



Meetings and Retreats

2019

Located in the heart of downtown Ottawa and nestled in the historic ByWard Market's Clarendon Court, The Courtyard Restaurant is the perfect place for corporate meetings and retreats. With three unique rooms to choose from, each featuring original limestone walls, large windows and exposed wooden beams, your guests are certain to be impressed.



Our culinary team is committed to excellence using local sustainable ingredients whenever possible, offering fresh innovative menus for every budget.



Our Rooms

McArthur Room

Our largest room, the McArthur Room is located on our 2nd floor and features old stone walls, three working windows, 25 ft. high ceilings and wooden beams.



Loft Room

Our medium sized room, the Loft Room is located on our 2nd floor and features 3 working windows overlooking the courtyard and a warm gas fireplace.

Dawson Room

Our smallest room located on our first floor, with 4 large windows looking directly onto our beautiful courtyard.



Capacity	Dimensions	Ceiling Height	U-Shape	Hollow Square	Dining Tables	Dining with presentation	Theatre	Stand-Up Reception
McArthur	36 x 24	22'	40	30	80	60	80	100
Loft	29 x 18	14'	25	20	45	30	40	60
Dawson	12 x 18	10'	12	12	24	12	20	20

Inclusive Meetings Package

Choose our Inclusive Meetings Package and enjoy a worry-free and productive day in one of our beautiful, historic meeting rooms.

Includes the following:

- Complimentary wireless internet access
- Complimentary Flip Chart with Markers (1 per room, additional flip charts available for rental)
- Delicious food and beverage options, covering all aspects of your day.

Healthy Breakfast

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

Assorted Low-Fat Muffins

Coffee / Tea Station

Chilled Orange Juice and Apple Juice

Morning Break

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

Coffee / Tea Station

Chilled Apple Juice and Orange Juice

Working Lunch

Assorted Sandwiches and Pita Wraps (Choose 3)

Assorted Salads (Choose 2)

Selection of Assorted Cookies and Squares

Soft Drinks and Assorted Juices on Ice

Coffee/Tea Station

Afternoon Break

Coffee/Tea Station

Assortment of Freshly Baked Cookies

\$49.00 per person \$65.34 inclusive

For gluten-free options add \$5.00 per break or meal (per guest - plus tax/facility service charge)

Breakfast Menus

****For gluten-free options add \$5.00 per break or meal (per guest - plus tax/facility service charge)****

Breakfast Buffets

Continental Breakfast

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

\$11.00 per person \$14.67 inclusive

Healthy Breakfast

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

\$12.00 per person \$16.00 inclusive

Executive Breakfast

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

\$14.00 per person \$18.67 inclusive

The Courtyard Buffet Breakfast

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

\$22.00 per person \$29.33 inclusive



Plated Breakfasts

Rise and Shine

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

\$20.00 per person \$26.67 inclusive

Fresh Start

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

\$20.00 per person \$26.67 inclusive

Refreshment Breaks

Chill

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

\$11.00 per person \$14.67 inclusive

Refresh

Coffee/Tea Station, Chilled Apple Juice and Orange Juice
Assorted Freshly Baked Muffins

\$9.00 per person \$12.00 inclusive

Health Break

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

\$12.00 per person \$16.00 inclusive

Sweet Stop

Coffee/Tea Station
Assortment of Freshly Baked Cookies

\$8.00 per person \$10.67 inclusive

PM Pastries

Coffee/Tea Station
Assorted French Pastries

\$8.00 per person \$10.67 inclusive

For gluten-free options add \$5.00 per break or meal (per guest - plus tax/gratuity)

Refreshment Breaks continued

“Just Coffee” Break

2 cups of coffee per person

\$2.50 per person (plus tax and gratuity)

“Just Coffee” All Day – Unlimited Coffee Service

\$8.00 per person (plus tax and gratuity)

Coffee & Soft Drinks Break

\$5.50 per person (plus tax and gratuity)

Add to any Breaks and/or Working Lunches...

Assorted Juices

\$2.50 per bottle

Assorted Soft Drinks

\$2.00 per can

Mineral Water or Bottled Water

\$5.00 per bottle

Sliced Fresh Fruit Tray

\$4.00 per person

Assorted French Pastries

\$4.00 per piece

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

Small **\$48.00**

Medium **\$95.00**

Large **\$140.00**



Buffet Style Lunches

MOTIVATE

Assorted Sandwiches and Pita Wraps (Choose 3)

Assorted Salads (Choose 2)

Soft Drinks and Assorted Juices on Ice

Coffee/Tea Station

\$18.00 per person \$24.00 inclusive

ACHIEVE

Assorted Sandwiches and Pita Wraps (Choose 3)

Assorted Salads (Choose 2)

