

TUDOR HALL

Weddings and Events with Specialty Ethnic Foods

For over 40 years, Franco Giammaria together with his family and staff have hosted the most memorable of weddings and family festivities. Rely on a wealth of experience, expertise, and enjoy truly attentive service with a personal touch. Elegant ballrooms provide the perfect setting for beautiful beginnings and unforgettable occasions. We are pleased to offer complete wedding packages and an in-house decorator/florist directly onsite.

Tudor Hall's Wedding Reception Services

- 2 beautiful ballrooms measuring 6,000 square feet each
- 2 magnificent chandeliers per ballroom
- Spacious two level foyer
- Smaller upstairs room perfect for private cocktails pre-reception for the bridal party group of 5 to 25 guests
- Free onsite parking for all of your guests
- Complete onsite catering options including full service dinners, buffet dinners and wedding packages
- Large dance floor area measuring 20' x 40' of available space
- Head table, cake table, gift table and guest book table linens and skirting included with your room
- White table linens and your choice of coloured cloth napkins included at no charge
- Free mixed stag reception any Friday night leading up to your wedding reception (certain blackout/peak periods excluded)
- Free 1 hour consultation included with in-house florist/decorator
- Audio visual arrangements made on your behalf if needed
- 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

Your wedding reception dinner is an important part of your celebration; we invite you to view our menus and packages specially customized for this occasion.

Specialty Ethnic Foods by Outside Caterer

Full dinner service or buffet service available.

Following prices are based on a standard dinner buffet or full service three course meal.

Tudor Hall to supply

- Dishes: salad plate or soup bowl, dinner plate, dessert plate, cup and saucer
- Cutlery
- Water Jugs and Glasses
- White Tablecloths for dinner tables
- Cloth Napkins in the colour of your choice
- Dinner Tables
- Chairs, set 8 to 10 people per table
- Banquet Servers
- Setup of buffet tables (*if required*)
- Coffee and Tea
- Creamers, sugars, salt shakers, pepper shakers
- Cutting of wedding cake at night buffet
- Coffee at night buffet
- Standard room setup included
- Room teardown included
- 1 Microphone and Podium
- Setup of Head Table, Cake Table, Guest Book Table and Gift Table included (if needed)
- Table numbers included
- Access to fridge and freezer
- One (1) warmer with ten (10) trays, One (1) oven per 100 guests

Caterer's responsibilities and required to supply

- Chaffing Units and fuel (if buffet set up)
- Knives, pots, pans and any other supplies
- All serving utensils
- Uniforms, aprons, dishtowels
- All Seasonings and supplies
- Kitchen staff and wait staff as needed to assemble/prepare dishes
(*Minimum 1 kitchen staff and 1 wait staff for every 100 guests*)
- All food to be cooked off-site (*Reheating only at Tudor Hall*)
- Menu to be provided to Tudor Hall (*Minimum of 14 days before event*)
- Copy of caterer's liability insurance in the minimum amount of **\$ 1,000,000** to be provided to office before arriving on-site
- For safety reasons, only Tudor Hall staff and Caterer's staff are permitted in kitchen area
- Clean up and disposal of all food items
- Waste to be placed in garbage bin outside
- No outside beverages of any kind are permitted
- Take out/take away containers to be supplied by caterer if/as needed
- To follow all Health and Safety Guidelines
- To return the kitchen and equipment to a clean and satisfactory standard
- Access to kitchen provided 3 hours before meal service

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\$ 25.00 per person for non-holiday Friday or Sunday evenings

\$ 30.00 per person for Saturday evenings

Plus taxes and 15% Service

- Fruit Punch – 40 servings • **\$ 75.00** per gallon
- Liquor Punch – 40 servings • **\$ 110.00** per gallon
- Tiered Punch Fountain • **\$ 75.00** rental (*minimum 3 gallons of punch required for fountain*)
- Soft Drinks – 60 oz jug • **\$ 6.50** per jug
- Mineral Water – 750 ml • **\$ 4.75** per bottle
- House Wine • **\$ 27.95** per bottle
- Champagne – 750 ml • **\$ 29.95** per bottle

Please Note:

This package does not include bar service; to add a bartender for sales of alcoholic/non-alcoholic beverages, please add **\$25.00** per hour, minimum 4 hours, per bartender.

This fee will be waived if alcohol sales exceed **\$400.00**.

SOCAN Music License fees apply, please see Tudor Hall event planner or consult SOCAN rate card for details.

As per policy and safety procedures, one (1) uniformed security guard is required for every 100 people.

Please see attached sheet for information and hall rental rates.

A damage/incidentals deposit of **\$ 500.00** per room is required; it will be returned after post-event inspection.

Tudor Hall is not responsible to prepare any items for events wishing to hire a 3rd party caterer. Tudor Hall assumes no responsibility and no liability for the preparation, cooking technique or temperature of the food prepared by non Tudor Hall employees.

Tudor shall not handle, prepare, or be responsible in any way for items not directly noted on the signed agreement between the client and Tudor Hall.

Any contracts or agreements between the client and the 3rd party caterer do not directly involve Tudor Hall. Rules, regulations and agreements of the signed contractual agreement between the client and Tudor Hall super seed any and all other agreements that are not directly authorized by Tudor Hall.

Home cooked meals and uninsured caterers will not be permitted under any circumstances.

Client is responsible for collecting, conveying and verifying all of the caterer's requirements and information to Tudor Hall

Tudor Hall reserves the right to refuse a 3rd party caterer if they do not comply with all of the above guidelines.

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

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Hall Rental Rates

For Saturday evening dinner receptions

200+ guests for dinner	No Hall Rental Fee
150–199 guests for dinner	\$ 350.00
100–149 guests for dinner	\$ 500.00
less than 100 guests for dinner	\$ 750.00

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	\$ 350.00
less than 100 guests for dinner	\$ 500.00

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 \$ 2,000 deposit is required to confirm your reception reservation. This \$2,000 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 alcohol 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.