

holiday packages



brookstreet
work · play · getaway

Brookstreet Holiday Packages – Valid from November 2009 – February 2010

Contact: 613.271.3582 – events@brookstreet.com
Brookstreet | 525 Legget Dr. | Ottawa | ON | K2K 2W2

simply achieved elegance

Sensational Four-diamond Service

As Ottawa's only hotel with a CAA four-diamond rating for both hotel *and* restaurant, Brookstreet distinguishes itself through rapt attention to the smallest details and impeccable service. Throughout your event and stay at Brookstreet, you will be served by our warm and attentive partners.

Award-winning Cuisine to Tempt Your Tastebuds

Brookstreet's Executive Chef Clifford Lyness pushes the envelope on innovative cuisine featuring top-quality local and regional ingredients. We are also available to create special menus that are custom made to your specific request.



Luxurious Guestrooms to Host Your Family and Friends in Comfort and Style

Our 276 luxury guestrooms – including 35 two-room suites – feature stunning original artwork, high-quality linens, cozy duvets, windows that open, 24-hour Cocooning (room service) and all the amenities you would expect at a world-class hotel.

Enjoy our spacious accommodations as you prepare for your evening out and escape to your room for a blissful night as the festivities wind down. Take advantage of our special holiday guest room rate which includes parking at \$119.00 and applicable taxes. Make it a night to remember by upgrading to a Deluxe Room with balcony, Junior Suite or Master Suite with Jacuzzi and balcony – at 850 sq. ft., the Master Suite is the ultimate accommodation!



Pampering Treatments at Au Naturel Spa



Au Naturel Spa invites you to unwind and pamper yourself prior to your event with holistic therapies, as well as the latest treatments: hydrofusion capsule, relaxation massage, absolute pearl facial, French manicures and pedicures, sunless tanning, makeup consultation and application. Emerge relaxed, energized, polished and glowing.

all holiday packages include:

- ❖ Event room rental fees
- ❖ Cranberry punch served with a hint of mint during the cocktail reception
- ❖ Two glasses of house wine per person
- ❖ Candy cane at each place setting
- ❖ Poinsettia plant on each table for decors
- ❖ White table linens, votives, table numbers and stands and cocktail reception area
- ❖ Riser for head table, podium and microphone, easel for guest seating plan and dance floor
- ❖ Electrical charges for DJ (*please note that additional charges will apply if special electrical requirements are needed to accommodate an orchestra*)
- ❖ Holiday guest room rate available at \$119.00 plus applicable taxes
- ❖ Complimentary parking included with guest room rate
- ❖ Gift for the event planner bringing an event of 150 guests and more: Au Naturel Spa coupon valued at \$200.00 including free spa treatments



holiday plated lunch package:

Minimum 20 guests

Hint of Frost

Soup

Roasted parsnip and carrot soup with crushed coriander

Salad

Winter greens, shaved fennel and radish with citrus vinaigrette

Main Course

Pan seared chicken supreme, buttermilk whipped potato, natural glaze

Sweet

Chocolate hazelnut croquant, coffee bavaoise with rum poached raisins

Freshly brewed Starbucks Fair Trade coffee, decaffeinated coffee
and selection of Tazo teas

*\$33.95 per guest**

\$76.95 all inclusive holiday package with taxes and gratuities



hot buffet lunch package:

Minimum 20 guests

Frozen Holly Berries

Soup

Roast black strap butternut squash bisque
Fresh rolls and butter

Appetizers

Selection of house lettuces, three dressing and assorted condiments
Arugula, teardrop and goat cheese crumble
Fusilli and sun dried tomato
Red skin potato salad with Mrs. McGarrigle's mustard

Main Courses

Slow roasted turkey breast, double smoked bacon and sage stuffing, traditional jus
Honey and orange basted Virginia ham, rosemary reduction
Herb roasted potatoes
Winter roots vegetable

Sweets

White chocolate and cranberry pyramid
Pecan tart
Pumpkin cheesecake
Fruit salad

Freshly brewed Starbucks Fair Trade coffee, decaffeinated coffee
and selection of Tazo teas

*\$35.95 per guest**

\$79.95 all inclusive holiday package with taxes and gratuities



holiday plated dinner package:

Minimum 20 guests

Fragrant Pine Cones

Soup

Wild mushroom and garlic confit purée with crème fraîche foam

~or~

Chef's soup creation of the day
Fresh rolls and butter

Appetizers

Baby arugula leaves with shaved fennel, parmesan shards and toasted pecans

~or~

Romaine lettuce, toasted brioche croutons, pulled leg of duck confit with shaved asiago

Main Courses

Skin crisp supreme of chicken with buttermilk mash and sundried tomato and sage redux

~or~

Roast Angus striploin, steamed yu choy, confit garlic and Yukon potato whip
pangea peppercorn sting

~or~

Filet of Atlantic salmon with Darjeeling dust, green onion crushed red skin potato, lemon caper
beurre blanc

Sweets

Chocolate mousse and caramel bûchette

~or~

Chocolate pyramid with cinnamon spiced fruit and vanilla rum sauce

Freshly brewed Starbucks Fair Trade coffee, decaffeinated coffee and selection of Tazo teas

