



Group Menu

Summer 2014

The Courtyard Restaurant is committed to culinary excellence and to using local and sustainable ingredients whenever possible. This commitment means our menu selections change seasonally allowing us to bring you the freshest local ingredients at their peak. We consult with our farmer and supplier partners in order to create innovative menus using organic and sustainable ingredients.

Seasonal Menu Dates:

Fall – Begins September 9th, 2014

Holiday – Begins November 25th, 2014

Winter – Begins January 13th, 2015

Prices in this document are valid
until September 8th, 2014.



COURTYARD
RESTAURANT

21 George Street Ottawa,
Ontario, Canada K1N 8W5

t. 613.241.1516
f. 613.241.5738

info@courtyardrestaurant.com
www.courtyardrestaurant.com

Dinner Menus

Available after 4:00 pm

Please see the next two pages to make your seasonal menu selections.

Discover

First Course

Your guest's choice of either Soup or Salad

Main Courses – select 2

Desserts – select 2

\$46 per person

\$60.26 total per person including all taxes and gratuity

Indulge

First Course – Appetizers – select 2

Sorbet Course

Main Courses – select 3

Desserts – select 2

\$52 per person

\$68.12 total per person including all taxes and gratuity

Impress

First Course – Soup from the Seasonal Menu

Second Course – Appetizers – select 2

Main Courses – select 3

Desserts – select 3

\$56 per person

\$73.36 total per person including all taxes and gratuity

Prices subject to change without notice

Chef's Table

Private Dining for
groups of 8-12 guests

Your guests will experience a
6-course blind tasting with
wine pairings guided by
our Executive Chef
and Sommelier in your own
private dining room.

\$160.00 per person

*\$209.60 total per person including
all taxes and gratuity*

Subject to availability



**Meals include freshly baked bread with butter
and brewed coffee or tea.**

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

Prices subject to change without notice

Summer Dinner Menu

Available between June 17th to September 8th, 2014
From 4:00 pm

Soup

- Sweet Corn Bisque, Basil Pesto, Parmesan

Salad

- Organic Leafy Greens, Shaved Heirloom Carrots, Radish, Cucumber Bowl, Shallot-Thyme and Local Honey Vinaigrette

Appetizers

- **Fish Croquette** – Breaded Smoked Cod and Arctic Char Brandade, Corn-Hot Pepper-Zucchini Relish, Shaved Fennel, Bitter Greens and Citrus Salad
- **Beet Salad** – Roasted Beet Wedges Tossed In Honey and PX Vinegar, Maple Crème Fraiche, Frisée, Toasted Pecans, Orange Segments
- **Tomato Salad** – Local Heirloom Tomato Selection, Bocconcini, Torn Basil, Sourdough Crouton, Baconnaise
- **Terrine** – Pheasant Terrine, Pheasant Liver Mousse, Cassis Chutney, Toasted Brioche (Add \$3)**
- **Soup** – Sweet Corn Bisque, Basil Pesto, Parmesan
- **Salad** – Organic Leafy Greens, Shaved Heirloom Carrots, Radish, Cucumber Bowl, Shallot-Thyme and Local Honey Vinaigrette

**The upgrade price will be added to the menu price for the TOTAL number of guests, not based on the number of guests who choose this item.



Summer Dinner Menu

Available between June 17th to September 8th, 2014
From 4:00 pm

Main Courses

- **Chicken** – Chicken Breast Supreme, Caramelized Shallot and Red Wine Jus
- **Vegetarian** – Butternut Squash Gnocchi, Roasted Summer Squash, Wilted Swiss Chard, Basil and Parmesan Cream Sauce
- **Salmon** – Sockeye Salmon with Summer Herb Hollandaise
- **Beef** – Dan O'Brien Farms Beef Short Rib, served Medium-Rare, Madagascar Green Peppercorn and Brandy Sauce
- **Wild Boar** – Sous Vide Wild Boar Shoulder, Dijon Mustard Sauce Charcutière
- **Duck** – Duck Leg Confit, Cassis Cumberland Sauce, Duck Jus with Preserved Lemon and Sage
- **Halibut** – Pan Roasted Pacific Halibut, Vermouth, Dill and Tarragon Cream (Add \$5)**
- **Striploin** – AAA Beef Striploin Steak, Roasted Garlic and Port Sauce (Add \$5)**

*All main course selections (except for vegetarian main course) are served with
Roasted Garlic Mashed Yukon Gold Potatoes and Seasonal Farmer's Market Vegetables*

