

# events by Marriott



breakfast



breaks



lunch



dinner



beverage



terms and conditions

## crafted for you

**OTTAWA MARRIOTT**

100 Kent Street | Ottawa | Ontario K1P 5R7

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events by Marriott

# breakfast

[BREAKFAST](#)

[breaks](#)

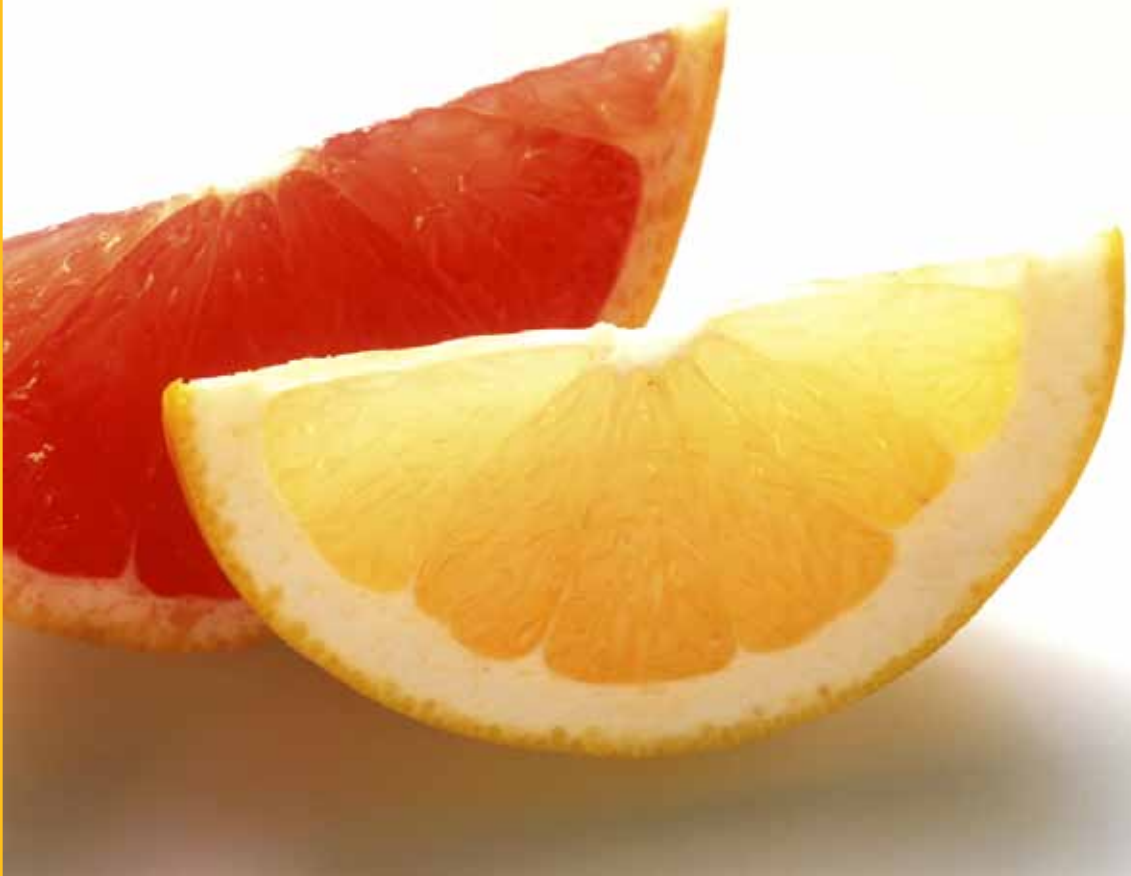
[lunch](#)

[dinner](#)

[reception](#)

[beverage](#)

[terms and conditions](#)



## SEASON

[cereals](#)

[juices](#)

[coffee](#)

[teas](#)

[pastries](#)

[milk](#)

[yogurt](#)

[eggs](#)

[< home >](#)

