing table and chair (rooms can be arranged according to your requirements for your ceremony). Please note – Wedding Facility Fees do not go towards making up a minimum bill requirement.

Wedding Planners

Our on-site Wedding Coordinators welcome the opportunity of working with an outside Wedding Planner. Please note, however, if you wish to hire an outside Wedding Planner this individual **must** be present at your Wedding Planning Meeting, which takes place 2 months prior to your wedding. All plans made by an outside Wedding Planner must be approved by the Courtyard Restaurant's Wedding Coordinators and must abide by the policies of the restaurant.

Deposits

All deposits are non-refundable and non-transferable. The schedule for deposits is:

- To reserve, an initial deposit of either \$200 (Dawson Room), \$400 (McArthur or Loft Room), or \$750 (Top Floor) is required
- A second deposit of either \$500 (Dawson Room), \$1000 (McArthur or Loft Room) or \$2000 (Top Floor) is due at the conclusion of your wedding planning meeting, 1 to 2 months prior to your wedding. The Courtyard Events Staff will contact you to set up an appointment for your wedding planning meeting.
- A third deposit for the remaining estimated amount is due 2 days prior to your event with your Guest Count Guarantee (see Payment and Billing).

Our Events staff will discuss the various payment options with you at your planning meeting.

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 2012 / 2013

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, real rose petals sprinkled on the carpet (silk petals are acceptable), or live animals as table centrepieces (i.e. – fish) is not permitted.
- Charger plates are not recommended and may only be used on 1-sided dining tables.
- 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
- Due to the time required for set up and tear down of outside rentals, all Linen rentals (tablecloths, table runners, napkins, etc), Chair Cover rentals, and Dance Floor rentals 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 an additional charge of \$100.00. If sashes are required for 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 estimated amount, minus any deposits, can be made by cash, credit card, debit, money order or certified cheque and is due two days prior to your event at the time of the guest count guarantee. This payment is based on the number of guests provided in the Guest Count Guarantee. In the event your estimate total is greater or less than the actual final balance owed, the Courtyard Restaurant will refund or charge the balance owed on the following business day. We will require a credit card number to be on file so we can credit or debit this card for any final adjustments to the bill. A detailed copy of the final bill and credit card receipts will be mailed out by our Office Administrator the week following your wedding.

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 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**