

# celebrate weddings

at the National Arts Centre



1 Elgin St. Ottawa ON. K1P 5W1 - 613.232.5713

## Weddings at the National Arts Centre

Invite your guests to the wedding location of your dreams in beautiful downtown Ottawa. We pride ourselves on personalized, exceptional service. Our approach is simple: we take time to ensure every detail surrounding your special day is orchestrated perfectly.

The NAC offers a variety of unique event spaces providing the perfect setting for a stylish and sophisticated wedding reception. We would be pleased to review room availability, arrange for a site visit and answer any questions you may have.

Should you choose the NAC, a dedicated Catering Manager will work with you throughout the planning process to coordinate every detail of your celebration ensuring it is a complete success.

We look forward to the opportunity to welcome you to the NAC and begin the process of planning an unforgettable wedding celebration.

Reach us at 613.232.5713 or [meetingsandevents@nac-cna.ca](mailto:meetingsandevents@nac-cna.ca)



(photo by: Bethany Coleman)

### Quick facts

- Located in the heart of downtown Ottawa
- Underground paid parking (Heated)
- Over 28,000 square feet of event space
- Completely Accessible
- Guest Elevators

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## WHAT'S INCLUDED

### All wedding packages include the following:

- Two glasses of wine per person with dinner
- Wedding cake cut and served buffet style with coffee and tea after dinner
- Complimentary hotel room for the bride and groom at the historic Lord Elgin Hotel including a late check out until 2pm\*
- Preferred VIP rates for friends and family at Lord Elgin Hotel\*\*
- Provided by WEDECOR\*\*\*:
  - Choice of premium linens for dining tables
  - Coordinating napkins
  - Choice of centre pieces for dining tables
  - Chiavari Chairs for dining tables
  - Ambient up lighting for dining room (max 8)
  - Coordinating linen for accent tables (max 4)

\*This offer has no cash value, is not transferrable, guarantee of room is subject to Lord Elgin and will be guaranteed 60 days before the date of your event.

\*\*Preferred VIP rates will be guaranteed upon receipt of deposit for your wedding at the NAC and is negotiated by Lord Elgin.

\*\*\*WEDECOR is the pre-approved vendor of the NAC for decorations, florals, linens and day-of-planner services. Procuring of an alike supplier(s) will lead to additional surcharges.

### Also Included

- Service Staff
- 60" Round Dining Tables & 30" Cruiser Tables\* (\*Limited to 5 per event)
- Premium Dinnerware, Flatware, Glassware and Barware
- Trio of Votive Candles (per dining table)
- Table Numbers and Stands
- Podium
- Easel for Guest Seating Plan
- Invitation to Annual Wedding Showcase event for buffet style menu sampling

### Rental Fees

Room rentals and catering minimums vary per room, by day of the week and time of the year. Your assigned Catering Sales Manager can discuss this with you further.

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## OUR SPACE

### Le Salon

An original, artistic space featuring wood paneled walls, a glittering chandelier and dazzling skylight create an elegant atmosphere highly conducive to private dinners or intimate receptions.

### Lantern Room

A technological wonder featuring digital art externally and state of the art acoustics and audio/visual internally. Bright, natural light and incredible views of parliament and the Peace Tower make this room a popular choice for business or social events.

### O'Born Room

The most sought after room in the downtown core, with sky high ceilings, floor to ceiling glass walls and stunning views of Ottawa's most beautiful and historic sites. This space will wow your guests and create lasting memories.

### Canada Room

Your sense of awe will be thoroughly aroused as you climb the grand staircase to the Canada Room. With breathtaking views of the Rideau Canal, the Canada room is the ideal space for business, social events, and weddings.

### 1 Elgin

The NAC's renowned restaurant is a brilliant twist for a wedding celebration! We invite you to consider a private booking in our newly renovated dining room. The minimum food and beverage revenue required is \$10,000 before service charge and taxes. Please note: 1 Elgin is only available when there are no performances at the NAC. Availability is confirmed approximately five months in advance to avoid scheduling conflicts.

