



WEDDINGS

Housed in a heritage stone building in a cobble-stoned courtyard, we have been providing elegant facilities for weddings and special events since 1980. Let our knowledgeable and experienced wedding co-ordinator help you to plan and ensure the success of your special day. Our services include:

- Our delectable “choice” menu packages, where your guests may choose between 3 different main courses, and a minimum of 2 different appetizers and deserts.
- Personalized printed menus with your selections are provided to each of your guests, and they will place their order from these menus on the evening of your wedding. Printed menus included at no extra cost.
- Flexibility! All of our menus can be changed and adjusted to suit your preferences and tastes (Wedding bookings may also use our regular ‘Group Menus’ for additional options – available on our website at www.courtyardrestaurant.com)
- Beautiful table settings with our fine English china, white table linen, fresh flowers and romantic candlelight. You are also welcome to bring your own flowers, candles and décor.
- Slicing and serving of your wedding cake with no cake-cutting fee.
- Use of one of our experienced Wedding Coordinators to set up your favours, centerpieces, place cards and other decorations so you have less to do on your wedding day.
- Complete event co-ordination including menu consultation, equipment rental and entertainment bookings.

Courtyard Restaurant

21 George St., ByWard Market, Ottawa K1N 8W5

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WEDDING PACKAGE #1

Hors d'oeuvres Platters - served prior to dinner...

Selection of Imported and Domestic Cheeses and Pistachio Rolled Cognac Pâté
served with Grapes, Crackers and Garnish

Dinner Menu – these will be the choices on your menu...

First Course:

Chef's Inspiration Soup

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Second Course:

Field Greens Salad in Cucumber Ribbon with Grape Tomatoes, Dried Cherries,
Balsamic-Honey Vinaigrette

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Your Selection of 3 Main Course Choices from these items:

Pan-Roasted Breast of Chicken Supreme with Lemon and Tomato Beurre Blanc

Grilled Breast of Chicken with Apple Cider and Sage Reduction

Grilled AAA Angus Striploin Steak with Sangiovese Demi Glace

Pan-Seared Filet of Salmon with Fennel Vinaigrette

New Zealand Lamb Shank Braised in Red Wine and Dried Fruits with Saffron Israeli Couscous

Crisped Yukon Gold Potato Gnocchi with Truffle Béchamel, Roasted Mushrooms and Rapini

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Your Selection of 2 Desserts from these items:

Flourless Chocolate Cake with Strawberry & Verjus Coulis

Bread and Butter Pudding with Vanilla Crème Anglaise

Lemon Tart with Graham Cracker Crust and Fresh Berries

Maple Sugar Pie served with Vanilla Ice Cream

Tropical Fruit Salad with Coconut Sorbet

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Freshly Brewed Coffee and Specialty Teas

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Your Wedding Cake sliced and served with Late-Evening Coffee and Tea Buffet Service

\$42.50 per person

\$55.46 total per person including taxes and gratuity

Add Wine, Punch or a Late-Evening Buffet to your Package!

See our "Celebration Drink Packages" and "Enhancements" at the end of this document.

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Add **Belgian Chocolate Truffle Favours** for each guest to this package – \$3.95 per person

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Add **Sparkling Wine Toast** (1 glass per person) to this package - \$3.50 per person

WEDDING PACKAGE #2

Your Selection of 4 Hors d'oeuvres from these items: (served prior to dinner)

Bekings Farm Hard Boiled Eggs with Garlic Aioli / Sausage Rolls with French Dijon Mustard
Baked Camembert with Caramelized Onions on Toast / Tomato Bocconcini Cheese and Basil Skewers
Figs Stuffed with Goat's Cheese and Balsamic Reduction / Smoked Salmon with Chives on Potato Blini
Bacon Wrapped Asparagus with Lemon Supremes

Dinner Menu – these will be the choices on your menu...