Desserts

- **Chocolate** – Flourless Chocolate Cake, Raspberry Coulis, Summer Berries
- **Maple** – Maple Sugar Pie, Blueberry Compote, Candied Ginger and Lemon
- **Black Forest** – Cherry-Studded Cheesecake, Dark Chocolate Crumble, Brandied Cherries
- **Lemon** – Lemon Curd Tart, Meringue Cookie, Fresh Berries
- **Fruit** – Fresh Fruit Salad, Mint, Summer Berries

***The upgrade price will be added to the menu price for the TOTAL number of guests, it is not based on the number of guests who choose this item.*

Lunch Menus

Available 11:30 am to 3:00 pm

Please see the next two pages for your seasonal menu descriptions

Explore

First Course

Guest's choice of Soup or Salad

Main Courses

Guest's choice of Chicken, Salmon or Vegetarian

\$28.50 per person (\$37.34 total per person including all taxes and gratuity)

Delight

First Course

Guest's choice of Soup or Salad

Main Courses

Guest's choice of Chicken, Salmon or Vegetarian

Desserts

Guest's choice of Chocolate, Maple or Fruit

\$36 per person (\$47.16 total per person including all taxes and gratuity)

Inspire

First Course

Guest's choice of Soup, Salad or Fish Croquette

Main Courses

Guest's choice of Chicken, Beef or Vegetarian

Desserts

Guest's choice of Chocolate, Maple or Fruit

\$41 per person (\$53.71 total per person including all taxes and gratuity)



Meals include freshly baked bread with butter and brewed coffee or tea.

To substitute one main course to Beef dish...\$3

Add a Sorbet Course\$2

Add a Cheese Course\$10

Prices subject to change without notice

Summer Lunch Menu

Available between June 17th to September 8th, 2014
11:30 am to 3:00 pm

Soup

- Sweet Corn Bisque, Basil Pesto, Parmesan

Salad

- Organic Leafy Greens, Shaved Heirloom Carrots, Radish, Cucumber Bowl, Shallot-Thyme and Local Honey Vinaigrette

Appetizers

- **Fish Croquette** – Breaded Smoked Cod and Arctic Char Brandade, Corn-Hot Pepper-Zucchini Relish, Shaved Fennel, Bitter Greens and Citrus Salad
- **Salad** – Organic Leafy Greens, Shaved Heirloom Carrots, Radish, Cucumber Bowl, Shallot-Thyme and Local Honey Vinaigrette
- **Soup** – Sweet Corn Bisque, Basil Pesto, Parmesan



Summer Lunch Menu

Available between June 17th to September 8th, 2014
11:30 am to 3:00 pm

Main Courses

- **Chicken** – Chicken Breast Supreme, Caramelized Shallot and Red Wine Jus
- **Vegetarian** – Butternut Squash Gnocchi, Roasted Summer Squash, Wilted Swiss Chard, Basil and Parmesan Cream Sauce
- **Salmon** – Sockeye Salmon with Summer Herb Hollandaise
- **Beef** – Dan O'Brien Farms Beef Short Rib, Served Medium-Rare, Madagascar Green Peppercorn and Brandy Sauce (Add \$3)**

All main course selections (except for vegetarian main course) are served with

Roasted Garlic Mashed Yukon Gold Potatoes and Seasonal Farmer's Market Vegetables

Desserts

- **Chocolate** – Flourless Chocolate Cake, Raspberry Coulis, Summer Berries
- **Maple** – Maple Sugar Pie, Blueberry Compote with Candied Ginger and Lemon
- **Fruit** – Fresh Fruit Salad, Mint, Summer Berries



** The upgrade price will be added to the menu price for the TOTAL number of guests, it is not based on the number of guests who choose this item.

Entertainment and Décor Ideas

DJ Packages

You DJ **\$250.00 plus tax**

For the Do-It-Yourself DJ. Hook up your laptop or I-Pod to our mixer and speakers and be your own DJ!

Includes

- High Quality Mixer
- 2 Club Speakers
- 1 Wireless Microphone
- Laser Lighting
- Installation and on-call technician for help

Full DJ Package **\$600.00 plus tax**

Let us take care of everything for you!

Includes

- 5 hours of consecutive service from 8pm to 1am
- Professional Experienced DJ
- High Quality Mixer, 2 Club Speakers, Laser Lighting
- 1 Wireless Microphone

Dance Floor

\$300 plus tax

Have a dance floor installed for your reception and let the dance party begin!