## STANDARD WEDDING CAPACITIES\*

Canada Room: 400 seated

Lantern Room: 50 seated

Rossy Pavilion: 50 seated

O'Born Room: 160 seated

Le Salon: 100 seated

1 Elgin: 180 seated (using existing furniture)

*\*Maximum capacity for banquet space is based on seating in Rounds of 8 at 60" Rounds with standard dancefloor, head table, DJ & Bar.*

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## ACT #1

Please select one course from each of the following options:

### FIRST COURSE (please choose one of the following)

- Mixed baby lettuces | pea sprouts, radish, asparagus and coloured carrot ribbons | lemon balm and basil vinaigrette (**gf + df**)
- NAC Caesar | romaine, arugula and radicchio | crisp pancetta | Grand Padano | brioche croutons

### SECOND COURSE (please choose one of the following)

- Roasted butternut squash and pear | cinnamon crème fraiche (**gf**)
- Vine tomato, parmesan and roasted red pepper | brioche croutons (**df**)

### MAIN COURSE (please choose one of the following)

- Seared Atlantic salmon | citrus gremolata | pearl couscous | braised Swiss chard and fennel chardonnay cream
- Grain mustard and rosemary roasted Alberta AAA strip loin | horseradish whipped Yukon gold potato | cabernet sauvignon bordelaise sauce (**gf**)
- Sea salt and rosemary crusted Sergeant Farm's chicken breast | red onion jam | chorizo potato hash | kozliks mustard jus (**gf + df**)

### DESSERT (please choose one of the following)

- Chocolate mousse layers | white, dark and milk chocolate | Grand Marnier Anglais
- Vanilla cheesecake | strawberry mint salsa | dark chocolate sauce

Assorted bread rolls and butter

Fresh brewed Seattle's Best coffee, decaffeinated coffee and teas

**\$119 per guest** (\$154.64 including tax and gratuity) Ω

Ω Pricing does not include room rental and can be subject to change.

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## ACT #2

### CANAPÉ RECEPTION (1 HOUR)

Chef's selection of assorted hot and cold canapés (3 pieces per person)

Please select one course from each of the following options:

#### FIRST COURSE (please choose one of the following)

- Heirloom tomato and bocconcini salad | aged balsamic | first pressed olive oil | cracked pepper and sea salt flakes (gf)
- Red leaf, mache and frisee greens | grilled artichoke | hot smoked arctic char shards | Maple shallot vinaigrette
- NAC Caesar | romaine, arugula and radicchio | crisp pancetta | Grand Padano | brioche croutons

#### SECOND COURSE (please choose one of the following)

- Le Coprin mushroom | Yukon gold potato | puffed wild rice (gf)
- Roasted cauliflower | crumbled Bleu Benedictine cheese | clipped chives (gf)

#### MAIN COURSE (please choose one of the following)

- Pan seared northern Arctic Char | basmati rice and lentil blend | roasted carrot and ginger soubise (gf + df)
- Roasted chicken breast supreme | sage and Oka cheese barley and wild rice risotto | chasseur sauce (gf)
- Roasted Ontario pork loin | balsamic roasted apples | grilled sweet potatoes | Upper Canada cranberry and thyme jus (gf + df)
- Canadian whiskey and brown sugar braised Alberta beef short rib | brown butter mashed potato | Charred brussel sprouts with double smoked bacon

#### DESSERT (please choose one of the following)

- Chocolate caramel bar | dark chocolate ganache | feuillantine and nut biscuit | caramel fondant
- NAC Meyer lemon tart | berries in season | torched meringue
- Maple pecan tart | sour cherry compote

Assorted bread rolls and butter

Fresh brewed Seattle's Best coffee, decaffeinated coffee and teas

**\$129.00 per guest** (\$167.64 including tax and gratuity) Ω

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**Included in Act #2, the ENCORE Late Night Table is available for \$12**

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## ACT #3

### CANAPÉ RECEPTION (1 HOUR)

Chef's selection of assorted hot and cold canapés (4 pieces per person)

### FIRST COURSE (please choose one of the following)

- Watermelon and tomato salad | pickled red onion | radish | crumbled feta | Balsamic syrup and extra virgin olive oil (gf)
- Grilled sweet potato and beet salad | pomegranate | candied pecans | goats cheese | Cranberry gastrique and basil olive oil (gf)
- Beet cured gravlax | shaved fennel | pickled red onion and cucumber salad | Crispy kale | horseradish cream | beetroot gastrique (gf)

### SECOND COURSE (please choose one of the following)

- Asparagus and spring leek soup | lobster flan | basil infused olive oil (gf)
- Wild mushroom ravioli | pan flashed greens | Mariposa Farms duck confit | shitake mushroom broth (df)
- Seared Canadian sea scallop | ratatouille and crisp rice noodle (gf + df)

