

Hilton Garden Inn Ottawa Airport

Wedding Package

Finalist for The Ottawa Wedding Awards in 2014, 2015 & 2016



The entire team at the Hilton Garden Inn Ottawa Airport would like to congratulate you on your engagement! Our team looks forward to the opportunity of working together with you to make your wedding day a memory you will look back on fondly for years to come. We will be happy to work closely with you through the planning stages to ensure an enjoyable evening for you and your guests.

Our 4800 square feet of event space can accommodate anywhere from 30 to 250 guests.

We know that no two weddings are alike, and we love to help create a special and unique experience for each couple. The package outlined here is simply a guideline, Executive Chef Scott Lucano is always pleased to create the menu of your dreams, whether it be a special theme or cultural tradition, Chef Lucano and his team will work with you to find an option that suites your needs, budget and vision for your special day.

Chef Lucano and his talented culinary team take pride in using the freshest and highest quality ingredients available. Whenever possible we use local ingredients. All of our dishes are prepared from scratch including our breads, cookies, desserts, soups and sauces. Our in house pastry chef takes special care to prepare the most delectable sweets and pastries.

Please contact the sales department to set up a site tour 613-691-2160.

Wedding Package Includes:

(minimum 75 adults)

- Complimentary Hall Rental
- 4 Course Plated Dinner
- Menu Tasting for up to 4 people
- Aqua Pana and San Pellegrino on your guest tables (1 of each per table)
- Standard White Table Linen
- Standard White Chair Covers
(please note \$60.00 Delivery and Pick Up Fee & 0.60\$/per chair Setup Fee)
- White linen and skirting for service tables
- Complimentary Internet
- Dance Floor
- Microphone and Podium
- Head Table and Round Guest Tables of 8 or 10
- Dishware, Glassware, and Cutlery
- Basic Room set-up
- Parking for you and your guests
- Standard centerpiece
- Discounted hotel room rates for your guests
- Complimentary suite for the wedding couple including breakfast the following morning
- Complimentary hall rental for rehearsal dinner and/or brunch

Cocktail Hour:

Signature non-alcoholic punch and hot and cold canapés (4 per person)

Soup:

Choose from listed options

Salad:

Choose from listed options

Main Course:

Roasted Chicken Supreme with Dijon Tarragon Sauce, Crispy Onions, served with Yukon Gold Mashed Potatoes and Seasonal Vegetables

Dessert:

Choose from listed options

Served with house made dinner rolls, coffee, decaf, and tea.

\$68 per person

(tax not included)



Canapés

(choose four)

Cold Canapés

Chef's Choice: Seasonal Creative Canapés

Or

Smoked Salmon with Horseradish Cream on Pumpernickel Croustinis
Blue Cheese and Walnut Croustinis with Apple Relish
Poached Shrimp with Mango and Jalapeno Salsa
Mini Goat Cheese Spring Rolls with Mango Dip
Seared Albacore Tuna with Wasabi Mayo and Crispy Wonton
Curried Banana and Avocado Salad with Roasted Cashews
Bavarian Sausage and Smoked Cheddar Croustinis

\$27/dozen

Hot Canapés

Chef's Choice: Seasonal Creative Canapés

Or

Mini Vegetable Spring Rolls
Mini Southwest Chicken Tart
Breaded Shrimp
Tandori Chicken Skewers
Mushroom Arancine
Assorted Mini Quiche
Mini Beef Wellingtons
Brie and Raspberry en Croute
Mini Beef and Cabbage Egg Rolls
Breaded Ravioli with Smoked Mozzarella
Lamb Meatballs with Honey Mustard
Atlantic Salmon Fish Cakes with Sweet Pickle Tartar Sauce

\$27/dozen

Package Options

Soup

(choose one)

Roasted Red Pepper and Tomato with Fresh Basil

Butternut Squash and Caramelized Pear with Nutmeg Crème Fraîche

Carrot and Ginger with Red Curry, Coconut Milk, and Cilantro

Roasted Beet Soup with Horseradish Crème Fraîche

Sweet Pea and Fennel with Crispy Leeks

Salad

(choose one)

Mixed Greens

Beets, Carrot, Dried Cranberry, Grape Tomatoes and Balsamic Vinaigrette

Baby Spinach Salad

Clementine segments, Candied Pecans and Orange Ginger Vinaigrette

Roasted Beet Salad

Candied Pecans, Blue Cheese, Mixed Greens and Apple Cider Vinaigrette

Steakhouse Salad

Iceberg Lettuce with Roma Tomatoes, Cucumber, Radishes and Buttermilk Ranch Dressing

Smoked Salmon Salad

Pickled Red Onions, Cucumbers, Crispy Capers and Caraway Vinaigrette
+\$5.00/person

Package Options

Add an Appetizer

Butternut Squash Ravioli
with Five Cheese Sauce and Fine Herbs
+\$14/person

Quebec Cheese Plate
Assorted cheeses served with Croustinis, and Amber Honey
+\$14/person