Sommelier-Led Wine Tastings

Sommelier-Led Lunch or Dinner

\$240.00 plus tax **

Let our Sommelier pair each course with a special wine or two and discuss insights into food and wine pairing.

Includes 1 hour prep and 2 hours during event.

Tutored Tasting

\$180.00 plus tax **

Spend an hour before a meal or during a cocktail reception exploring a region or topic.

Includes 1 hour prep and 1 hour during event.

*** Cost of wine and food is additional*



Entertainment and Décor Ideas

Photobooth

\$749 plus tax

Add a huge fun factor to your event! Let your guests use our funky props (or bring some of your own). Customize your photos by adding your corporate logo to the photos for your guests to take home.

Includes

- **3 hour use of photobooth equipment**
- **High quality printer and photo paper**
- **Coloured backdrop / Fun props and signs**
- **Photobooth attendant**
- **USB with all the photos taken during the event**

Please note the cost of Event Services items do not apply towards the minimum bill. All items are plus tax, and do not have gratuity applied.



Ice Sculpture Cocktail Luge

A unique way to showcase your signature cocktail, watch your guests ooh and ahh as our staff pour the drink through the luge. Customize the luge by adding your corporate logo to the ice sculpture.

Select / Includes:

- **Single luge or triple luge, drip tray**
- **Lighting for the ice sculpture luge**
- **Your choice of fruit and type of drink to pour through luge**
- **All set up and delivery costs**

(Please note – price is for luge only, all drinks poured are additional)

Pricing

\$498 plus tax for a single fruit luge

\$798 plus tax for a triple fruit luge

Customized logos range from \$290 to \$635 plus tax

Please note the cost of Event Services items do not apply towards the minimum bill. All items are plus tax, and do not have gratuity applied.



Entertainment and Décor Ideas

Candy Buffet

A fun gift idea for your guests to enjoy. Customize the candy colours to incorporate your company colours.

Select / Includes:

- All glass vases, scoops, tongs
- White goodie bags that can be customized
- Candy of your choice

Pricing

\$7.00 per person (plus tax)

Please note the cost of Event Services items do not apply towards the minimum bill. All items are plus tax, and do not have gratuity applied.



Up-Lighting

\$25 each (plus tax)

Add some colour to your event with our LED up-lights that we can customize to be any colour.

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 each (plus tax)
Tablecloths	\$10.00 to \$25.00 (plus tax)



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 \$10 to your menu price, \$12 for alfredo sauce



Prices subject to change without notice

Hors d'oeuvres

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

Sausage Rolls with Hot English Mustard

\$10 per dozen

Grilled Andouille Sausage Rounds with Caramelized Onion Marmalade

\$13 per dozen

Double Smoked Bacon Wrapped Dates

\$13 per dozen

Fresh Tomato and Parmesan Bruschetta

\$15 per dozen

Vietnamese Wrap Bites with Shrimp, Vermicelli and Mint, served with Nam'Prik Sauce