*\$46.95 per guest**

\$94.95 all inclusive holiday package with taxes and gratuities

Add canapés (3 per person) during reception - \$103.95 all inclusive holiday package with taxes and gratuities



holiday buffet dinner package:

Minimum 50 guests



Crystal Snowflakes

Soup

Parsnip and potato purée
Fresh rolls and butter

Appetizers

Grilled vegetable salad, white balsamic emulsion
Orzo with pulled chicken, caper and roasted red pepper
Tomato, red onion and feta with black olives
Selection of lettuces, three dressings and assorted condiments
Acidulated herbed forest mushroom, goat cheese toss

Main Courses

Chestnut and maple roasted turkey breast, caramelized onion stuffing with natural jus
Grain mustard and frawn crème fraîche glazed salmon
Garlic rubbed Alberta beef striploin, fire cracked pepper rosemary jus
Yukon gold and sweet potato twist
Baby carrots and roasted winter squash

Sweets

Chocolate duo pyramid with caramelized pecan, Apricot Nougat cake,
Cranberry cake, assorted miniature holiday pastries

Freshly brewed Starbucks Fair Trade coffee, decaffeinated coffee
and selection of Tazo teas

*\$48.95 per guest**

\$99.95 all inclusive holiday package with taxes and gratuities

Add canapés (3 per person) during reception - \$105.95 all inclusive holiday package with taxes and gratuities

*Animate your buffet
Chef Carving Station @ \$125.00**

plated vegetarian options:

We pride ourselves in providing distinctly unique offerings to those guests in your group that require a vegetarian option (one choice per event):

Gnocchi with dried black olive, basil, roast red pepper
D.O.P. olive oil and white wine splash

or

White bean cassoulet with braised shallot
and oven dried cherry tomatoes

or

Cheese tortellini with green olive
caper and roast tomato and tarragon confiture



frequently asked questions:

Is there a minimum number of guests for specific event spaces?

	Minimum	Maximum
Deciders Room	30	50
Mulligan Room	40	70
Shakers Room	60	90
Grand Scheme Ballroom	150	320



Please note minimums are applicable on specific dates. Your Event Manager is available to discuss this in further detail.

When is my menu selection required?

We suggest you provide the Event Manager with your menu selection a minimum of 2 weeks prior to your event date. Please note that the selection must be the same for all guests with the exception of special dietary restrictions or vegetarian requests.

An option of having a second main course is available at a surcharge of \$3.00 per person. This option is subject to having the final numbers 72 hours prior to the event for each selection.

Are special meals available?

We are pleased to provide alternate menus for those guests with vegetarian or dietary restrictions. Kindly provide the Event Manager with the names of these guests a minimum of 72 hours prior to your event.

When is the final head count required?

Must be provided 72 business hours before your scheduled event.

What else is included in the holiday package?

We are pleased to provide white table linens, votive candles, table numbers and stands, riser for head table, tables with gold skirting, podium and microphone, cocktail reception area, cocktail rounds, dance floor and event staffing.

All other items including themed overlays, chair covers, backdrops, mini lights, photographers, entertainment and flowers are not included, but we would be pleased to provide you with a list of our preferred suppliers.

What are SOCAN fees?

SOCAN is a "performing rights society that licenses the public performance and communication of the world's repertoire of copyright-protected musical works in Canada and then distributes royalties to its members." In other words, the SOCAN fee is a government-issued fee that allows you to play copyright-protected music at your wedding.



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frequently asked questions:

What are the percentages for the service charge and taxes?

The service charge is 15% and the taxes are 5% GST, 8% PST and 10% Liquor tax. Please note that there is an additional 5% GST applicable to the service charges.

Do you charge for beverage service?

There is a minimum revenue requirement of \$300.00 per bar, otherwise a bartender labour charge of \$100.00 per bar is applicable. Brookstreet does not provide “all inclusive” beverage packages. Alcoholic and non-alcoholic beverages are charged upon consumption.

Is a deposit required?

A confirmation deposit of \$2000.00 is required followed by 50% of estimated revenue. A final pre-payment will be required one week before your event.

What happens if I have to cancel?

Following contract signature: \$2000.00 non-refundable deposit within 3 months to 7 days prior: 50% of expected food and beverage and room rental revenue within 7 days of event: 100% of expected food and beverage and room rental revenue food and beverage revenue will be based on the expected attendance as indicated in the contract.

Is there a parking available at Brookstreet?

Parking at Brookstreet is available in our secure, climate controlled underground garage, which is located to the right of the hotel entrance.

The first three hours are complimentary. After three hours it is billed at a rate of \$2.50 plus taxes per hour to a maximum of \$9.95 plus taxes per day. Overnight parking for hotel guests is included in the special holiday party rate. Parking charges can be paid at Guest Services or by credit card at the yellow pay stop at the garage’s exit.

What about Coat Check?

A Coat Check service is available for your guests on either a cash (\$2.25 per item) or host (\$2.00 per item) basis.

