



COURTYARD
RESTAURANT

Group Menus

Holiday Season 2019

Elegant, historic and conveniently located in the heart of the Nations' Capital, the Courtyard Restaurant is the perfect place to celebrate your event in style. With three distinctive rooms to choose from, we can accommodate parties of all sizes, whether it is up to 80 guests for a sophisticated seated dinner or 175 friends and family for a casual cocktail reception.

What makes us unique is that we offer an array of **choice menus**. Simply choose your package and narrow your selections you and your guests will then order from your customized printed menu on the day of your event. This means that there is no need to for your guests to preselect their meals in advance and no spreadsheet tracking for you to maintain!

Our culinary team is committed to excellence and uses local ingredients whenever possible, with menus that change seasonally, allowing us to bring you the freshest local ingredients at their peak.

Our coordinators will help you every step of the way throughout your entire planning process: from menu selections, timeline and décor, you can rely on their experience to ensure your event is a success!



COURTYARD
RESTAURANT

21 George Street, Ottawa, ON K1N 8W5 613-241-1516

LUNCH PACKAGES available from 11:30 am to 3 pm

EXPLORE

Appetizers (choose one)

Soup

Celeriac, Leek and Sunchoke Potage, Toasted Hazelnuts, Black Garlic & Chili Oil

Green Salad

Arcadian Lettuces, Dried Cranberries, Les Folies Bergères' Goat Cheese, Toasted Pecans, Crispy Shallots, Maple Mustard and Dill Vinaigrette

Mains (choose two)

Chicken

Oven Roasted Chicken Supreme, Roasted Garlic Mashed Yukons, Buttered Vegetables, Creamy Green Peppercorn Sauce

Gnocchi

Gluten-Free Potato Gnocchi, Eggplant Purée, Smoked Olive Oil and Sun-Dried Tomato Emulsion, Mushroom Alfredo, Kale, Basil, Grana Padano

Pork

Nagano Pork Tenderloin, Roasted Garlic Mashed Yukons, Buttered Vegetables, Maple Mustard Veal Jus

\$33.00 per guest \$44.00 inclusive



DELIGHT

Appetizers (choose one)

Soup

Celeriac, Leek and Sunchoke Potage, Toasted Hazelnuts, Black Garlic & Chili Oil

Green Salad

Arcadian Lettuces, Dried Cranberries, Les Folies Bergères' Goat Cheese, Toasted Pecans, Crispy Shallots, Maple Mustard and Dill Vinaigrette

Caesar

Mini Artisan Romaine, Crispy Spanish Chorizo, Rosemary Focaccia, Espelette Pepper and Anchovy Vinaigrette, Marcona Almond Romesco, Manchego Cheese

Mains (choose two)

Chicken

Oven Roasted Chicken Supreme, Roasted Garlic Mashed Yukons, Buttered Vegetables, Creamy Green Peppercorn Sauce

Gnocchi

Gluten-Free Potato Gnocchi, Eggplant Purée, Smoked Olive Oil and Sun-Dried Tomato Emulsion, Mushroom Alfredo, Kale, Basil, Grana Padano

Pork

Nagano Pork Tenderloin, Roasted Garlic Mashed Yukons, Buttered Vegetables, Maple Mustard Veal Jus

Salmon

Seared New-Brunswick Salmon, Roasted Garlic Mashed Yukons, Buttered Vegetables, Maple Mayonnaise, Candied Hemp Seeds

Duck

Quebec Duck Confit, Roasted Garlic Mashed Yukons, Buttered Vegetables, Duck Jus

Desserts (choose two)

Chocolate

Dark Chocolate & Cassis Cake, White Chocolate Snow, Black Currant Marshmallow, Raspberry Coulis

Fruit

Sous-Vide Red Wine Pear, Vanilla Compressed Apple, Vegan Maple Streusel, Cranberry-Apple Sauce, Berries

Crème Brûlée

Sous-Vide Crème Brûlée with Seasonal Inspiration

Walnut & Caramel Cake

Walnut Cake, Salted Coffee Caramel, Spiced Apple Sauce, Vanilla Ice Cream, Candied Walnuts