### PALATE CLEANSER (please choose one of the following)

- Lemon thyme sorbet OR Champagne grapefruit granite

### MAIN COURSE (please choose one of the following)

- Apricot glazed roast chicken ballotine | mushroom leek duxelle | butternut squash puree | Parmesan smashed new potato | thyme pan jus (gf)
- B.C. steelhead trout with double smoked bacon | dill roasted new potatoes | caper butter sauce (gf)
- Alberta AAA beef tenderloin filet | charred tomato jam | roasted squash puree | aged cheddar potato pave | wild mushroom fondue (gf)
- Double rack chop of Canadian lamb | rosemary and shallot bread pudding | roasted cauliflower puree Red currant jus

### DESSERT (please choose one of the following)

- Tiramisu mascarpone cheese mousse cake | cafe au lait sauce
- Maple blueberry crème brûlée | brandy snap
- Granny Smith apple mousse dome | ginger spice cake | quinoa granola | whiskey caramel

Assorted bread rolls and butter

Fresh brewed Seattle's Best coffee, decaffeinated coffee and teas

### LATE NIGHT TABLE

Choose one

"ENCORE" or the "THE FINAL ACT"

**\$145 per guest** (\$188.43 including tax and gratuity) Ω

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## LATE NIGHT TABLE SELECTIONS | Minimum 50 guests

### ENCORE

Assorted Canadian and European cold cuts | crusty rolls | select sliced cheeses | assorted pickles, olives and condiments

Fresh brewed Seattle's Best coffee, decaffeinated coffee and teas

**\$18 per guest**

### THE FINAL ACT

Mini cheese burgers | Classic Build Your Own Poutine | Hand crafted pizzas - 2 types \*

\*Grilled vegetables with feta cheese and pesto | Pepperoni, peppers and mushrooms with spicy tomato sauce

Fresh brewed Seattle's Best coffee, decaffeinated coffee and teas

**\$22 per guest**

## FOR VEGETARIANS | Main Course (one selection per event):

Vegan chickpea panisse | artichoke spread | le Coprin mushroom, young peas, grilled pepper coulis (**gf + df**)

OR

Grilled vegetable tian | layers of grilled vegetables infused with herb, garlic, and fine balsamic vinegar | Extra virgin olive oil drizzle | roasted red pepper essence (**gf + df**)

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## FOR THE PETIT GOURMAND | aged 10yrs and under

### FIRST COURSE

Caesar salad

or

Crudités and ranch dip

### MAIN COURSE

Roast beef | Chef's choice potato or rice | market vegetable

or

Chicken breast | Chef's choice potato or rice | market vegetable

or

Pasta with tomato sauce and Parmesan shavings

### THIRD COURSE

Chocolate brownie with caramel sauce

or

Vanilla ice cream with strawberries

or

Chocolate chip cookies (2)

Choice of white or chocolate milk, or fruit juice

**\$40 per child** (\$51.98 Including tax and gratuity)

Highchairs and booster seats are available upon request

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## FREQUENTLY ASKED QUESTIONS

### **Q. Does the National Arts Centre host ceremonies?**

We would be delighted to host your marriage ceremony. Available ceremony locations can be discussed. Some locations may incur additional fees. We do charge \$5.00 per chair for set up of a standard banquet chair. (Note: All ceremonies at the NAC must be booked in conjunction with a reception)

### **Q. What items are not included in the wedding package?**

The following items are not part of the wedding package: photographers, flowers, DJ services, backdrops, photo booths, officiant, wedding cake, to name just a few. We would be pleased to provide you with a list of qualified Ottawa wedding suppliers.

### **Q. If I don't choose a wedding package, can I bring in my own décor?**

WEDECOR is the pre-approved vendor of the NAC for decorations, florals, linens and day-of-planner services. Procuring of an alike supplier(s) will lead to additional surcharges.

### **Q. Is there a room rental charge?**

Yes, there is a room rental charge. Rental fees vary depending the time of year and the food and beverage revenues. Rental fees for your desired space can be discussed with the Meetings and Events team.

### **Q. Is there minimum revenue required per event space?**

Yes, there is a minimum amount of revenue required. Food and beverage minimums vary depending on the season. Minimum revenues for your desired space can be discussed with the Meetings and Events team.

### **Q. Is there a minimum number of guests required for a package?**

Our wedding packages are designed for groups of 80 persons or more. For groups between 40 and 79 guests, a \$15 surcharge per person is applicable.

### **Q. Who will be managing my wedding details? Can I meet them?**

Your assigned Catering Manager works with you from the first phone call to final details. On the day of the wedding, a Banquet Captain oversees your reception. This person will introduce themselves to you, or the assigned site contact, and is your location contact until the end of the event.

### **Q. When is my menu selection required?**

Your menu choices are required no less than 60 days prior to your wedding date. The menu should be the same for all guests with the exception of special dietary restrictions or vegetarian meals.

