

# celebrate weddings

at the National Arts Centre



1 Elgin St. Ottawa ON. K1P 5W1

## 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 [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:

- Half bottle of wine per person with dinner
- Complimentary hotel room for the bride and groom at Lord Elgin
- Preferred VIP rates for friends and family at the Lord Elgin\*\*



\*This offer has no cash value, is not transferrable, and the guarantee of room is subject to availability at the Lord Elgin

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

### Also Included

- Service staff
- Your cake set out on late night table for self-service
- Dining Tables and up to 4 accent tables with black linen (*gift, cake, DJ, late night table..*)
- 30" cruiser tables\* (\*Limited to 5 per event), black linen
- Banquet chairs
- Premium Villeroy & Boch dinnerware, flatware, glassware, and barware
- NAC trio of votive candles (per dining table)
- NAC table numbers and stands
- Podium
- Easel for guest seating plan, welcome sign
- Invitation to annual Wedding Showcase event for buffet style menu sampling

### Rental Fees

Room rentals and catering minimums vary per room, depending on the 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 SPACES

### 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 \$20,000 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

Rosy Pavilion: 50 seated

O'Born Room: 150 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 dance floor, head table, DJ & Bar.*

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## ACT #1

### 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)

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

### SECOND 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

### 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 | basil mashed Yukon gold potatoes | kozliks mustard jus (gf + df)

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

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

Assorted bread rolls and butter

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

**\$149 per guest** (\$193.63 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 (4 pieces per person)

Please select one course from each of the following options:

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

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

#### SECOND 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, mâche and frisée greens | grilled artichoke | hot smoked arctic char shards | Maple shallot vinaigrette
- NAC Caesar | romaine, arugula and radicchio | crisp pancetta | Grand Padano | brioche croutons

#### 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**)
- 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

**\$164.00 per guest** (\$213.12 including tax and gratuity) Ω

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**Included in Act #2, the ENCORE Late Night Table is available for \$18 or the "THE FINAL ACT" for \$20**

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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)

- 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**)

#### SECOND 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**)

#### 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**)

#### 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"**

**\$185 per guest** (\$240.41 including tax and gratuity) Ω

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## LATE NIGHT TABLE SELECTIONS | Minimum 50 guests

ENCORE – Savoury and sweet

Build your sandwich bar with assorted Canadian and European cold cuts, crusty rolls, select sliced cheeses, assorted pickles, olives with condiments and kettle fried potato chips

Selection of mini bites (dark chocolate brownie, Nanaimo bar, butter tart)

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

\$23 per guest

THE FINAL ACT

Mini cheeseburgers | 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

\$25 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 (complimentary for children 0-3 years old)**

### **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 Alfredo 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

**\$47 per child (\$61.08 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. Rooms rental for a ceremony is an additional \$750.

### **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, decor to name just a few. We would be pleased to provide you with a list of qualified Ottawa wedding suppliers.

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

Yes, there is a room rental charge. Rental fees vary depending on 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 a 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 people 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 Sales 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 30 days prior to your wedding date. The menu should be the same for all guests except for special dietary restrictions or vegetarian meals.

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

An option of having a second main course is available at a \$8 surcharge per person. This option is subject to having the final numbers prior to the event from each guest.

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

We are pleased to provide alternate meals for guests with dairy, gluten, and vegetarian restrictions. Requests for additional special meals or dietary restrictions can be accommodated for a charge of \$6 per person. The names of these guests must be provided a minimum of three business days 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 \$95 (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 decorator, 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. Chic + Swell is the official supplier of table and room décor, florals, and day of services. Arrangements and planning can be made directly through either vendor. Any outside company used by the consumer requires approval by the NAC and a minimum user charge of \$500 for a DJ and \$1,000 for décor.



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## 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

## 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.

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**Q. Am I required to have Facility User liability insurance for my event at the NAC?**

Yes, liability insurance is required to protect you, your guests, and your suppliers against bodily injury (including death), personal injury, and property damage. By reserving the NAC facilities, responsible individuals or groups are required to either: Provide proof that they already have obtained liability insurance that meets the contract requirements; or Purchase Facility User liability insurance through the NAC during the booking process.

When your event includes the service of alcohol, the liability insurance coverage is \$5 million.  
When your event is non-alcoholic, the liability insurance coverage is \$2 million.

The following are the amounts that would be added to your billing to cover your wedding ceremony, reception, and post dinner dance:

	\$2,000,000	\$5,000,000
Number of people	No alcohol	With alcohol
up to 75 people	\$ 27.00	\$ 233.00
76-150 people	\$ 34.00	\$ 256.00
151-250 people	\$ 68.00	\$ 293.00
251-500 people	\$ 102.00	\$ 365.00

**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, (\$200 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.

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**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 [nac-cna.ca/en/visit/parking](http://nac-cna.ca/en/visit/parking).

**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 (based on your rental fee and food and beverage minimum guarantee) 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.