\$45 per person plus tax and gratuity \$60 inclusive

INSPIRE

Appetizers (choose three)

Soup

Celeriac, Leek and Sunchoke Potage, Toasted Hazelnuts, Black Garlic & Chili Oil

Green Salad

Arcadian Lettuces, Dried Cranberries, Les Folies Bergères' Goat Cheese, Toasted Pecans, Crispy Shallots, Maple Mustard and Dill Vinaigrette

Caesar

Mini Artisan Romaine, Crispy Spanish Chorizo, Rosemary Focaccia, Espelette Pepper and Anchovy Vinaigrette, Marcona Almond Romesco, Manchego Cheese

Beets

Roasted Farmer's Beets, Beetroot Hummus, Za'tar Labneh, Kale Chips, Smoked Olive Oil, Aged Balsamic Reduction, Garlic Almond Foam, Pomegranate

Salmon & Quinoa Fritters

Smoked Salmon & Quinoa Fritters, Lemon & Caper Jam, Dill Yogurt, Mixed Lettuce, Champagne Vinaigrette, Sour Pickles

Squash

Roasted Butternut Squash, Spiced Apple Sauce, Smoked Ricotta, Sunflower, Buttered Kale, Maple Vinegar Reduction, Candied Hemp Seeds

Mushrooms

Sautéed Le Coprin's Mushrooms, Pickled Honey Mushrooms, Fermented Sunchoke Purée, Quail Eggs "mollet", Coffee & Red Wine Jus, Smoked Radish, Shaved Gruyère, Parsley Coulis

Mains (choose three)

Chicken

Oven Roasted Chicken Supreme, Roasted Garlic Mashed Yukons, Buttered Vegetables, Creamy Green Peppercorn Sauce

Gnocchi

Gluten-Free Potato Gnocchi, Eggplant Purée, Smoked Olive Oil and Sun-Dried Tomato Emulsion, Mushroom Alfredo, Kale, Basil, Grana Padano

Pork

Nagano Pork Tenderloin, Roasted Garlic Mashed Yukons, Buttered Vegetables, Maple Mustard Veal Jus

Salmon

Seared New-Brunswick Salmon, Roasted Garlic Mashed Yukons, Buttered Vegetables, Maple Mayonnaise, Candied Hemp Seeds

INSPIRE continued

Duck

Quebec Duck Confit, Roasted Garlic Mashed Yukons, Buttered Vegetables, Duck Jus

Short Rib

48 hrs Short-Rib, Roasted Garlic Mashed Yukons, Buttered Vegetables, Smoked Butter & Corn Purée, “Meat Béarnaise”

Enhance Your Experience:

Ribeye

Grilled 10oz Ribeye, Roasted Garlic Mashed Yukons, Buttered Vegetables, Parsley Coulis, Red-Wine Jus **add \$12 per guest** – Please note, the upgrade price will be added to the menu for the **TOTAL** number of guests. (It is not based on the number of guests who choose this item.)

Desserts (choose two)

Chocolate

Dark Chocolate & Cassis Cake, White Chocolate Snow, Black Currant Marshmallow, Raspberry Coulis

Fruit

Sous-Vide Red Wine Pear, Vanilla Compressed Apple, Vegan Maple Streusel, Cranberry-Apple Sauce, Berries

Crème Brulée

Sous-Vide Crème Brulée with Seasonal Inspiration

Walnut & Caramel Cake

Walnut Cake, Salted Coffee Caramel, Spiced Apple Sauce, Vanilla Ice Cream, Candied Walnuts

Maple Sugar Pie

Maple Sugar Pie, Candied Pecans, Maple Whipped Cream, Maple Vinegar

Cheesecake

Local Honey & Cardamom Cheesecake, Balsamic & Black Pepper Meringue, Honey Roasted Peanuts, Sour Cherry Jam

\$56 per person plus tax and gratuity \$74.67 inclusive



DINNER PACKAGES available after 4:00 pm

DISCOVER

Appetizers (choose one)

