

# TUDOR HALL

## HOLIDAY RECEPTIONS AND GALAS

Deck the halls! Our festively decorated ballrooms provide the perfect setting for celebrating the season and sharing in the holiday spirit. For over 30 years, Tudor Hall has hosted some of Ottawa's most entertaining holiday parties and helped make planning them a piece of cake. Rely on a wealth of experience, expertise, and enjoy truly attentive service with a personal touch. We are pleased to offer complete holiday packages and the services of an in-house decorator and florist to make your next event a joy to your world.

### Tudor Hall's holiday gala services

- Christmas Tree in every room
- Ballrooms & Foyer exquisitely decorated for the holiday season
- Free parking on-site for your guests
- Holiday coloured table linens or corporate colours at no additional charge
- Menus may be customized to suit your event and/or vegetarian requests
- No hall rental fees for weekday/weeknight events (Mon.-Thurs.) with meal service
- Special rental rates for November events
- Two beautiful ballrooms measuring 6,000 square feet each
- Two magnificent chandeliers per ballroom
- Spacious two level foyer
- Complete onsite catering options including full service dinners, buffet dinners and holiday packages
- Large dance floor area measuring 20' x 40' of available space
- Audio visual arrangements made on your behalf if required
- Podium, wired microphone and use of in-room PA system included with each ballroom
- Main level rooms and facilities fully wheelchair accessible
- Less than 10 minutes from the Ottawa International Airport
- 15 minutes from Ottawa's downtown business district and Market area
- Directly across the street from Ottawa Hunt & Golf Club
- Several hotel accommodations within a 5 km radius

Celebrating the holiday season is the perfect way to cap off a great year! Whether your list includes 50 or up to 1,000 guests, we invite you to view our menus and packages specially customized for this occasion.

## OUR FESTIVE HOLIDAY PACKAGE

**Our ballrooms are completely and beautifully decorated for the holiday season including a Christmas Tree in every room.**

**This Premium Holiday Package includes Complimentary Coat Check for all your guests.**

### Before Dinner

Butler Style Service of Hot Hors D'Oeuvres.

Including Spinach and Feta Spanikopita, Sausage Rolls, Honey Garlic Meatballs and Bruschetta.

### Holiday Full Service Dinner

Choice of Mixed Greens Salad with Cranberry and Brie in Phyllo or

Baby Greens Salad with Mandarin Orange Segments, Peppers, Mushrooms and Red Onion.

*\*please choose one salad which will be served to all guests*

#### Choice of Three Dinner Options

Guests to pre-select their individual choice of

**Grilled Breast of Chicken with Mushroom Wine Sauce or Roast Sirloin of Beef au Jus**

each served with Oven Roasted Herbed Potatoes and Mixed Vegetables.

**Vegetable Stir Fry on Rice** available as Vegetarian/Vegan alternative.

Fresh Rolls with Butter.

*\*final number of each entrée selection must be provided no later than 7 days before event date*

*\*guests to have identifying cards at their setting to indicate their pre-selected choice to service staff*

Fresh brewed Coffee and Tea.

Please choose one of the following desserts which will be served to all guests:

Christmas Log Cake, Cranberry Cheesecake, Three Chocolate Truffle Cake or Tiramisu.

**Includes 2 bottles of Wine for every table of 8 to 10 guests**

### Late Night Table

Choice of

Late Night Sweet Station of Christmas Cookies and Squares with fresh brewed Coffee or

Late Night Homemade Italian Pizzas passed to your guests, with Coffee station available.

**Fountain Soft Drinks included** after dinner for all designated drivers

Holiday coloured table linens and napkins and holiday coloured candle per table included.

**\$48.95** per person

**To add a soup**, please add **\$4.25** per person

Choice of Chicken and Wild Rice, Cream of Wild Mushroom, Potato Leek, Cream of Asparagus or Butternut Squash and Carrot Soup.

**To add a pasta course**, please add **\$7.95** per person

Choice of Penne Pomodoro, Cannelloni, Manicotti, or Lasagna.