### **Q. Can I offer my guests a choice of main course?**

An option of having a second main course is available at a \$6 surcharge per person. This option is subject to having the final numbers prior to the event from each guest.

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## **Q. Are special meals available?**

We are pleased to provide alternate menus for those guests with vegetarian or dietary restrictions. The names of these guests must be provided a minimum of 72 business hours prior to your wedding day.

## **Q. Are my vendors or supplier meals included? (i.e. Photographer, DJ, Planner, etc...)**

No, they are not included unless you add them to your guest count. Vendor Meals can be added for \$75 (Before tax and service charges). This does not include alcohol. Vendors will receive the same four course dinner menu you have pre-selected for your guests.

## **Q. When is the final head count required?**

Your guaranteed number of guests is required three business days prior to your wedding day. This is what you will be billed for.

## **Q. Can I bring in any DJ or live entertainment I want?**

Quality Entertainment is the official supplier of DJ services and live entertainment to the NAC. They provide a complete range of skilled Disc Jockeys, musicians, state-of-the-art equipment and personalized service. Arrangements and planning can be made directly through Quality Entertainment. Any outside entertainment equipment or company used by the consumer requires approval by the NAC and a user charge of \$500 per event, per room will be applied.

## **Q. What are SOCAN and Re:Sound Fees?**

SOCAN is the Society of Composers, Authors and Music Publishers of Canada. Re:Sound is a Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Both SOCAN and Re:Sound fees apply for all events where live or recorded music is played. The Fees for events using live or recorded music (including DJs) are below.

### **Without Dancing:**

SOCAN (1-100 guests) \$22.06  
SOCAN (101-300 guests) \$31.72  
SOCAN (301-500 guests) \$66.19  
SOCAN (Over 500 guests) \$93.78  
Re:SOUND (1-100 guests) \$9.25  
Re:SOUND (101-300 guests) \$13.30  
Re:SOUND (301-500 guests) \$27.76  
Re:SOUND (Over 500 guests) \$39.33

### **With Dancing:**

SOCAN (1-100 guests) \$44.13  
SOCAN (101-300 guests) \$63.49  
SOCAN (301-500 guests) \$132.39  
SOCAN (Over 500 guests) \$187.55  
Re:SOUND (1-100 guests) \$18.51  
Re:SOUND (101-300 guests) \$26.63  
Re:SOUND (301-500 guests) \$55.52  
Re:SOUND (Over 500 guests) \$78.66

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## **Q. What are the percentages for the service charge and tax?**

All food and beverage is subject to a 15% service charge which is taxable. There is no service charge on rental. All billable items are subject to 13% HST.

## **Q. Do you charge for beverage service?**

We are pleased to offer a variety of bar formats including hosted, cash or a combination of both. For each bar setup there is a minimum revenue requirement of \$400 (before service charge and taxes) or you will be required to pay the labour charges for each bartender, (\$120 per bar.) Our Host bars are charged upon consumption.

## **Q. Can I come in and set up the night before my wedding date?**

We cannot guarantee access to your room the night before unless you rent it over two nights. Room rental is subject to availability.

## **Q. When can I get access to my room on the day of my wedding?**

Your room is available to you 2 hours prior to the event, earlier than this is subject to the Banquet manager's discretion and availability.

## **Q. Are there any restrictions on smoke and fog machines, open flames, rice, table sparkles or rose petal tossing?**

Smoke and fog machines, bubble machines, open flames, rice, table sparkles, confetti or rose petal tossing are strictly forbidden at the NAC. A minimum \$500 fee will apply should any of these items be used on our premises.

## **Q. Is there parking available at NAC?**

Yes. Parking is available in the NAC's secure, climate-controlled underground garage, located in the building itself. Please visit the NAC website for pricing at [www.nac-cna.ca](http://www.nac-cna.ca).

## **Q. Can I put my preferred date on hold?**

If you wish to hold a specific date, we will place a tentative hold on your desired room for a maximum of 2 weeks. If another couple is interested in booking the same date you will be asked to confirm or release the booking within 48 hours. After two weeks, availability is no longer guaranteed.

## **Q. Does the NAC provide a written contract for review?**

Yes. You will be provided with a detailed catering contract that does require a signature. When you confirm your booking, a 25% deposit is required.

## **Q. What happens if I have to cancel?**

Our cancellation policy is outlined inside your catering contract. Your 25% deposit is non-refundable. Clients are required to pay 50 percent of their total expected food & beverage bill in the 3 months to 7 day period prior to the event, and pay 100 percent of their total expected food & beverage bill in the 7 days prior to the event.