Soup

Celeriac, Leek and Sunchoke Potage, Toasted Hazelnuts, Black Garlic & Chili Oil

Green Salad

Arcadian Lettuces, Dried Cranberries, Les Folies Bergères' Goat Cheese, Toasted Pecans, Crispy Shallots, Maple Mustard and Dill Vinaigrette

Mains (choose two)

Chicken

Oven Roasted Chicken Supreme, Roasted Garlic Mashed Yukons, Buttered Vegetables, Creamy Green Peppercorn Sauce

Gnocchi

Gluten-Free Potato Gnocchi, Eggplant Purée, Smoked Olive Oil and Sun-Dried Tomato Emulsion, Mushroom Alfredo, Kale, Basil, Grana Padano

Pork

Nagano Pork Tenderloin, Roasted Garlic Mashed Yukons, Buttered Vegetables, Maple Mustard Veal Jus

Salmon

Seared New-Brunswick Salmon, Roasted Garlic Mashed Yukons, Buttered Vegetables, Maple Mayonnaise, Candied Hemp Seeds

Duck

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Ribeye

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Please note, the upgrade price will be added to the menu for the TOTAL number of guests. (It is not based on the number of guests who choose this item.)

DISCOVER continued

Desserts (choose two)

Chocolate

Dark Chocolate & Cassis Cake, White Chocolate Snow, Black Currant Marshmallow, Raspberry Coulis

Fruit

Sous-Vide Red Wine Pear, Vanilla Compressed Apple, Vegan Maple Streusel, Cranberry-Apple Sauce, Berries

Crème Brulée

Sous-Vide Crème Brulée with Seasonal Inspiration

Walnut & Caramel Cake

Walnut Cake, Salted Coffee Caramel, Spiced Apple Sauce, Vanilla Ice Cream, Candied Walnuts

\$49 per person plus tax and gratuity \$65.34 inclusive



ASTONISH

Appetizers (choose three)

Soup

Celeriac, Leek and Sunchoke Potage, Toasted Hazelnuts, Black Garlic & Chili Oil

Green Salad

Arcadian Lettuces, Dried Cranberries, Les Folies Bergères' Goat Cheese, Toasted Pecans, Crispy Shallots, Maple Mustard and Dill Vinaigrette

Caesar

Mini Artisan Romaine, Crispy Spanish Chorizo, Rosemary Focaccia, Espelette Pepper and Anchovy Vinaigrette, Marcona Almond Romesco, Manchego Cheese

Beets

Roasted Farmer's Beets, Beetroot Hummus, Za'tar Labneh, Kale Chips, Smoked Olive Oil, Aged Balsamic Reduction, Garlic Almond Foam, Pomegranate

Salmon & Quinoa Fritters

Smoked Salmon & Quinoa Fritters, Lemon & Caper Jam, Dill Yogurt, Mixed Lettuce, Champagne Vinaigrette, Sour Pickles

Squash

Roasted Butternut Squash, Spiced Apple Sauce, Smoked Ricotta, Sunflower, Buttered Kale, Maple Vinegar Reduction, Candied Hemp Seeds

Mushrooms

Sautéed Le Coprin's Mushrooms, Pickled Honey Mushrooms, Fermented Sunchoke Purée, Quail Eggs "mollet", Coffee & Red Wine Jus, Smoked Radish, Shaved Gruyère, Parsley Coulis

Mains (choose three)

Chicken

Oven Roasted Chicken Supreme, Roasted Garlic Mashed Yukons, Buttered Vegetables, Creamy Green Peppercorn Sauce

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Gluten-Free Potato Gnocchi, Eggplant Purée, Smoked Olive Oil and Sun-Dried Tomato Emulsion, Mushroom Alfredo, Kale, Basil, Grana Padano

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Salmon

Seared New-Brunswick Salmon, Roasted Garlic Mashed Yukons, Buttered Vegetables, Maple Mayonnaise, Candied Hemp Seeds

