

# celebrate weddings

at the National Arts Centre



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

## WEDDINGS AT THE NATIONAL ARTS CENTRE

### Intimate Celebrations 2021

Enjoy a meticulously crafted, intimate celebration in the location of your dreams, in beautiful downtown Ottawa. We've taken every precaution in order to keep you and your guests safe and healthy, so you can focus on the added touches that will make this celebration uniquely yours.

The NAC offers a variety of intimate settings with stunning views of the city, tailored options for every aspect of your celebration, and rigorous processes and procedures that will ensure the health and safety of your guests. A dedicated Catering Sales Manager will be assigned to you and work with you throughout the planning process to organize a personalized, stylish and sophisticated wedding in one of our unique spaces.

The NAC prides itself on staying up to date and compliant with all by-laws and Health and Safety recommendations put forth by OPH and provincial authorities. Please consult the Q&A section in this package, as well as the NAC Covid-19 Safety Protocols document, for more details on the specific procedures implemented in order to maintain the health and security of guests and employees of the NAC alike.

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

You can reach us at 613-232-5713 or [meetingsandevents@nac-cna.ca](mailto:meetingsandevents@nac-cna.ca)

#### Quick facts

Located in the heart of downtown Ottawa

Underground paid parking (Heated)

Event spaces dispersed on three different floors, distancing all events from one another

Completely accessible

Guest elevators

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## Tailored options for wedding ceremonies and receptions

- Unique, on-site ceremony spaces with enough room to maintain proper physical distancing between guests
- Signage directing your guests safely to your ceremony and/or banquet room
- An exceptional and intimate dining experience for your guests, including flexible floor plans for each event space with ample room for proper physical distancing
- Pre-approved entertainment suppliers, bound by Covid procedures, who can propose many options, including a DJ curating easy listening dinner music, live musical performances with a barrier, or games during or after dinner in place of dancing
- Pre-approved decor supplier, Wedecor, will work with you to enhance your space with style, while providing safe and clean décor elements

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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 individually plated with coffee and tea after dinner \*
- 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)

\* Ask your Catering Manager about our NAC wedding cake service!

\*\*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
- Premium Dinnerware, Flatware, Glassware and Barware
- Trio of Votive Candles (per dining table)
- Table Numbers and Stands
- Podium
- Easel for Guest Seating Plan

### Rental Fees

Room rental fees and catering minimums vary per room and have been adjusted to reflect the reality of hosting during the Covid-19 pandemic, and the associated challenges of maintaining recommended distancing and maximum number of guests allowed by municipal and provincial health authorities. Your assigned Catering Sales Manager can elaborate on these points and guide you through our rental fees.

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## OUR SPACES

**Maximum capacities vary per room and are based on current restrictions for physical distancing**

***\*\*Tables are set 2 meters apart, no stand-up cocktail area or dance floor***

***\*\*Suppliers and service staff present at your event are not included in the maximum guest count allowed per room***

### **Le Salon**

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

### **Al Zaibak 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 and ceremonies.

### **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.

### **Rossy Pavilion**

Displaying the very heart of downtown Ottawa, from Elgin Street and the Parliament building to the War memorial and Chateau Laurier, the magnificent floor to ceiling windows in this room create a wonderful backdrop for small celebrations or ceremonies.

### **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. A minimum food and beverage revenue required is and can be discussed with your Catering Sales Manager.

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## 'THE SHOW MUST GO ON' menu

### CANAPÉ RECEPTION

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

*Plated and served individually at your seat*

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, 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

### 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 Brussels 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

**\$139.00 per guest** (\$180.63) including tax and gratuity) Ω

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

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## **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**)

## **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. Can I host my ceremony at the NAC?**

Yes, we would be delighted to host your marriage ceremony.

Your Catering Sales Manager will suggest possible ceremony locations based on availability and the maximum number of guests allowed in the space. Chairs will be set up in clusters of people who are in regular contact with each other, and will be set 2 metres apart from other clusters.

A charge of \$500.00 will be added for the rental of a private event space (3 hours). (Note: All ceremonies at the NAC must be booked in conjunction with a reception).

### **Q. With distancing and mask coverage, how can I build my seating plan?**

Seating should be assigned based on your guests' pre-determined social bubbles, with a maximum number of seats per table based on current restrictions. Your Sales Manager will assist you by providing a floor plan with a maximum number of tables based on physical distancing and will customize when your "bubbles" are determined. We recommend a sweet heart table in place of a large formal head table.

### **Q. Can I host a pre-dinner cocktail after the ceremony?**

A stand-up cocktail reception is unfortunately not possible at this time. Following the ceremony, your guests can be greeted and invited to sit at their tables. Cocktails and individually plated hors d'oeuvres can be served at their respective seats.

### **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. 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 and have approved Covid-19 safety protocols in place. 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. As larger rooms are required to practice distancing, rental fees for your desired space will be assessed according to the regulations in place at the time of your event and can be discussed with your Catering Sales Manager.

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

Yes, there is a minimum amount of revenue required. Food and beverage minimums will vary depending on the number of attendees allowed by provincial and municipal health authorities. Minimum revenues for your desired space can be discussed with your Catering Sales Manager.

## **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 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.

## **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...)**

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. Final payment is also due.

## **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, and have approved Covid-19 safety protocols in place. They provide a complete range of skilled Disc Jockeys, musicians, state-of-the-art equipment and personalized service. Arrange-

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ments 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. In lieu of dancing, you might also ask for games suggestions or after dinner live music to entertain your guests seated at their respective tables.

## **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

Re:SOUND (1-100 guests)    \$9.25

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

All food and beverage are 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 a bartender, (\$160). 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. Signage will be directing your guests to your room from the parking level, ensuring that all find their way directly to your space. Please visit the NAC website for pricing at [www.nac-cna.ca](http://www.nac-cna.ca).

**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.