First Course:

Chef's Inspiration Soup

~

Second Course (both items included on the menu for your guests to choose between):

Field Greens Salad in Cucumber Ribbon with Grape Tomatoes, Dried Cherries,
Balsamic-Honey Vinaigrette

Spinach Salad with Avocado, Candied Walnuts and Blue Cheese Dressing

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Your Selection of 3 Main Course Choices from these items:

Grilled AAA Angus Striploin with Thyme and Porcini Mushroom Butter

Provençal-stuffed Breast of Chicken with Tomato and Olive Oil Coulis

Roasted Filet of Halibut with Charred Tomato and Cilantro Relish

Pan Seared Pork Tenderloin with Tarragon and Shallot Sauce Gribiche

Grilled Filet of Salmon with Cucumber and Dill Raita

Mariposa Farms Duck Confit with Cranberry Gastrique

Eggplant and Pine Nut Caponata with Goat's Cheese Croquettes, Oven-Dried Tomato, Sicilian Olives

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Your Selection of 3 Desserts from these items:

Dark Chocolate Mousse Cake with Cashew Crust and Lime Coulis

Lemon Tart with Graham Cracker Crust and Fresh Berries

Bread and Butter Pudding with Vanilla Crème Anglaise

Amber Maple Crème Brûlée

"Floating Islands" - Strawberry Sea with Italian Meringue and Toasted Almond Tuile

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Freshly Brewed Coffee and Specialty Teas

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Sparkling Wine Toast (1 glass per person)

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Your Wedding Cake sliced and served with Late-Evening Coffee and Tea Buffet Service

\$53.50 per person

\$69.82 total per person including taxes and gratuity

Add Wine, Punch or a Late-Evening Buffet to your Package!

See our "Celebration Drink Packages" and "Enhancements" at the end of this document.

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Add **Belgian Chocolate Truffle Favours** for each guest to this package - \$3.95 per person

WEDDING PACKAGE #3

Your Selection of 4 Hors d'oeuvres from these items (served prior to dinner):

- Mini Vegetarian Spring Rolls with Plum Gastrique
- Bacon Wrapped Asparagus with Lemon Supremes
- Roasted Red Pepper and Feta Cheese Bruschetta
- Grilled Chicken Satay with Peanut Sauce
- Figs Stuffed with Goat's Cheese and Balsamic Reduction
- Selection of Assorted Sushi and Maki
- Tomato Shooters with Lime-marinated Shrimp
- Poached Shrimp with Spicy House-Made Cocktail Sauce
- Smoked Salmon with Chives on Potato Blini
- Grilled Beef Satay with Peanut Sauce
- Tuna Tartar on Rice Crackers with Truffled Vinaigrette
- Baked Camembert with Caramelized Onions on Toast

Dinner Menu

First Course:

Chef's Inspiration Soup

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Second Course - Your selection of 2 Appetizer Choices from these items:

Pan-Seared Scallops with Minted Sweet Pea Purée, Caramelized Ham and Potato Crisp
Composed Salad of Oven Dried Tomato, Arugula, Black Olive Tapenade and Art-Is-In Bakery Crouton
with Shaved Padano Cheese

Field Greens Salad in Cucumber Ribbon with Grape Tomatoes, Dried Cherries,
Balsamic-Honey Vinaigrette

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House-Made Sorbet

Your choice of flavour:

Pineapple, Strawberry-Basil, Strawberry, Roasted Pear,
Lemongrass, Fuji Apple, Cranberry, Lemon

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Your Selection of 3 Main Course Choices from these items:

- AAA Angus Striploin with Buttered Cauliflower Purée, Roasted Fingerling Potato, Glazed King Oyster Mushrooms and Snipped Chives
- Ribbon Potato Wrapped and Seared Halibut with Braised Leeks, Vegetable Ratatouille, Yuzu and Herb Vinaigrette
- Ontario Lamb Rack Roasted Medium Rare with Mint Coulis, Olive Oil Smashed Fingerling Potato, and Eggplant and Pine Nut Caponata
- Spiced Honey-Glazed Duck Confit with Baby Bok Choy, Ginger and Lemon Grass Reduction, Wild Rice
- Mariposa Farms Chicken Breast Supreme stuffed with Ciel de Charlevoix Blue Cheese, Sherry Pan Sauce, Buttered Pommes Purée, Roasted Baby Vegetables
- Butternut Squash Risotto with Roasted Chanterelle Mushrooms and White Truffle Oil Drizzle

Your Selection of 3 Desserts from these items:

Amber Maple Crème Brûlée with Walnut Shortbread
Dark Chocolate Mousse Cake with Cashew Crust and Lime Coulis
Strawberry Millefeuille with Vanilla Crème Anglaise and Mint
Gorgonzola Cheese Cake with Maple Caramelized Pears and Toasted Hazelnuts
Vanilla Panna Cotta with Berry Compote and Frozen Honey Rain

Freshly Brewed Coffee and Specialty Teas

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Sparkling Wine Toast (1 glass per person)

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Your Wedding Cake sliced and served with
Late-Evening Coffee and Tea Buffet Service

And your choice of:

Late-Evening Selection of Imported and Domestic Cheeses and Pistachio-Rolled Cognac Pâté served
with Grapes, Crackers and Garnish

or

Late-Evening Belgian Chocolate Fondue with Fresh Fruit and Berries

\$67.50 per person

\$88.09 total per person including taxes and gratuity

Add Wine, Punch or a Late-Evening Buffet to your Package!

See our *"Celebration Drink Packages"* and *"Enhancements"*
at the end of this document

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Add **Belgian Chocolate Truffle Favours** for each guest to this package

\$3.95 per person

LUNCHEON WEDDINGS

An elegant and affordable alternative to an evening wedding.
Luncheon Weddings may be held beginning as early as 9:00 am,
and must be finished by 3:00 pm on Saturdays, or 4:00 pm Sunday through Friday.

LUNCHEON WEDDING PACKAGE #1

Hors d'oeuvres Platter – served prior to luncheon

Selection of Imported and Domestic Cheeses and Pistachio Rolled Cognac Pâté
served with Grapes, Crackers and Garnish

First Course (both items will be on the menu for your guests to choose between):

Chef's Inspiration Soup
Field Greens Salad in Cucumber Ribbon with Grape Tomatoes, Dried Cherries,
Balsamic-Honey Vinaigrette

~

Your selection of 3 Main Courses from these items:

Grilled Boneless Pork Loin with Grainy Mustard Glaze
Pan-Seared Filet of Salmon with Celeriac Remoulade
Beef Bourguignon with King Oyster Mushrooms, Red Wine, Cipolline Onion, Haricots Verts, Rice Pilaf
Pan Roasted Breast of Chicken with Lemon and Tomato Beurre Blanc
Quinoa Salad with Grilled Avocado, Charred Tomato Relish, Toasted Pumpkin Seeds
and Shaved Parmesan Cheese

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These 3 Dessert Items will appear on your Menu:

Flourless Chocolate Cake with Strawberry-Verjus Coulis
Tropical Fruit Salad
Amber Maple Crème Brûlée

or

Your Wedding Cake sliced and served for dessert with
Your guests' choice of Vanilla Ice Cream or Fresh Fruit Salad

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Freshly Brewed Coffee and Specialty Teas

\$26.75 per person

\$34.90 total per person including taxes and gratuity

Add Wine, Punch or other Enhancements to your Package!

See our "Celebration Drink Packages" and "Enhancements" at the end of this document.