ASTONISH continued

Duck

Quebec Duck Confit, Roasted Garlic Mashed Yukons, Buttered Vegetables, Duck Jus

Short Rib

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Fruit

Sous-Vide Red Wine Pear, Vanilla Compressed Apple, Vegan Maple Streusel, Cranberry-Apple Sauce, Berries

Crème Brulée

Sous-Vide Crème Brulée with Seasonal Inspiration

Walnut & Caramel Cake

Walnut Cake, Salted Coffee Caramel, Spiced Apple Sauce, Vanilla Ice Cream, Candied Walnuts

Maple Sugar Pie

Maple Sugar Pie, Candied Pecans, Maple Whipped Cream, Maple Vinegar

Cheesecake

Local Honey & Cardamom Cheesecake, Balsamic & Black Pepper Meringue, Honey Roasted Peanuts, Sour Cherry Jam

\$60 per person plus tax and gratuity \$80 inclusive



IMPRESS

Soup

Celeriac, Leek and Sunchoke Potage, Toasted Hazelnuts, Black Garlic & Chili Oil

Appetizers (choose two)

Green Salad

Arcadian Lettuces, Dried Cranberries, Les Folies Bergères' Goat Cheese, Toasted Pecans, Crispy Shallots, Maple Mustard and Dill Vinaigrette

Caesar

Mini Artisan Romaine, Crispy Spanish Chorizo, Rosemary Focaccia, Espelette Pepper and Anchovy Vinaigrette, Marcona Almond Romesco, Manchego Cheese

Beets

Roasted Farmer's Beets, Beetroot Hummus, Za'tar Labneh, Kale Chips, Smoked Olive Oil, Aged Balsamic Reduction, Garlic Almond Foam, Pomegranate

Salmon & Quinoa Fritters

Smoked Salmon & Quinoa Fritters, Lemon & Caper Jam, Dill Yogurt, Mixed Lettuce, Champagne Vinaigrette, Sour Pickles

Squash

Roasted Butternut Squash, Spiced Apple Sauce, Smoked Ricotta, Sunflower, Buttered Kale, Maple Vinegar Reduction, Candied Hemp Seeds

Mushrooms

Sautéed Le Coprin's Mushrooms, Pickled Honey Mushrooms, Fermented Sunchoke Purée, Quail Eggs "mollet", Coffee & Red Wine Jus, Smoked Radish, Shaved Gruyère, Parsley Coulis

Mains (choose three)

Chicken

Oven Roasted Chicken Supreme, Roasted Garlic Mashed Yukons, Buttered Vegetables, Creamy Green Peppercorn Sauce

Gnocchi

Gluten-Free Potato Gnocchi, Eggplant Purée, Smoked Olive Oil and Sun-Dried Tomato Emulsion, Mushroom Alfredo, Kale, Basil, Grana Padano

Pork

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Salmon

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IMPRESS continued

Duck

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Desserts (choose two)

Chocolate

Dark Chocolate & Cassis Cake, White Chocolate Snow, Black Currant Marshmallow, Raspberry Coulis

Fruit

Sous-Vide Red Wine Pear, Vanilla Compressed Apple, Vegan Maple Streusel, Cranberry-Apple Sauce, Berries

Crème Brulée

Sous-Vide Crème Brulée with Seasonal Inspiration

Walnut & Caramel Cake

Walnut Cake, Salted Coffee Caramel, Spiced Apple Sauce, Vanilla Ice Cream, Candied Walnuts

Maple Sugar Pie

Maple Sugar Pie, Candied Pecans, Maple Whipped Cream, Maple Vinegar

Cheesecake

Local Honey & Cardamom Cheesecake, Balsamic & Black Pepper Meringue, Honey Roasted Peanuts, Sour Cherry Jam