Selection of Assorted Cookies and Squares

Soft Drinks and Assorted Juices on Ice

Coffee/Tea Station

\$20.00 per person \$26.67 inclusive

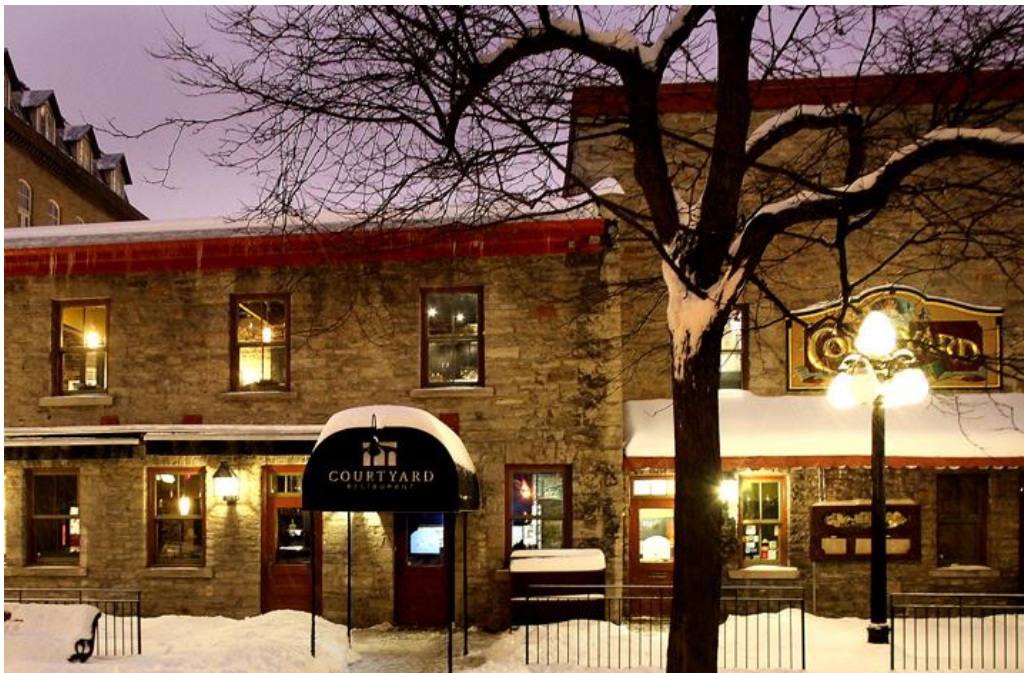
For gluten-free options add \$5.00 per break or meal (per guest - plus tax/facility service charge)

SANDWICH SELECTIONS:

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

SALAD SELECTION:

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



PLATED GROUP LUNCHES

Please refer to our Group Menus for our Plated Group Lunches. Or [click here](#).



MEETINGS AND RETREATS BOOKING POLICIES

Reservation Procedures

Reservations may be made by contacting the restaurant and speaking to any of our Events Staff. A credit card number is required to confirm a group booking. Tentative reservations for an available date will be held for a maximum of 2 weeks. Should another party be interested in booking for the same date, you will be asked to confirm or release the booking.

Guest Count Guarantee

A guaranteed number of guests is required 48 hours prior to your event, with final bill based on guaranteed guest count number or attendance number, whichever is greater.

Minimum Bill

All-Day Meetings (defined as the use of a room for 4 or more hours and/or over more than 1 meal period) will be charged a minimum room bill. Minimum Bills are contingent on the season and day of the week. Please contact us for more details on the minimum bill that pertains to your event.

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.

Menu Selections

All menu choices must be submitted at least 2 weeks in advance. We are pleased to offer alternative meals for those guests with special dietary requirements. All food and beverages for a function must be supplied by the Courtyard Restaurant with the exception of special occasion cakes. All breaks that include coffee/tea are based on 2 cups of coffee per person. If additional coffee is required it will be charged on a per pot basis. All plated main courses are served with fresh vegetables of the day and thyme-roasted fingerling potatoes. All plated meals include freshly baked bread with butter, and coffee or tea.

For gluten-free options add \$5.00 per break or meal (per guest - plus tax/facility service charge).

In-House Audio Visual Equipment

70x70 Tripod Screen	\$30.00 plus tax
Projector	\$70.00 plus tax
Flipchart with Markers and Paper (3 available)	\$15.00 plus tax
Wireless Microphone, PA System (McArthur only)	\$50.00 plus tax
Wireless Headset Microphone, PA System (McArthur only)	\$65.00 plus tax

We are also able to outsource equipment on request

Bar Service

Service of alcoholic beverages is permitted between 11:00 am and 1:00 am. All alcoholic beverages must be supplied by the Courtyard Restaurant. Host bar, open bar, cash bar and reduced or subsidized bar arrangements can be made – there are many options and our event planning staff would be happy to help you arrange the service that suits you the best.

Prices

All prices are subject to change without notice due to force majeure and do not include taxes or facility service charge unless specifically indicated. In compliance with Revenue Canada, a facility service charge of 18% plus taxes and will be added to the final bill of all group functions.

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.

For further information, please contact our Events Staff 613-241-1516 or events@courtyardrestaurant.com