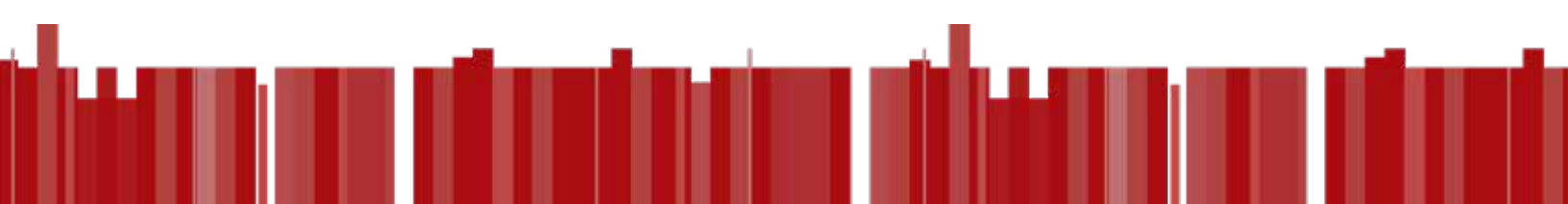




# CATERED WEDDINGS AT BROOKSTREET



brookstreet  
work · play · getaway





# TIMELESS WEDDINGS @ **BROOKSTREET**



## OTTAWA'S LEADING 4-DIAMOND HOTEL, SPA, DINING, GOLF & WEDDING DESTINATION

Congratulations on your engagement! You've found the perfect match, we've got the perfect location. Brookstreet offers a stylish and sophisticated setting to make your celebration unforgettable. Our modern event spaces overlooking our beautiful gardens, ponds and a rolling golf course provides the perfect setting, ambiance and photo opportunities for your wedding.

Brookstreet distinguishes itself through attention to the smallest details and impeccable service. You will be assigned a personal Event Manager who is dedicated to the success of your celebration and will work with you to ensure every detail reflects your wishes.

For more information, to arrange a personal tour or to book your wedding, contact our events team at **613.271.3543** or **weddings@brookstreet.com**





## CATERED WEDDINGS

### BUFFET OR FAMILY STYLE SERVICE

<b>DINNER</b>	\$35 PER GUEST	\$12 PER CHILD (2-12)
<b>LUNCH</b>	\$25 PER GUEST	\$12 PER CHILD (2-12)

### BROOKSTREET INCLUDES THE FOLLOWING TO COMPLEMENT YOUR EVENT:

- A complimentary upgraded luxury guestroom for the newlyweds on the night of the wedding, including parking and WiFi
- Special guestroom rates for guests attending your wedding, plus a personalized online reservations booking website
- Complimentary underground parking for all guests
- Freshly brewed Starbucks coffee and a selection of Tazo teas served with the meal
- Wedding cake cut and served buffet style with coffee & tea service after the meal
- Classic white table linens, china, flatware, glassware, trio of votive candles, table numbers & stands, riser for head table, podium with microphone, easel for seating plan, gift table, cake table, cocktail reception area, cocktail rounds, dance floor & event staffing
- Complimentary photo on the small electronic screen outside the reception room

### WEDDINGS OVER 200 GUESTS WILL ALSO INCLUDE:

- Complimentary fruit punch during reception
- Two additional complimentary guestrooms the night of the wedding
- Brookstreet voucher with special offers available within the hotel
- Special guestroom rates for guests attending your wedding, plus a personalized online reservations booking website
- Complimentary photo on the small electronic screen outside the reception room
- Brookstreet voucher with special offers available within the hotel, plus a complimentary round of golf for two at the Marshes Golf Course
- A complimentary buffet menu tasting for all confirmed weddings. Limited to 2 guests per booked wedding.

Please note that the above prices are subject to applicable taxes; gratuity of \$9 is applicable on the dinner service fee (\$3 per child); gratuity of \$5 is applicable on the lunch service fee (\$3 per child). Room rental, SOCAN, Tariff fees, electrical fees and cost of food through your choice of caterer are additional. Ask our team about discounted rates available on select dates.

Please note that Brookstreet only approves the following caterers: Ishina Distinguished Indian Cuisine, East India Company, Tandoori Fusion & Creative Kosher.

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## ENHANCE YOUR WEDDING

### **SHARE A SPECIAL SLIDESHOW**

We offer one complimentary photo to be posted on your room screen and should you wish to post special memories on our video wall, this may be done at a cost of \$200. Ask your Event Manager for more information on this service.