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Add **Belgian Chocolate Truffle Favours** for each guest to this package - \$3.95 per person

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Add **Sparkling Wine Toast** (1 glass per person) to this package - \$3.50 per person

LUNCHEON WEDDING PACKAGE #2

Hors d'oeuvres Platter – served prior to luncheon

Selection of Imported and Domestic Cheeses and Pistachio Rolled Cognac Pâté
served with Grapes, Crackers and Garnish

First Course (both items will be on the menu for your guests to choose between):

Chef's Inspiration Soup
Field Greens Salad in Cucumber Ribbon with Grape Tomatoes, Dried Cherries,
Balsamic-Honey Vinaigrette

~

Your selection of 3 Main Course Choices from these items:

Grilled Angus Striploin Steak with Thyme and Porcini Mushroom Butter
Roasted Breast of Chicken with Apple and Cider Reduction
Pan Seared Filet of Salmon with Saffron and Fennel Cream Sauce
New Zealand Lamb Shank Braised in Red Wine and Dried Fruits with Israeli Couscous
Crisped Yukon Gold Potato Gnocchi with Truffle Béchamel, Roasted Mushrooms and Rapini

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Your selection of 3 Desserts from these items:

Dark Chocolate Mousse Cake with Cashew Crust and Lime Coulis
Maple Sugar Pie served with Vanilla Ice Cream
Lemon Tart with Graham Cracker Crust and Fresh Berries
Tropical Fruit Salad with Coconut Sorbet

or

Your Wedding Cake sliced and served for dessert with
Your guests' choice of Vanilla Ice Cream or Fresh Fruit Salad

or

Your Wedding Cake sliced and served for dessert and
Belgian Chocolate Truffle Favours for your guests to take home in 'wedding white' box
with your choice of coloured organza ribbon (add \$1.00 to your package price)

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Freshly Brewed Coffee and Specialty Teas

\$34.75 per person

\$45.35 total per person including taxes and gratuity

Add Wine, Punch or other Enhancements to your Package!

See our "Celebration Drink Packages" and "Enhancements" at the end of this document.

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Add **Belgian Chocolate Truffle Favours** for each guest to this package - \$3.95 per person

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Add **Sparkling Wine Toast** (1 glass per person) to this package - \$3.50 per person

CELEBRATION DRINK PACKAGES

Celebration Drink Package #1

Non-Alcoholic Fruit Punch and Alcoholic Punch served with your Hors d'oeuvres

(Your choice of 2 punches, see punch flavours)

2 Glasses of Bottled Wine per person served with your meal

(Your choice of Wine - choose 1 white wine and 1 red wine)

White Wine:

Baron Philippe de Rothschild Sauvignon Blanc (France)

Caliterra Chardonnay (Chile)

Pelee Island Sauvignon Blanc (Canada)

Red Wine:

Drostdy-Hof Merlot (South Africa)

Mezzomondo Negroamaro Salento (Italy)

Banrock Station Shiraz (Australia)

\$15.75 per person

\$20.87 total per person including taxes and gratuity

Celebration Drink Package #2

Non-Alcoholic Fruit Punch and Alcoholic Punch served with your Hors d'oeuvres

(Your choice of punch, see punches)

2 Glasses of Jackson-Triggs House Wine per person served with your meal

(Your guest's choice of either Jackson-Triggs Chardonnay or

Jackson-Triggs Cabernet Franc / Cabernet Sauvignon)

\$13.75 per person

\$18.22 total per person including taxes and gratuity

Celebration Drink Package #3

2 Glasses of Jackson-Triggs House Wine per person served with your meal

(Your guest's choice of either Jackson-Triggs Chardonnay or Cabernet Franc / Cabernet Sauvignon)

1 Glass of Sparkling Wine Toast per person

\$14.50 per person

\$19.21 total per person including taxes and gratuity

Just Wine, Please

Please ask for our Complete Bottled Wine List - Our Sommelier would be happy to select special wines from our list to suit your menu and budget upon request

Our House Wine:

Jackson-Triggs Proprietor's Edition Chardonnay (Canada)

Jackson-Triggs Proprietor's Edition Cabernet Franc/ Cabernet Sauvignon (Canada)