\$67 per person plus tax and gratuity \$89.34 inclusive



RECEPTION PLATTERS enhance your dining experience with delectable trays

- Assorted Artisan Breads, Grilled Flat Bread, Soft Pretzels, Gluten-Free Crackers, Infused Olive Oil, Pinot Noir Vinegar and Butter - \$3 person
- Vegetable Crudités Served with a House-Made Buttermilk Ranch Dressing - \$4 person
- Assortment of Local and International Classics including Oka, St-Albert Brie, Danish Blue Cheese and Chef's Selection with Grapes, Dried Fruits, Mixed Candied Nuts and Local Fruit Preserve - \$8 person
- Collection of Artisan and House-Made Charcuterie including Hungarian Çabai, Prosciutto di Parma, Lamb Summer Sausage, Capicola Ham and Potted Rabbit with Grainy Mustard and Pickled Things - \$11 person
- Vegetarian Mezze of Beetroot Hummus, Herbed Labneh, Marinated Vegetables, Grilled Artichoke Hearts, Za'atar Spiced Pita Chips, Mixed Olives, Warm Goat Cheese and Roma Tomato Bruschetta - \$6 person
- Macaroni and Double Smoked Bacon tossed in our Local Craft Beer and Cheese Sauce made with Oka, Swiss Gruyère and Grana Padano – \$10 person
- Artisan Lettuce Mix, Shaved Walnut & Caramel Cake and Pickled Shallots with Shallot & Thyme Vinaigrette - \$8 person
- Pan Fried Potato & Cheddar Perogies, Double Smoked Bacon, Smoked Paprika Hollandaise, Shallot Confit - \$8 person
- DIY Poutine Station with Fresh St-Albert Cheese Curds, Homestyle Gravy, Yukon Gold Fries - \$8 person
- Chef's Selection of House-Made Pizzas with Roasted Garlic Dip - \$8 person
- Smokies & Chili Grilled Hot Dog, Soft Bun, Vegetarian Chili, Aged St-Albert Cheddar, Pickled Shallots, Smoked Ketchup, Cucumber Relish, Maple Mustard- \$8.00 person

SWEETS:

- House Baked Gourmet Cookie Platter - \$3 person
- Fresh Fruit Platter with Belgian Chocolate Fondue - \$5 person
- Freshly Baked Tray of Fruit Danish and Cinnamon Rolls with Fresh Berries - \$4 person
- Assorted Cookies, Butter Pecan Tarts, Salted Caramel Brownie with Vanilla Custard Dip - \$10 person



CANAPÉS make your reception stand out...

- Vegetarian Spring Roll with Sweet Chili Dip
- Duck Rillettes Crostini with Shallot Jam & Cornichon
- Grilled Quail Egg with Sesame Salt
- General Tao’s Chicken Bites with Sesame Seed & Sliced Scallions
- Mini Beef Tourtière with Chipotle Cranberry Sauce
- Smoked Salmon & Quinoa Fritter with Lemon & Dill Yogurt
- Spicy Mixed Nut Shooter
- Heirloom Tomato, Basil and Bocconcini Skewer with Balsamic Drizzle
- Assorted Mini Quiches
- Minted Edamame Guacamole and Roasted Tomato on Quinoa Crisp
- Maple Mustard Beef Short-rib Skewers
- Bacon and Swiss Cheese Puffs with Sriracha Mayonnaise
- Moroccan Beef Cigar with Honey & Harissa Dip
- Golden Beet Tartare with Peruvian Yellow Pepper Sauce
- Cucumber Tower, Beet Hummus and Crushed Pistachio
- Cutter’s Red Ale Welsh Rarebit on Toast with Shallot Confit
- Dried Apricot & Smoked Cheddar Wrapped in Prosciutto di Parma
- Smoked Salmon & Crab Salad and Pickled Shallot on Crostini

One per person \$2.75 \$3.61 inclusive
Three per person \$8 \$10.48 inclusive
Five per person \$13 \$17.03 inclusive



ENTERTAINMENT

COURTYARD DJ SERVICES

You DJ Package: For the Do It Yourself DJ

Hook up your laptop or iPod to our mixer and speakers & be your own DJ.

Includes

- High Quality Mixer
- 2 Club Speakers
- 1 Wireless Mic
- Laser Lighting
- Installation at Restaurant
- On-call technician for help

Price: \$275.00 + HST

Full DJ Services

Let us take care of everything for you!

