



# COCKTAIL RECEPTIONS HORS D'OEUVRES

## INFORMATION

- Minimum order of 2 dozen for each canapé
- Menu selections required at least 2 weeks prior to your event
- Please add applicable sales taxes and 17.5% gratuity to all quoted prices
- Private rooms available, however room charges may apply. Please read our Group Bookings Policies for complete information on Private Room reservations
- A credit card number is required to confirm a reservation

**Courtyard Restaurant**

21 George Street Ottawa, Ontario, Canada K1N 8W5

[www.courtyardrestaurant.com](http://www.courtyardrestaurant.com)

[info@courtyardrestaurant.com](mailto:info@courtyardrestaurant.com)

613-241-1516

Fax 613-241-5738

# HORS D'OEUVRES

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

Sausage Rolls with French Dijon Mustard  
\$9.00 per dozen

Tomato, Marinated Bocconcini Cheese and Basil Skewers  
\$11.00 per dozen

Bekings Farm Hard Boiled Eggs with Garlic Aioli and Chives  
\$11.50 per dozen

Baked Camembert with Caramelized Onions on Toast  
\$13.00 per dozen

Hot House Smoked Salmon with Crème Fraiche and Chives on Potato Blini  
\$14.00 per dozen

Figs Stuffed with Goat's Cheese and Balsamic Reduction  
\$15.00 per dozen

Spinach and Ricotta Mini Quiche  
\$15.00 per dozen

Bacon-Wrapped Asparagus with Lemon Supremes  
\$15.00 per dozen

Roasted Red Pepper and Feta Cheese Bruschetta  
\$16.00 per dozen

Poached Shrimp with Spicy House Made Cocktail Sauce  
\$18.00 per dozen

Grilled Chicken Satay with Spicy Peanut Dipping Sauce  
\$19.00 per dozen

Sweet Coconut Shrimp with Mango Dipping Sauce  
\$21.00 per dozen

Tuna Tartar on Rice Crackers with Truffled Vinaigrette  
\$21.00 per dozen

Tomato Shooters with Lime-Marinated Shrimp  
\$22.00 per dozen

Mini Vegetarian Spring Rolls with Sweet Chilli Sauce  
\$24.50 per dozen

Grilled Beef Satay with Spicy Peanut Dipping Sauce  
\$25.00 per dozen

Selection of Assorted Sushi and Maki with Wasabi and Soya  
\$27.00 per dozen

Oysters on the Half Shell  
\$35.00 per dozen

# RECEPTION PLATTERS & BUFFET TABLES

**Imported and Domestic Cheese Platter and Pistachio-Rolled Cognac Pâté,  
Served with Grapes, Assorted Crackers and Garnish**

\$44.00 Small Platter – serves 10 to 15 guests  
\$88.00 Medium Platter – serves 25 to 30 guests  
\$132.00 Large Platter – serves 45 to 50 guests

**Vegetable Crudités Platter with Aioli Dip**

\$20.00 Small Platter – serves 10 to 15 guests  
\$33.00 Medium Platter – serves 20 to 25 guests  
\$55.00 Large Platter – serves 50 to 60 guests

**Mediterranean Hummus & Baba Gannouj Platter  
Served with Spiced Olives, Pita and Specialty Flatbreads**

\$46.00 Medium Platter - serves 20 to 25 guests  
\$75.00 Large Platter - serves 40 to 45 guests

**Side of Atlantic Smoked Salmon with Capers, Red Onion, Lemon Wedges  
and Pumpnickel Toasts**

\$138.00 – Medium Platter serves 25 to 35 guests  
\$276.00 – Large Platter serves 50 to 60 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**

\$73.00 – 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 Platters with Black Forest Ham, Prosciutto, Sliced Roast Beef, Genovese Salami  
and Assorted Olives and Pickles Served with Rolls, Butter and Mustards**

\$135.00 – Medium Platter serves 20 to 30 guests  
\$270.00 – 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 Glace

\$60.00 – Small serves 12 to 15 guests  
\$120.00 Medium serves 25 to 30 guests  
\$240.00 Large serves 50 to 55 guests

**Mashed Potato Bar with Gourmet Toppings**

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

\$170.00 – Medium serves 25 to 30 guests  
\$340.00 – Large Platter serves 50 to 55 guests

**Oysters on the Half Shell – Served on a bed of ice with traditional condiments**

\$3.00 per oyster / 2 dozen minimum

# HORS D'OEUVRES PACKAGES

## **Pre-Dinner Hors d'oeuvres Package #1**

Sausage Rolls with French Dijon Mustard  
Tomato, Marinated Bocconcini Cheese and Basil Skewers  
Mini Vegetarian Spring Rolls with Sweet Chilli Sauce  
Roasted Red Pepper and Feta Cheese Bruschetta  
**\$5.00 per person – 4 to 5 pieces per person**

