



brookstreet hotel

# CATERED WEDDINGS

BY BROOKSTREET







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

Congratulations on your engagement! You've found the perfect partner, and now you've found the perfect place to celebrate your love surrounded by friends and family. Whether you're looking for an intimate celebration or a lavish party, we're here to make your dream wedding a reality!

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.

To arrange a personal tour, for more information or to book your wedding, contact our events team at 613.271.3388 or [weddings@brookstreet.com](mailto:weddings@brookstreet.com)



## BUFFET OR FAMILY STYLE SERVICE

**DINNER**     \$40 PER GUEST     \$15 PER CHILD (2-12)

**LUNCH**     \$30 PER GUEST     \$15 PER CHILD (2-12)

*Above prices are subject to applicable taxes and the following gratuities:*

*\$9 per guest is applicable on the dinner service fee, (\$3 per child)*

*\$5 per guest is applicable on the lunch service fee, (\$3 per child)*

## OUR CATERED WEDDING PACKAGE INCLUDES

- A complimentary upgraded luxury guestroom for the newlyweds 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
- Classic white table linens, china, flatware, glassware, tea light 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
- Freshly brewed Starbucks coffee & Tazo teas served with the meal
- Wedding cake cut and served buffet style with freshly brewed Starbucks coffee & Tazo teas
- 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

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, Rinag & Creative Kosher.



## VENUES



### NEWBRIDGE BALLROOM

A stylish ballroom perfect for larger weddings. The room opens up to a large foyer surrounded with a wall of windows and balcony overlooking The Marshes golf course. This stunning space can accommodate up to 450 guests.



### CELTIC BALLROOM

A modern ballroom featuring a large foyer and outdoor patio overlooking our pond and The Marshes golf course. A perfect place for either a wedding reception or ceremony for up to 120 guests.



### GRAND SCHEME BALLROOM

An elegant equipped ballroom with a large foyer area, ideal for a pre-dinner reception. The ballroom hosts up to a maximum of 300 guests.



### SMALLER WEDDINGS

For more intimate wedding receptions and ceremonies we have a number of event rooms that accommodate up to 80 guests. Please ask your Event Manager for more information or a tour.



### OUTDOOR PAVILION

Perfect for an outdoor ceremony accommodating up to 350 guests. This beautiful outdoor space features classic white draping as well as a white carpet aisle runner for wedding ceremonies.





## ENHANCE YOUR WEDDING



### REHEARSAL DINNERS, BRUNCHES & BREAKFASTS

Look no further than our Perspectives Restaurant or Ironstone Grill! Choose from a range of customized group menus.



### PRE-WEDDING 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 also available. For the full spa menu visit [www.aunaturespa.com](http://www.aunaturespa.com).



### BACHELORETTE PARTIES

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.

## MAKE IT 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: restaurants, golf, spa, indoor & outdoor pools, hot tubs, saunas, live music, games room, mini golf and more...

Ask your Event Manager about our special guestroom rates for guests attending your wedding!



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## FREQUENTLY ASKED QUESTIONS

### **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.

### **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 \$500 may be applicable to the final invoice if they are used.

### **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?**

Within 12+ months (360 days or more): 25% of expected food, beverage and room rental revenue

Within 6-12 months (180 days or more): 50% of expected food, beverage and room rental revenue

Within 3-6 months (90 days or more): 75% of expected food, beverage and room rental revenue

Within 0-3 months (0 days or more): 100% of expected food, beverage and room rental revenue

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

Room rental fees are applicable and electrical / power fees may apply for the use of power boxes to support DJ's, orchestras and specialty lighting.

### **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.

### **IS THE BROOKSTREET TEAM ABLE TO HELP WITH SPECIALTY SET UP 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.

### **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.

To arrange a personal tour, for more information or to book your wedding, contact our events team at **613.271.3388** or **weddings@brookstreet.com**

Please note that all above prices are subject to tax and gratuities.



## FREQUENTLY ASKED QUESTIONS

### 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	\$66.19	\$132.39
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.

### 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.



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## PREFERRED SUPPLIERS

### CAKES

The Girl with the Most Cake  
[www.thegirlwiththemostcake.com](http://www.thegirlwiththemostcake.com)

Kakes by Judy  
[www.kakesbyjudy.ca](http://www.kakesbyjudy.ca)

### DÉCOR

Mastermind Event Rentals  
[www.mmecanada.com](http://www.mmecanada.com)

Sizzle with Décor  
[www.sizzlewithdecor.com](http://www.sizzlewithdecor.com)

LouLou Lounge Furniture Rentals  
[www.loulourentals.com](http://www.loulourentals.com)

Avant-Garde Designs  
[www.agdevents.com](http://www.agdevents.com)

Wedecor  
[www.wedecor.ca](http://www.wedecor.ca)

### EVENT PLANNERS

Chic Planners  
[www.chicweddingplanners.com](http://www.chicweddingplanners.com)

### FLORISTS

Rebel Petal  
[www.rebelpetal.com](http://www.rebelpetal.com)

Harmony Florals  
[www.harmonyflorals.com](http://www.harmonyflorals.com)

Alta Vista Flowers  
[www.altavistaflowers.com](http://www.altavistaflowers.com)

### AUDIO VISUAL

FMAV  
[www.fmav.com](http://www.fmav.com)

### ENTERTAINMENT

Quality Entertainment  
[www.qualityentertainment.ca](http://www.qualityentertainment.ca)

George Thomas  
[www.thomasentertainment.ca](http://www.thomasentertainment.ca)

Kimberley Dunn  
[www.kimberleydunn.com](http://www.kimberleydunn.com)

Professional Entertainment Group  
[www.pdjs.com](http://www.pdjs.com)

### PHOTOGRAPHERS

Barbara Ann Studios  
[www.barbara-ann-studios.com](http://www.barbara-ann-studios.com)

Jean Chartrand  
[www.jeanchartrand.com](http://www.jeanchartrand.com)

Annemarie Gruden Photography  
[www.amgphoto.com](http://www.amgphoto.com)

South March Studio  
[www.southmarchstudio.com](http://www.southmarchstudio.com)

### OFFICIANTS

Exceptional Ceremonies  
[www.exceptionalceremonies.com](http://www.exceptionalceremonies.com)

All Seasons Weddings  
[www.allseasonsweddings.com](http://www.allseasonsweddings.com)

### LIMOUSINE SERVICES

Millennium Limousine Service  
[www.millenniumlimousines.com](http://www.millenniumlimousines.com)

Allante Airport Transportation Services  
[aats.limo](http://aats.limo)



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brookstreet  
work · play · getaway

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Prices are valid until March 2021