**OTTAWA MARRIOTT**

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# events by Marriott

**BREAKFAST**

**breaks**

**lunch**

**dinner**

**reception**

**beverage**

**terms and conditions**

## continental

Freshly Squeezed Orange and Grapefruit Juice  
Freshly Baked Chocolate and Butter Croissants  
Assortment of Danish, Turnovers, and Muffins  
Sweet Butter and Fruit Preserves  
Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Teas

**\$16pp**

## canadian\*

Freshly Squeezed Orange Juice  
Scrambled Eggs with Balderson Cheddar Cheese  
Smoked Bacon and Farmers Sausage  
Home Fried Potatoes  
Bakery Basket of Assorted Breakfast Pastries  
Sweet Butter and Fruit Preserves  
Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Teas

**\$19pp** \*minimum 10 people

## healthy start\*

Freshly Squeezed Juice Bar including Orange, Grapefruit and Tropical Fruit Blends  
Alpine Bircher Muesli Featuring Oats and Fresh Berries  
Sliced Fresh Fruit Platter  
Assorted Breakfast Cereals with Skim and 2% Milk  
Individual Yogurts  
Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Teas

**\$18pp** \*minimum 10 people

### Enhancements

Add any of the items listed below to one of our menus and customize a breakfast to suit your attendees' individual preferences.

- Eggs Benedict – soft poached eggs on a toasted English muffin with shaved country ham and homemade hollandaise sauce. ....\$6pp
- Smoothie Station – have a powerful morning boost with one of our crafted smoothies with fresh seasonal ingredients, including a selection of fresh fruits, berries, peanut butter, soy milk and protein whey powder.....\$7pp
- Assorted Bagels with four types of cream cheese and creamy butter .....\$3pp
- Belgian Waffle Station – create your own fresh waffles with our state of the art waffle irons - toppings include whipped cream and mixed berry compote .....\$6pp
- Cinnamon French Toast made from bakery fresh brioche baguettes served with powdered sugar and warmed Lanark county maple syrup .....\$5pp
- French-style Crêpes with blueberries and maple syrup. ....\$5pp
- Individual Flavoured Yogurts.....\$4pp
- Canadian Back Bacon .....\$4pp
- Sliced Fresh Fruit .....\$6pp



All breakfasts can be plated for an additional charge of \$5pp

[< home >](#)

OTTAWA MARRIOTT

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events by Marriott

# breaks

breakfast

**BREAKS**

lunch

dinner

reception

beverage

terms and conditions



## DELIGHT

muffins

juices

smoothies

fruit salad

brownies

cookies

soda

coffee

< home >

breakfast

BREAKS

lunch

dinner

reception

beverage

terms and conditions



## design your break

Customize your break by choosing from the following options:

### \$10pp Includes

Freshly Brewed Coffee, Decaffeinated Coffee and  
Selection of Teas

\*\$4

### choice of one:

Assorted Soft Drinks and Individual Juices

\*\$3

Sports Energy/Powerade Drinks

\*\$5

Perrier Water 375 ml

\*\$4

Orangina Sparkling Orange Juice

\*\$5

### choice of one:

Kettle Chips with Ranch Style Chive Dip

\*\$5

Assortment of Chocolate Candy Bars

\*\$4

Vector Energy Bars and Nature Valley Crunchy Granola Bars

\*\$5

Hummus with Crispy Pita Points

\*\$5

Assorted Butter, Lemon and Fruit Tarts

\*\$5

Tortilla Chips with Salsa and Sour Cream

\*\$4

Brownies and Macaroon Squares

\*\$4

Fresh Fruit Salad

\*\$5

Assorted Squares

\*\$5

Freshly Baked Cookies

\*\$4

### enhance your break

\*Smoothie Station – have a powerful boost with one of our chef  
crafted smoothies with fresh seasonal ingredients including a  
selection of fresh fruits, berries, peanut butter, soy milk  
and protein whey powder

\*\$7

\*The Smoothie Station is available at additional cost.

\*All items available at individual pricing.

\*All prices are per person unless otherwise indicated.