## **Pre-Dinner Hors d'oeuvres Package #2**

Figs Stuffed with Goat's Cheese and Balsamic Reduction  
Baked Camembert with Caramelized Onions on Toast  
Hot House Smoked Salmon with Chives on Potato Blini  
Bacon-Wrapped Asparagus with Lemon Supremes  
**\$6.00 per person – 4 to 5 pieces per person**

## **Pre-Dinner Hors d'oeuvres Package #3**

Baked Camembert with Caramelized Onions on Toast  
Grilled Chicken Satay with Spicy Peanut Dipping Sauce  
Bacon-Wrapped Asparagus with Lemon Supremes  
Tomato Shooters with Lime-Marinaded Shrimp  
Roasted Red Pepper and Feta Cheese Bruschetta  
**\$7.00 per person – 4 to 5 pieces per person**

## **An Afternoon Reception / Shower**

Imported and Domestic Cheese Platter with Cognac Pâté, Assorted Crackers and Grapes  
Vegetable Crudités Platter with Aioli Dip  
Sausage Rolls with Dijon Mustard  
Bekings Farm Hard Boiled Eggs with Garlic Aioli and Chives  
Hot House Smoked Salmon with Crème Fraiche and Chives on Potato Blini  
Assorted Cocktail Sandwich Selection (Tuna, Egg, Ham)  
Fresh Sliced Fruit and Berry Platters with Belgian Chocolate Fondue  
Coffee and Tea Buffet Service  
Non-Alcoholic Punch  
Your Special Occasion Cake sliced and served (no charge)  
**\$19.00 per person / 20 guests minimum**

## **An Evening Cocktail Reception**

*(not intended as a dinner-replacement menu)*

Imported and Domestic Cheese Platter with Cognac Pâté, Assorted Crackers and Grapes  
Mediterranean Hummus & Baba Gannouj Platter Served with Spiced Olives, Specialty Flatbreads  
Mini Vegetarian Spring Rolls with Sweet Chilli Sauce  
Tomato, Bocconcini Cheese and Basil Skewers  
Baked Camembert with Caramelized Onions on Toast  
Bacon-Wrapped Asparagus with Lemon Supremes / Smoked Salmon with Chives on Potato Blini  
Grilled Chicken Satay with Peanut Sauce / Grilled Beef Satay with Peanut Sauce  
Poached Shrimp with Spicy House Made Cocktail Sauce  
Figs Stuffed with Goat's Cheese and Balsamic Reduction  
Belgian Chocolate Fondue with Fresh Fruit and Berries  
Your choice of 1 Alcoholic and 1 Non-Alcoholic Punch / Coffee and Tea Buffet Service  
**\$26.00 per person / 20 guest minimum**

# DESSERT AND SWEETS TABLE

## **Belgian Chocolate Fondue served with Fresh Fruit and Berries Platter**

\$90.00 Medium Platter – serves 40 to 45 guests

\$145.00 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  
\$8.00 per person

## **The Late-Evening Buffet Table #1**

Assorted French Pastries and Home-Baked Squares  
Belgian Chocolate Fondue served with Sliced Fresh Fruit and Berries  
Sausage Rolls with Dijon Mustard / Poached Shrimp with Spicy House-Made Cocktail Sauce  
Includes Coffee and Tea Buffet Service  
\$8.00 per person

## **The Late-Evening Buffet Table #2**

Belgian Chocolate Fondue served with Sliced Fresh Fruit and Berries  
Assorted Cocktail Sandwiches (Egg, Tuna, Ham)  
Imported and Domestic Cheese Platter with Pistachio-Rolled Cognac Pâté,  
Assorted Crackers and Garnish  
Includes Coffee and Tea Buffet Service  
\$8.00 per person

## **Coffee, Decaffeinated Coffee, Tea and Specialty Herbal Teas**

Served on a buffet table for your guests to help themselves

20 to 40 guests - \$25.00 / 50 to 80 guests - \$45.00

# CELEBRATION PUNCHES

## Punches with Alcohol

### Caribbean Holiday

A sparkling tropical fruit punch with white and dark rum, apricot brandy and tropical fruit juices

### Courtyard Sangria

Delicious red wine mixed with triple sec, cherry brandy, orange juice and chopped fruit

### Red Passion Punch

A beautiful clear red punch with peach schnapps, vodka, cranberry juice, Perrier and lime cordial

### Mimosa Medley

Perfect for a brunch or luncheon - sparkling wine with orange juice and fruit slices

Small Bowl - \$49.00 (Serves 20 - 25 glasses of punch)  
Medium Bowl - \$89.00 (Serves 45 - 50 glasses of punch)  
Large Bowl - \$129.00 (Serves 70 - 75 glasses of punch)

## Non-Alcoholic Punches

### Tropical Fruit Punch

A non-alcoholic sparkling pink punch with orange, pineapple and mango juices, mixed with grenadine, lime, Perrier and fresh fruit slices