Antipasto Plate
Assortment of Italian Deli Meats, Marinated Vegetables, Olives and Parmigiano
Reggiano
+\$14/person

Fazzoletti Duo
Spinach and Ricotta with Rose Sauce & Beef and Veal with Tomato Basil Sauce
+\$16/person

Crab Cakes
with Mango and Roasted Pepper Salsa, and Citrus Aioli
+\$16/person

Upgrade Your Main Course

Chicken Supreme with Thyme Jus and Sour Cherry Gastrique Dauphinoise Potato and
Seasonal Vegetables
+\$3/person

Salmon Fillet with Roasted Fennel and Tomatoes, Citrus Scented White and Wild Rice
with a Horseradish Cream
+\$5/person

Grilled 8oz N.Y. Strip loin with Roasted Mini Potatoes Seasonal Vegetables, Red Wine
Demi-Glaze and Crispy Onions
+\$11/person

6oz Filet Mignon with Roasted Leeks, Mushrooms, Demi-Glaze, Seasonal Vegetables
and Parmesan-Chive Mashed Potatoes
+\$14/person

Package Options

Dessert

(choose one)

Vanilla NY Cheesecake with Raspberry
Compote

Dutch Chocolate Pot de Crème with Biscotti

Gingerbread Pudding with English Toffee Custard

Chocolate Silk Tart with Vanilla Chantilly Cream

Apple Streusel Pie with Cinnamon Crème Anglaise

Add a Late Night Snack

Imported and Domestic Cheese Platter with Crackers and Croustinis
+\$9/person

Make your own poutine station with St. Albert Cheese curds and Homemade Gravy
+\$10/person

Pizza and Tomato-Basil Bruschetta
+\$10/person

Sandwich platter: Assortment of House made Breads Filled with Deli Meats and Tuna and Egg
Salad
+\$10/person

An assortment of homemade Cakes, Squares, Tarts, Cookies and Fresh Fruit Platter
+\$13/person

Cake Cutting Fee
\$2.50/person (cake cut and plated) or \$1.00/person (scored)

Children's Menu

\$13

Chicken Fingers and Fries OR
Mac & Cheese OR
Individual Cheese Pizza

*For Children 12 and under, one selection per event.
High chairs and booster seats are available upon request*

Bar Options

Full bar service will be provided by The Hilton Garden Inn. Cash bar prices include taxes while host bar prices are prior to taxes and gratuities. If net bar sales are less than \$400 a labour charge of \$30 per bartender per hour will apply.

You may bring in your own wine for dinner service only. There is a corkage fee of \$12 per bottle and you would be required to obtain a Special Occasion Permit from the LCBO

Bar service stops at 1am all guests must vacate the premise by 1:30am.

Cash Bar

(taxes included)

House Wine

	Glass	Bottle
Pelee Island Cabernet	\$7.00	\$35.00
Pelee Island Sauvignon Blanc	\$7.00	\$35.00
Domestic Beer	\$6.50	
Premium Beer	\$7.50	
Coolers	\$7.50	
Liquor Bar Brands	\$6.50	
Liqueurs	\$7.50	
Soft Drinks	\$2.50	
Juice	\$3.50	

Bar Options

Host Bar

(taxes not included)

Choose from three options:

Option One Charged on Consumption

Option Two Open Bar, \$43 per person for a 4 hour period

Option Three Subsidized Bar, guests pay a set price and host pays balance
(house wine, bar brand liquor and domestic beer)

Wine

Whites	Glass	Bottle
Pelee Island Sauvignon Blanc	\$6.20	\$30.97
Pelee Island Pinot Grigio	\$6.20	\$35.00
Estrada Creek Chardonnay		\$35.00
Kingston Estate Chardonnay		\$40.00
Reds		
Pelee Island Cabernet	\$6.20	\$30.97
Pelee Island Pinot Grigio	\$6.20	\$30.97
Domaine Magellan Merlot		\$40.00
Six Rows Shiraz		\$40.00

Custom wine selections available upon request

Bar Options

Host Bar

(continued, taxes not included)

Domestic Beer	\$5.75
Premium Beer	\$6.64
Coolers	\$6.64
Liquor Bar Brands	\$5.75
Liqueurs	\$6.64

Champagne and Sparkling Wine

Martini and Rossi Asti (Bottle)	\$32.74
Prosecco	\$39.82

Non-Alcoholic Beverages

Soft Drinks	\$2.21
Juice	\$2.65
San Pellegrino	\$2.21
Acqua Panna	\$2.21
Punch Fountain	\$3.10



Terms and Conditions

Set Up

Use of clear packaging tape and plastic-based tape are prohibited on all walls and surfaces, only masking tape is permitted.

All material must be anti-flammable. No combustible items are permitted. Helium balloons require prior authorization for use.