### **LOOKING FOR A VENUE TO HOST YOUR REHEARSAL DINNER?**

Look no further than the award winning Perspectives Restaurant. Choose from a range of customized group menus. Ask your Event Manager for more information.

### **BROOKSTREET BACHELORETTE**

Our bachelorette package includes; one night's luxury accommodation, breakfast, welcome cocktail, party room, bathrobes & slippers, spa amenity & credit, food & beverage discount, live jazz and more. Ask your Event Manager for more information.

### **WASHROOM ACCESSORIES BASKETS**

Stock the washrooms for your guests! Our accessories basket includes; hairspray, clear nail polish, emery boards, safety pins, mending kit, bobby pins, tissues, bandages, tampons, gum, breath freshener, elastics and dental floss. (\$50.00 per basket)

### **PAMPERING AT AU NATUREL SPA**

Get rid of the jitters! Unwind and pamper yourself prior to the big day with holistic therapies, as well as the latest treatments: relaxation massage, facials, manicures and pedicures. Bridal makeup applications and trial is also available. For full spa menu and online bookings visit [www.brookstreet.com/spa](http://www.brookstreet.com/spa).

### **MAKE A WEEKEND FOR YOUR GUESTS**

There is so much to choose from at Brookstreet, you and your guests will be entertained before and after your wedding: The Marshes championship 18 hole golf course, award winning Perspectives Restaurant, Options Jazz Lounge with live jazz seven nights a week, indoor and outdoor swimming pools, gym, dry saunas, whirlpools, Zone 525 games room, Jazz Garden, complimentary guest bikes and more. Ask your Event Manager about our special guestroom rates for guests attending your wedding.



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Please note that all above prices are subject to tax and gratuities. Prices are valid until March 2019.



## EVERYTHING ELSE YOU NEED TO KNOW

### **OUR EVENT SPACE**

#### **Newbridge Ballroom:**

Our NEW stylish ballroom opens onto a large foyer with a wall of windows and a balcony overlooking The Marshes golf course. This fantastic space can accommodate up to 450 guests.

#### **Celtic:**

A beautiful NEW space featuring a foyer walking out to our patio and pond. A great space suitable for wedding ceremonies/receptions up to 120 guests.

#### **Grand Scheme Ballroom:**

An elegant ballroom perfect for larger weddings and is equipped with a large foyer area, ideal for a pre-dinner reception. The ballroom is available for up to a maximum of 350 guests.

#### **Shakers:**

This naturally-lit space is available for more intimate wedding receptions and/or ceremonies. Shakers is suitable for weddings up to 80 guests.

#### **Outdoor Pavilion:**

Perfect for an outdoor ceremony accommodating 350 guests,. This beautiful outdoor space features classic white draping and stunning red chandeliers. Included for your wedding ceremony is a classic white carpet aisle runner.

### **IS THERE A MINIMUM REVENUE REQUIREMENT?**

Please note that minimum revenue requirements may be applicable on specific dates. Your Event Manager is available to discuss this with you in further detail.

### **WHEN IS THE FINAL HEAD COUNT REQUIRED?**

Three business days prior to your wedding day.

### **IS THE EVENTS TEAM AVAILABLE TO HELP US WITH SPECIALTY SETUP ITEMS?**

Our team is pleased to assist with placing your favors, place cards, menus and gifts. Additional charges may apply for some more detailed setup requirements.

### **ARE THERE ANY RESTRICTIONS FOR SMOKE AND FOG MACHINES, RICE, TABLE SPARKLES, CONFETTI OR ROSE PETAL TOSSING?**

Yes, these items are not permitted at Brookstreet and additional cleaning charges ranging from \$50 to \$400 may be applicable to the final invoice if they are used.



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## EVERYTHING ELSE YOU NEED TO KNOW

### IS A DEPOSIT REQUIRED?

A deposit of \$2000 is required upon the signing of the contract, followed by 50% of estimated revenue three months prior to your wedding date. A final pre-payment based on the estimate will be required a minimum of seven days before your wedding day. Brookstreet also requires a security deposit to cover any damages which may be incurred by either the group or the negligence of any contractors hired to support the event. This deposit will be returned to the group contact with the event's final accounting reconciliation.