\$16 per dozen

Wild Mushroom, Fresh Herb and Goat's Cheese Bruschetta

\$19 per dozen

Spanakopita with Yogurt-Cucumber Dip

\$19 per dozen

Vegetarian Spring Rolls with Sweet Chili Dipping Sauce

\$19 per dozen

Twice Baked Fingerling Potato with Crisp Bacon, Cheddar and Chives

\$20 per dozen

Goat's Cheese Fritters with Roasted Tomato Coulis

\$21 per dozen

Prices subject to change without notice

Smoked Salmon on Crostini with Pickled Onions and Dill Cream Cheese

\$23 per dozen

Panko-Crusted Shrimp with Lemon, Pepper and Caper Aioli

\$22 per dozen

Poached Shrimp with House Cocktail Sauce

\$22 per dozen

Teriyaki Beef Satay with Peanut-Red Curry-Coconut Sauce

\$24 per dozen

Prosciutto Wrapped Scallops with Balsamic and Onion Relish

\$25 per dozen

AAA Beef Tataki with Togarashi Mayo and Wasabi on Rice Crisp

\$28 per dozen

Teriyaki Chicken Satay with Peanut-Red Curry-Coconut Sauce

\$28 per dozen

Lamb Meatball on Rosemary Skewer with Tzatziki Dipping Sauce

\$28 per dozen

Selection of Assorted Sushi and Maki with Wasabi and Soya

\$30 per dozen

Foie Gras Terrine on Brioche Crostini with Onion, Honey and PX Vinegar

\$38 per dozen

Oysters on the Half Shell with Traditional Accompaniments

\$44 per dozen

Hors d'oeuvres

Passed Hors d'oeuvres Packages and Reception Platters

Passed Hors d'oeuvres

Hors d'oeuvres Package #1

Sausage Rolls with Hot English Mustard
Spanakopita with Yoghurt-Cucumber Dip
Mini Vegetarian Spring Rolls with Sweet Chilli Sauce
Wild Mushroom and Fresh Herb Bruschetta
\$6 per person – 4 to 5 pieces per person

Hors d'oeuvres Package #2

Goat's Cheese Fritters with Tomato Coulis
Double Smoked Bacon Wrapped Dates
Smoked Salmon on Crostini, Pickled Onions, Dill Cream Cheese
Twice Baked Fingerling Potato, Crisp Bacon, Cheddar and Chives
\$7 per person – 4 to 5 pieces per person

Hors d'oeuvres Package #3

Vietnamese Wrap Bites with Shrimp, Vermicelli and Mint
Grilled Andouille Sausage with Caramelized Onion Marmalade
Lamb Meatball on Rosemary Skewer with Tzatziki Sauce
Wild Mushroom and Fresh Herb Bruschetta
Goat's Cheese Fritters with Roasted Tomato Coulis
\$8.50 per person – 4 to 5 pieces per person

Reception Platters

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

\$54 Small Platter – serves 10 to 15 guests
\$105 Medium Platter – serves 25 to 30 guests
\$155 Large Platter – serves 45 to 50 guests

Vegetable Crudités Platter with House Ranch Dip

\$22 Small Platter – serves 10 to 15 guests
\$45 Medium Platter – serves 20 to 25 guests
\$66 Large Platter – serves 50 to 60 guests

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

\$51 Medium Platter - serves 20 to 25 guests
\$83 Large Platter - serves 40 to 45 guests

*Antipasto Platter with Proscuitto, Cappicola, Marinated
Bocconcini, Spicy Eggplant, Honeydew Melon,
Cantaloupe, Black Olive Tapenade and Crostini*

\$132 Small Platter – serves 20 to 25 guests
\$265 Medium Platter – serves 40 to 45 guests
\$395 Large Platter – serves 60 to 65 guests

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 2.5 to 3 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.

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 facility service charge. 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 facility service charge 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 facility service charge will be added on.

Minimum Bill Amounts for 2014

Low Season – January to April, and Sunday to Thursday in July and August

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

- McArthur Room \$4900.00 plus taxes and facility service charge
- McArthur Room & Bar Area \$5225.00 plus taxes and facility service charge
- Loft Room \$2125.00 plus taxes and facility service charge
- Loft Room and Bar Area \$2465.00 plus taxes and facility service charge
- Dawson Room \$975.00 plus taxes and facility service charge

Top Floor Bookings

- Monday to Friday Daytime (7:00 am to 4:00 pm) \$2025.00 plus taxes and facility service charge
- Saturday/Sunday Daytime (8:00 am to 3:00 pm) \$4100.00 plus taxes and facility service charge
- Sunday to Thursday Evening (5:00 pm to 1:00 am) \$5025.00 plus taxes and facility service charge
- Friday and Saturday Evening (4:00 pm to 1:00 am) \$8200.00 plus taxes and facility service charge

Peak Season – May to December

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

- McArthur Room \$5625.00 plus taxes and facility service charge
- McArthur Room & Bar Area \$6000.00 plus taxes and facility service charge
- Loft Room \$2500.00 plus taxes and facility service charge
- Loft Room and Bar Area \$2900.00 plus taxes and facility service charge
- Dawson Room \$1125.00 plus taxes and facility service charge

Top Floor Bookings

- Monday to Friday Daytime (7:00 am to 4:00 pm) \$2325.00 plus taxes and facility service charge
- Saturday/Sunday Daytime (8:00 am to 3:00 pm) \$4725.00 plus taxes and facility service charge
- Sunday to Thursday Evening (5:00 pm to 1:00 am) \$5775.00 plus taxes and facility service charge
- Friday and Saturday Evening (4:00 pm to 1:00 am) \$9450.00 plus taxes and facility service charge

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 Reception

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.

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 \$27.00 for dinner , or \$17.00 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.
- 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:

- 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 \$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 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.

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