**Prices subject to taxes and 15% Service. Prices subject to change without notice.**

## OUR HOLIDAY MENUS

**Our ballrooms are completely and beautifully decorated for the holiday season including a Christmas Tree in every room. These Holiday Packages include Complimentary Coat Check for all your guests.**

### Holiday Buffet

Roasted Turkey with Stuffing and Cranberry Sauce  
Choice of Roast Beef or Roast Ham with Pineapple and Cloves  
Choice of Oven Roasted Potatoes with Sweet Potatoes or Garlic Herb Mashed Potatoes  
Mixed Vegetables  
Penne Pomodoro  
House Salad of Mixed Greens  
Caesar Salad  
Vegetables and Dip Platter  
Premium and Domestic Cheeses and Crackers  
Assorted Deli Meats

Includes table service of fresh brewed Coffee and Tea  
with your choice of one of the following holiday desserts:  
Christmas Log Cake, Cranberry Cheesecake, Three Chocolate Truffle Cake or Tiramisu  
*(Minimum 50 people)*

**\$ 32.50** per person

To have any of the above meats carved on buffet,  
please add **\$ 4.95** per person

To add a soup to our Holiday Buffet,  
please add **\$ 4.25** per person

Choice of Chicken and Wild Rice, Cream of Wild Mushroom, Potato Leek, Cream of Asparagus or  
Butternut Squash and Carrot Soup.

### Holiday Full Service Dinner

Choice of Mixed Greens Salad with Cranberry and Brie in Phyllo or Citrus Baby Greens Salad with Mandarin Orange  
Segments, Peppers, Mushrooms and Red Onion  
Roulade of Fresh Roast Turkey and Sage Stuffing served with Gravy and Cranberry Sauce  
Seasoned White and Wild Rice, Mixed Vegetables  
Fresh Rolls with Butter

Fresh brewed Coffee and Tea  
with your choice of one of the following holiday desserts:  
Christmas Log Cake, Cranberry Cheesecake, Three Chocolate Truffle Cake or Tiramisu  
**\$ 36.50** per person

To add a served soup, please add **\$ 4.25** per person  
Choice of Chicken and Wild Rice, Cream of Wild Mushroom, Potato Leek, Cream of Asparagus or  
Butternut Squash and Carrot Soup.

**Prices subject to taxes and 15% Service. Prices subject to change without notice.**

## Other Main Course Options with above Package:

Grilled Breast of Chicken with a Mushroom Wine Sauce • " ~~33.00~~ " per person

Roast Sirloin of Beef au Jus • **\$ 33.00** per person

Roast Prime Rib of Beef au Jus • **\$ 36.50** per person

Vegetarian Stirfry on Rice available as alternative

## Holiday Menu Special Extras

*Prices are based on ordering these special extras in addition to any of the above Holiday Packages and for the same number of guests.*

### Before Dinner

Butler Style Service of Hors D'Oeuvres Sausage Rolls, Honey Garlic Meatballs and Bruschetta

**\$ 4.95** per person

One Bar Ticket redeemable for any item at our bar. Includes a late night Coffee station for your guests.

**\$ 5.50** per person

### Late Night

Served Homemade Italian Pizzas, with a Coffee Station

**\$ 4.95** per person

Sweet Station of Christmas Cookies and Squares with Fresh Brewed Coffee

**\$ 4.95** per person

Sweet Station of Cranberry Coffee Cake, Fruit Cake and Christmas Panettone with Fresh Brewed Coffee

**\$ 4.95** per person

## Beverages

Table Service of One Glass of Wine per Guest during Dinner Service

**\$ 4.95** per person

Red and White Wines • House Selection

**\$23.95** per bottle

Sparkling Mineral Water

**\$ 4.25** per 750 ml bottle

Natural Mineral Water

**\$ 4.25** per 750 ml

Soft Drinks, 60 oz pitcher

**\$ 5.95** per jug

Bar Tickets

**\$ 4.75** per ticket

Champagne/Sparkling Wines • House Selection

**\$25.95** per bottle

**Prices subject to taxes and 15% Service. Prices subject to change without notice.**

# TUDOR HALL

## Hall Rental Rates

For Saturday evening dinner receptions

200+ guests for dinner	No Hall Rental Fee
150-199 guests for dinner	<b>\$ 350.00</b>
100-149 guests for dinner	<b>\$ 500.00</b>
less than 100 guests for dinner	<b>\$ 750.00</b>