Per Bottle - \$27.50

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

ENHANCEMENTS

To cleanse your palate between courses:

House-Made Sorbet

In your choice of flavour: Pineapple, Strawberry-Basil, Strawberry, Roasted Pear,
Lemongrass, Fuji Apple, Cranberry, Lemon
(Add \$1.95 to your menu price)

Change any of the menus into four courses with:

Chef's Inspiration Soup

and

Field Greens Salad in Cucumber Ribbon with Grape Tomatoes, Dried Cherries,
Balsamic-Honey Vinaigrette
(Add \$4.00 to your menu price)

Add a Pasta Course to your Menu:

Penne, Linguini, Ravioli or Tortellini

with your choice of sauce: Tomato-Basil, Rosé, Basil-Pesto, Alfredo
(Add \$4.50 to your menu price / \$5.50 for Alfredo Sauce)

Select a substitute for one of your appetizers:

Spinach Salad with Avocado, Candied Walnuts and Blue Cheese Dressing
(Add \$ 1.75 to your menu price)

Composed Salad of Oven Dried Tomato, Arugula, Black Olive Tapenade and
Art-Is-In Bakery Crouton with Shaved Padano Cheese
(Add \$ 1.75 to your menu price)

Select a substitute for the soup:

Your choice of soup:

Carrot and Ginger / Butternut Squash / Butternut Squash and Carrot
Tomato-Basil / Tomato and Roasted Garlic / Purée of Cauliflower / Cream of Roasted Parsnip
Cream of Broccoli with Pine Nuts / Corn and Roasted Red Pepper Chowder / Potato and Leek Bisque
Potato and Bacon Chowder / Gazpacho / Chilled Strawberry Soup (seasonal)
Cream of Asparagus (seasonal) / Your suggestions welcome
(Add \$ 1.50 to your menu price)

Add another selection to your Dessert choices:

Strawberry Millefeuille with Vanilla Crème Anglaise and Mint
(Add \$ 1.50 to your menu price)

Gorgonzola Cheese Cake with Maple Caramelized Pears and Toasted Hazelnuts
(Add \$1.50 to your menu price)

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 Pumpernickel 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

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

BOOKING POLICIES

Reserving a Date for your Wedding

Reservations may be made by contacting the restaurant and speaking to our Events staff. A non-refundable deposit of \$200.00 for the Dawson Room, \$400.00 for the McArthur or Loft Room or \$750.00 for the Top Floor is required to confirm a reservation. 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.

Wedding Ceremonies and Coordinators

Our beautiful rooms can be rented to hold your wedding ceremony before your reception. A Courtyard Wedding Coordinator will work closely with you to plan all the details for your wedding, including a 2-hour planning session 1 to 2 months prior to your wedding. The Wedding Coordinator will be available on the day of your wedding to accept deliveries, place your décor, cue the processional and other ceremony details and ensure that the day is executed flawlessly. A Wedding Ceremony Set-Up and Coordination Fee of \$300.00 is charged for this service (\$250.00 for the Dawson Room). This fee includes a room set-up in a "ceremony" style, with chairs placed in rows and an aisle, and a signing table and chair (rooms can be arranged according to your requirements for your ceremony). It also includes the services of one of our wedding coordinators prior to the event and on the day of your wedding.

Deposits

All deposits are non-refundable and non-transferable. The schedule for deposits is:

- To reserve, an initial deposit of either \$200 (Dawson Room), \$400 (McArthur or Loft Room), or \$750 (Top Floor) is required
- A second deposit of either \$500 (Dawson Room), \$1000 (McArthur or Loft Room) or \$2000 (Top Floor) is due at the conclusion of your wedding planning meeting, 1 to 2 months prior to your wedding. The Courtyard Events Staff will contact you to set up an appointment for your wedding planning meeting.
- Your final payment is due at the conclusion of the event. Our Events staff will discuss the various payment options with you at your planning meeting.

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 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 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