### Cranberry Splash Punch

A non-alcoholic sparkling punch with cranberry juice, ginger ale, lime cordial and fresh lime slices

Small Bowl - \$36.50 (Serves 20 - 25 glasses of punch)  
Medium Bowl - \$61.50 (Serves 45 - 50 glasses of punch)  
Large Bowl - \$84.00 (Serves 70 - 75 glasses of punch)

## Bar Service

Please ask to see our [Complete Bar List](#) for prices and types of bar service available:

Open Bar, Cash Bar, Ticketed Bar, Wine & Beer Bar,  
Basic Bar, Standard Bar, Premium Bar

**Note: All Bar Service Prices are subject to change;  
please consult our current Group Bar Pricing List.**

### Prices listed below INCLUDE TAX

|                                  |  |
|----------------------------------|--|
| Domestic Beer - \$5.75           | 1 oz Cocktails - \$6.00                    |
| Imported Beer - \$6.25 to \$7.00 | 1 ½ oz Cocktails - \$7.50                  |
| Shooters - \$5.75                | 2 oz Cocktails - \$8.75                    |
| Glass of House Wine - \$6.50     | Non-Alcoholic Beverages - \$1.70 to \$2.25 |

# GROUP BOOKING POLICIES

## Reservation Procedures

Reservations may be made by contacting the restaurant and speaking to any of our Events Staff. A credit card # 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.

## 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 \$6000.00, and your final bill amounts to \$5900.00, a room charge of \$100.00 will be added to your bill to bring the total up to the \$6000.00 required, and then the tax and tip will be added on.

## Minimum Bill Amounts

### Evenings – 5:00 pm till close – Applied Friday and Saturday (and as above)

- McArthur Room - \$3550.00 plus taxes and gratuities
- McArthur Room & Bar Area - \$3800.00 plus taxes and gratuities
- Loft Room - \$2200.00 plus taxes and gratuities
- Loft Room and Bar Area - \$2450.00 plus taxes and gratuities
- Dawson Room - \$700.00 plus taxes and gratuities

### Daytimes – 7:00 am till 4:00 pm – Applied only in December, Wednesday to Friday

- McArthur Room - \$1000.00 plus taxes and gratuities
- McArthur Room & Bar Area - \$1100.00 plus taxes and gratuities
- Loft Room - \$700.00 plus taxes and gratuities
- Loft Room and Bar Area - \$800.00 plus taxes and gratuities
- Dawson Room - \$400.00 plus taxes and gratuities

## **Top Floor Bookings**

- Monday to Friday Daytime (7:00 am to 4:00 pm) - \$1800.00 plus taxes and gratuity
- Saturday/Sunday Daytime (8:00 am to 3:00 pm) - \$3300.00 plus taxes and gratuity
- Sunday to Thursday Evening (5:00 pm to 1:00 am) - \$3800.00 plus taxes and gratuity
- Friday and Saturday Evening (5:00 pm to 1:00 am) - \$6000.00 plus taxes and gratuity

## **Minimum Guest Counts – Only applicable to bookings that do not have a minimum bill**

In general, we request that you have a minimum number of guests to reserve a private room on days when a minimum bill does not apply. Our minimums are as follows: Dawson Room – 15 guests, Loft Room – 30 guests, McArthur Room – 55 guests. We do, however, reserve private rooms for less guests than the minimums during the less busy / slower seasons or days of the week. Please contact our Events Staff to inquire if your date falls into this category. In all cases if your number of guests is less than the minimum we reserve the right to move you to another room that will accommodate your number of guests if our other reservations that day make it necessary.

## **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.

## **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 as well as smaller portioned meals for children under 12 at a reduced price. All food and beverages for a function must be supplied by the Courtyard Restaurant with the exception of special occasion cakes or Wedding Cakes. 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.

## **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 \$18.95. Please confirm with us if you would like to offer a meal to your vendors.

## **Bar Service**

Service of alcoholic beverages is permitted until 1:00 am, and by special arrangement until 2:00 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**

Prices in this document apply to bookings for 2010. Prices for 2011 may increase to a maximum of 10%, and will be confirmed by October of 2010. 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, 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, as we cannot store items for you to pick up the next day. The Courtyard Restaurant is not responsible for any items left behind.
- 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
- Dance floors for events may only be provided by the Courtyard
- Courtyard staff are pleased to place and set up your décor, however we will not set up or remove chair covers. Extensive décor set-up by the Courtyard staff may be subject to additional charges.

## **Payment and Billing**

Payment can be made by cash, credit card or debit, and is due at the conclusion of the event. 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 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 1<sup>st</sup> Floor is wheelchair accessible. The Loft Room and McArthur Room are not. Wheelchair accessible restrooms are also located on the 1<sup>st</sup> 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 Congress 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