For Friday evening dinner receptions

200+ guests for dinner	No Hall Rental Fee
150-199 guests for dinner	No Hall Rental Fee
100-149 guests for dinner	<b>\$ 350.00</b>
less than 100 guests for dinner	<b>\$ 500.00</b>

## Booking Policies

### Event Details

All food, beverage and function details must be provided no later than 14 business days prior to the function date. An event contract will then be created which will outline all of the function details and will serve as a binding agreement between the Client and Tudor Hall. Prices and availability of menu selections are subject to change without notice and may be subject to market fluctuations. Floor plan cannot be changed less than 72 hours before the event.

### Food and Beverage: Guaranteed Numbers

An estimated number of guests will be required at the time of your event reservation. No later than 14 business days prior to your function date, a currently estimated guest count will be required. This number of guests may be minimally modified up to 48 hours before your event. You will be charged for the number of guaranteed guests or the number of guests served, whichever is greater.

### Deposit

A minimum of \$ 1,000 deposit is required to confirm your reception reservation. This \$1,000 will be fully deducted from your event total invoice. We regret that the deposit is non-refundable and non-transferable in the event of a cancellation or date change for any reason.

### Payment Terms

Full payment is due 10 business days in advance of your event. Any payments received within 10 business days must be in the form of cash, certified cheque, money order or bank draft. Any balance of payment due to increased number of guests or additional services will be due upon completion of the function. Overdue accounts will be subject to a surcharge of 2% per month.

### Cancellation

Any cancellation must be provided to Tudor Hall in writing by the party who made the reservation. Thirty days or more prior to the event date, cancellation for any reason will result in a 25% cancellation penalty based on the total event contract. Cancellation less than 30 days but more than 72 hours prior to the function date, a 50% cancellation penalty of the total invoice for the function will apply. Cancellation less than 72 hours prior to the function date, a 100% cancellation penalty of the total invoice for the function will apply.

## Cash Bar Service Fees & Regulations

A bar service fee of \$25 per hour for a minimum of 4 hours will be applied if net beverage sales are less than **\$ 400.00**. All bar service ceases at 1:00 am.

Tudor Hall is fully licensed by the Alcohol and Gaming Commission of Ontario (AGCO) and has the responsibility to refuse service to any guest who appears to be intoxicated or does not adhere to AGCO regulations.

Guests wishing to provide their own homemade wine for wedding receptions must consult with Tudor Hall to learn about special procedures, required permits and fees. Please note that when homemade wine is being served, Tudor Hall bar service must be closed. Clients are not permitted to provide/bring their own LCBO purchased products onto the premises.

## Audio Visual Equipment

Tudor Hall would be pleased to arrange Audio Visual Equipment for your function on your behalf and arrange for consolidated billing.

## Taxes and Service

Food, Alcohol, Equipment, Rentals, and Labour are subject to 13% HST (Harmonized Sales Tax) and 15% Service.

The 15% Service is also subject 13% HST.

Tax rates are subject to change as per government legislation.

## Music

For events with either live music or recorded music, a SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee will apply. The SOCAN music license fee is subject to HST. All music and entertainment must cease no later than 1:00 am.

## Deliveries and Storage

Due to limited storage space, we cannot always guarantee space for early delivery of materials. Those items being delivered must be clearly marked with event title, contact name and address. Materials must be removed from the Tudor Hall on the last day of the event. Tudor Hall will not be responsible for damage or loss of any items left on the premises prior to, during or following an event.

## Decorations

Decorations cannot be pinned, taped, stapled or suspended to or from any wall surface or ceiling. No confetti (paper, plastic or metallic), or sparkle dust to be scattered on tables. Votives, tea lights and candles are to be enclosed in protective, non-flammable holders. Tapered candles: if tapered candles are to be used, only the dripless variety will be permitted. All damages to linens, skirting and tables will be billed accordingly. All decorations must be removed immediately after the event.

## Damages

All damages to the property of Tudor Hall by a client or its guests will be added to the client's bill. Tudor Hall is not responsible for any items lost, stolen or damaged left on the premises.

## Security

Events may require special security requirements. Please consult with your Tudor Hall event coordinator for details.