### WHAT HAPPENS IF I HAVE TO CANCEL?

Following contract signature: \$2000 non-refundable deposit  
Within three months to seven days prior: 50% of expected food, beverage and room rental revenue  
Within seven days of the event: 100% of expected food, beverage and room rental revenue

### ARE THERE ANY OTHER ADDITIONAL CHARGES NOT INCLUDED WITH THE PACKAGE?

Discounted room rental fees are applicable if you would like to host your ceremony at Brookstreet. Included with the ceremony setup is a classic white carpet aisle runner. Electrical / power fees may apply for the use of power boxes to support DJ's, orchestras and specialty lighting.

### WHAT ARE SOCAN FEES?

The SOCAN fee (Society of Composers, Authors and Music Publishers of Canada) is a government-issued fee that allows you to play copyright-protected music at your event. The following charges are applicable and not included in our package pricing.

SOCAN FEES BY ROOM	NON-DANCING EVENT	DANCING EVENT
Newbridge Ballroom	\$93.78	\$187.56
Newbridge I & II or Newbridge II & III	\$93.78	\$187.56
Newbridge I, II or III	\$31.72	\$63.49
Grand Scheme Ballroom	\$93.78	\$187.56
Signed & Sealed or Sealed & Delivered	\$66.19	\$132.39
Signed, Sealed or Delivered	\$31.72	\$63.49
Celtic	\$66.19	\$132.39
Celtic I or Celtic II	\$31.72	\$63.49
Shakers	\$31.72	\$63.49
Deciders	\$22.06	\$44.13
RTJ	\$22.06	\$44.13
Mulligan	\$22.06	\$44.13
Connections Lounge	\$22.06	\$44.13
Pavilion	\$66.19	\$132.39

All rates subject to tax.

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Please note that all above prices are subject to tax and gratuities. Prices are valid until March 2019.





# EVERYTHING ELSE YOU NEED TO KNOW

### WHAT IS THE TARIFF NO. 5 OR RE:SOUND FEE?

This tariff sets the royalties to be paid to Re:Sound, for the benefit of artists and record companies, for the performance in public or the communication to the public by telecommunication of published sound recordings to accompany live events. Please note this is a separate fee from SOCAN.

TARIFF FEES BY ROOM	NON-DANCING EVENT	DANCING EVENT
Newbridge Ballroom	\$39.33	\$78.66
Newbridge I & II or Newbridge II & III	\$39.33	\$78.66
Newbridge I, II or III	\$13.30	\$26.63
Grand Scheme Ballroom	\$39.33	\$78.66
Signed & Sealed or Sealed & Delivered	\$27.76	\$55.52
Signed, Sealed or Delivered	\$13.30	\$26.63
Celtic	\$27.76	\$55.52
Celtic I or Celtic II	\$13.30	\$26.63
Shakers	\$13.30	\$26.63
Deciders	\$9.25	\$18.51
RTJ	\$9.25	\$18.51
Mulligan	\$9.25	\$18.51
Connections Lounge	\$9.25	\$18.51
Pavilion	\$27.76	\$55.52

All rates subject to tax.

### DO YOU CHARGE FOR BEVERAGE SERVICE?

There is a minimum revenue requirement of \$400 per bar, otherwise a bartender labour charge of \$100 per bar is applicable.

### CAN I COME IN AND SET UP BEFORE MY WEDDING DATE?

We cannot guarantee access to the venue prior to your event's start time. Based on availability, we will offer access to the room at the earliest opportunity.

### DOES BROOKSTREET HAVE A LIST OF PREFERRED SUPPLIERS?

We are pleased to share our list of preferred suppliers including recommendations for florists, DJ's, entertainment, limousine service, photographers and cakes.

FMAV, our on-site Audio Visual Company would be pleased to provide you with a quote to rent a screen, projector and sound. You may contact them directly at 613.722.8300 or visit their website at [www.fmav.ca](http://www.fmav.ca).

We are also proud to promote our relationship with Mastermind Events, our preferred supplier for gorgeous table linens, chair covers, backdrops, aisle runners and so much more. Ask your Event Manager how the linens can transform your room into a stunning masterpiece or visit the Mastermind Events website at [mmecanada.com](http://mmecanada.com).

For a full list of our preferred suppliers please ask your Event Manager for more details.

For more information, to arrange a personal tour or to book your wedding, contact our events team at **613.271.3543** or **weddings@brookstreet.com**

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# WEDDING BOOKINGS & INQUIRIES

**613.271.3543**

or by email at [weddings@brookstreet.com](mailto:weddings@brookstreet.com)

(Prices are valid until March 2019)



525 Legget Drive | Ottawa, ON | K2K 2W2 | [www.brookstreethotel.com](http://www.brookstreethotel.com)



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