- Professional Experienced DJ
- High Quality Mixer
- 2 Club Speakers
- 1 Wireless Mic
- Laser Lighting
- Installation at Restaurant
- Consultation Prior To Your Event

8:00 pm – 1:00 am
Price: \$650.00 + HST

6:00 pm – 1:00 am
Price: \$800.00 + HST

BOSE System

Hook up your laptop or iPod to this small but powerful sound system. Great for a smaller event!

Price: \$100.00 + HST

Speak to your event coordinator to book any of our music options

FLORAL ARRANGEMENTS & DÉCOR

We work exclusively with Capital Florist, an award winning florist in Ottawa with the largest selection of flowers in the region, to provide you with preferred rates and no delivery charges!

We provide on a complimentary basis small vases with white fuji mums on all of our tables (included with all bookings), however we can enhance your dining tables with floral centerpieces of any type, to suit your theme or colour scheme. Let us take care of the details for you, and provide you with our experience in what works the best for your tables and floor plan.

TABLE CENTERPIECES

- Classic, Modern, Rustic, Vintage, Seasonal
- Budget, Premium, and Luxury options

\$35 to \$175 depending on type of flower and arrangement selected

Ask our Event Coordinator for a Quote for your Event!



COLOURED LINENS

White polyester napkins and tablecloths are included with booking

Chair Covers	\$4.00 each (plus tax)
Coloured Napkins	\$1.00 - \$1.50 each (plus tax)
Table Runners	\$6.00 - \$15.00 each (plus tax)
Tablecloths	\$10.00 - \$25.00 (plus tax)

UP-LIGHTING

Add some colour to your event with our LED up-lights that we can customize to be any colour
\$25 each (plus tax)

GROUP 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.

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.

Service Timelines

Our seasonal menu items are cooked to order and generally require a minimum of 2 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.

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 18% facility service charge will be added to all group function bills.

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 facility service charge (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 \$29.50 for dinner, or \$21.50 (plus tax and gratuity) for lunch. 3 course menus are also available for \$46.00 for dinner or \$37.00 for lunch. Please confirm with us if you would like to offer a meal to your vendors.

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. Silk petals may be used but a \$50.00 cleaning charge will apply.
- 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
- All linen rentals, chair cover rentals, and dance floor rentals may only be provided by the Courtyard Restaurant.
- Charger plates are not recommended and may only be used on 1-sided dining tables
- 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 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:

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- 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.

SOCAN Fee

SOCAN is a not-for-profit Canadian organization that represents composers, lyricists, songwriters, and publishers of musical works from Canada and around the world. A SOCAN fee applies to all events who wish to hire a DJ or bring in their own music in an event venue.

For groups of 100 guests or less a rate of \$44.13 (plus tax) applies; for groups that have more than 100 guests a rate of \$59.17 (plus tax) applies. These rates are based on 2013 and may be subject for change. These rates do not go towards the minimum bill.

Re:Sound Fee

Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. A Re:Sound fee applies to all events who wish to hire a DJ or bring in their own music in an event venue.

For all groups of 300 guests or less, a fee of \$26.63 (plus tax) applies. These rates are based on 2013 and may be subject for change. These rates do not go towards the minimum bill.

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.

Minimum Bills and Cancellation Policies

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 will not be charged a minimum bill.

- **A minimum bill is the amount of food and beverage required to be purchased for complimentary use of the room reserved. All minimum bill amounts do not include tax or facility service charge.**
- **Any outsourced items (such as dance floor rentals, linens décor dj services, cakes etc.) cannot be used to make up the minimum bill.**
- **Drinks purchased by guests at a cash bar will contribute toward the minimum bill required.**
- **If there is any shortfall on the minimum bill required, the amount of the shortfall plus the associated tax and facility service charge will be added to the final bill.**

Ask your Event Coordinator for the minimum bill that best applies to your reservation.

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 deposits, if applicable, which are 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.

All cancellation charges will automatically be charged to the credit card held on file.

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 call our Events Staff (613) 241-1516