Any decorating material must be approved by the Hilton Garden Inn and must conform to the fire department regulations (Glitter and Confetti are not permitted in the ballroom).

Timing for setting up ceiling décor must be pre-arranged with the catering department and taken down within one (1) hour after the event concludes. Only non-flammable décor may be attached to our ceiling. No vinyl blends are permitted.

We ask that any wire, twine, clips etc. be removed so that the ceiling and walls are left in the condition it was found before any décor was attached.

We ask that any linens and décor brought in that do not belong to the hotel are picked up an hour after event closing.

To reduce your stress on your big day, our team does the set up and tears down however the decorator is responsible for their items.

Pins, nails, thumbtacks or screws are not permitted. Fire exits must remain clear at all times.

Food and Beverage

Hilton Garden Inn reserves the right to be the sole supplier of all food and beverage requirements on property. An exception to this is wedding cakes and cupcakes.

A guarantee of anticipated attendance is to be supplied to your Sales Representative four (4) business days prior to the event. Charges will reflect this number or the number served, whichever is greater, and cannot be subjected to any reduction beyond this point. If guarantee numbers are not sent by the deadline your invoice will be based on the last numbers provided or original numbers provided at the time of booking.

Dietary restrictions and allergies can be accommodated, the name of the guest and nature of their restriction or allergy must be provided upon final guarantee of numbers.

Bar service stops at 1am all guests must vacate the premise by 1:30am.

Additional Booking Information

All bookings require a signed agreement and a non-refundable, non-transferable deposit.

We require all advertising of your special day to be verified by your Sales Representative to confirm appropriate contact information and logo usage.

Hilton Garden Inn reserves the right to control music and sound levels at any time.

Animals, birds and pets are prohibited in the ballroom. Working dogs are an exception to this condition and we ask that you advise your Sales Representative the use of a working dog.

All activities, including registration, displays and exhibits that use public areas such as the main entrance require approval by your Sales Representative.

A variety of entertainment is permitted; we simply ask that you check with your Sales Representative to confirm any special permits or permissions.

Hilton Garden Inn is not responsible for any damages or losses to any items.

Damages due to actions or behavior, either intentional or unintentional, of the event guests will be subject to penalties.

All prices are subject to change.

Preferred Professionals

We understand that there are so many expenses associated with your wedding and we have partnered with the very best in Ottawa to offer you discounts on their services when you book your wedding with us!

**DOMINIQUE
LEVESQUE**
SALON DE LA MARIÉE
BRIDAL SALON

Quality
Entertainment
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Locally owned & operated

groovy
LINEN
RENTALS • SALES • SERVICE

We would also be happy to refer you to our partners in areas such as officiants, photographers, wedding planners & decorators. Audio Visual Equipment Supplied by Advantage AV 613-727-9200.

 **Hilton
Garden Inn**
Ottawa Airport

Frequently Asked Questions

- **Q: Can we create a custom menu?**
- A: Yes, our Executive Chef and Executive Sous Chef would be delighted to work with you to create a custom menu for your special day - do not hesitate to ask!
- **Q: Is there flexibility with the wedding packages?**
- A: Yes, our package is simply a guideline. We are happy to work with you to come up with a menu that suits your needs, budget and vision.
- **Q: Can we bring in an outside caterer?**
- A: Unfortunately, no. Hilton Garden Inn reserves the right to be the sole supplier of all food and beverage requirements on property
- **Q: Can we bring our own cake?**
- A: Yes, however there is a cake cutting fee which is \$2.50 per slice
- **Q: Can we bring our own wine?**
- A: Yes, however there is a corkage fee of \$12 per bottle and you would be required to obtain a Special Occasion Permit from the LCBO
- **Q: Can you accommodate dietary requirements?**
- A: Yes, we can accommodate requirements that include but are not limited to gluten-free, celiac, vegetarian, vegan, kosher
- **Q: Do you provide table linen?**
- A: Yes, included in your wedding package is standard white linens and napkins which are available in either white or burgundy
- **Q: Can we play our own music?**
- A: Yes, however there are SOCAN fees and RE:Sound fees involved which vary based on the number of attendees at your wedding
- **Q: Can we have candles?**
- A: Only tea light candles are permitted, open flames are prohibited
- **Q: Is the Hilton Garden Inn Ottawa Airport wheelchair accessible?**
- A: Yes, the halls for your wedding are located on the first floor which is equipped with wide hallways. We also offer accessible guest rooms for your convenience
- **Q: Can we have a buffet instead of a plated dinner?**
- A: Yes, our team can work with you to create a buffet package option.
- **Q: Is there a dance floor?**
- A: Yes, the dance floor is included in your wedding package and it can be put where you like and we adjust the size according to the number of attendees
- **Q: Can we book our rehearsal dinner at the hall?**
- A: Yes, included in your wedding package is a complimentary hall rental if you choose to host your rehearsal dinner at the hotel. We also provide a complimentary hall rental to host a Sunday brunch.