< home >

## OTTAWA MARRIOTT

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# events by Marriott

breakfast

BREAKS

lunch

dinner

reception

beverage

terms and conditions



Should you wish to add a working lunch to this package, you may do so for an additional \$29pp.

\*See working lunch buffet selections.

## package offerings

This package includes the following three breaks:

### Welcome Break

Freshly Squeezed Orange Juice  
Baker's Basket of Breakfast Pastries  
(danish, muffins, croissants)  
Freshly Brewed Coffee, Decaffeinated Coffee and  
Selection of Teas  
Butter and Preserves

### Mid Morning "Refresh"

Bottled Water and Juices  
Power Bars and Granola Bars  
Freshly Brewed Coffee, Decaffeinated Coffee and  
Selection of Teas

### Mid Afternoon "Refresh"

Assorted Homestyle Cookies  
Fruit Squares and Chocolate Brownies  
Assorted Soft Drinks  
Freshly Brewed Coffee, Decaffeinated Coffee and  
Selection of Teas

**\$31pp**

[< home >](#)

OTTAWA MARRIOTT

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events by Marriott

# lunch

[breakfast](#)

[breaks](#)

**LUNCH**

[dinner](#)

[reception](#)

[beverage](#)

[terms and conditions](#)



## ESSENCE

[salads](#)

[soup](#)

[fish](#)

[beef](#)

[pasta](#)

[desserts](#)

[beverages](#)

[wraps](#)

[< home >](#)

## OTTAWA MARRIOTT

100 Kent Street | Ottawa | Ontario K1P 5R7  
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# events by Marriott

breakfast

breaks

LUNCH

dinner

reception

beverage

terms and conditions

## working lunch buffets

### Italian \$30pp

Minestrone soup

Roma tomato and bocconcini salad with lemon olive oil, cracked pepper and basil chiffonade

Tuscan artichoke salad

Crisp romaine leaves with Caesar dressing, croûtons, crisp pancetta

Platter of imported Italian meats including prosciutto, salami and capicola

Meat and four cheese lasagna

Penne pasta with sautéed peppers, mushrooms, Bermuda onions and marinara sauce

All dressed pizza with meat and vegetables

Tiramisu – lady fingers soaked in espresso and mascarpone cheese

Cannoli – fried pastry filled with ricotta and dusted with powdered sugar

Selection of soft drinks and bottled water

Freshly brewed coffee, decaffeinated coffee and selection of teas

### Tex Mex \$31pp

Mexican tortilla soup

Tossed green salad with ranch dressing

Diced fruit salad with chipotle lime vinaigrette

Shredded lettuce, diced tomatoes, guacamole, sour cream, salsa and grated cheese

Chicken and sautéed vegetable fajitas with flour tortillas

Spicy beef and bean chili with tortilla chips

Mexican rice with diced peppers and onions

Tequila and lime cheesecake

Crème caramel – traditional custard flan with caramel "dulce de leche" topping

Selection of soft drinks and bottled water

Freshly brewed coffee, decaffeinated coffee and selection of teas

### Express \$29pp

Potato salad with dill, scallion, sour cream and black pepper dressing

Pasta salad with sundried tomato pesto dressing and marinated mushrooms

Mixed greens with assorted dressings and condiments

Smoked turkey with sage aioli

Shaved country ham with grainy mustard and swiss cheese

Tuna salad with onion mayo and fresh sliced tomato  
Grilled herb and olive oil marinated vegetables with Provolone cheese

Chocolate brownies

Butter tarts

Freshly brewed coffee, decaffeinated coffee and selection of teas (soft drinks and bottled water not included)

### Wraps \$32pp

Soup of the day

Crudités vegetables with creamy dip

Creamy cucumber and dill salad

Oriental noodle salad with soy ginger dressing

Mixed greens with assorted dressings and condiments

Pulled pork with bbq sauce and grated cheese

Roast beef with hoisin glaze and shredded Napa cabbage slaw

Grilled chicken and roasted peppers with herb aioli

Smoked salmon with red onion and wasabi mayo

Roasted garlic hummus with tomato and sprouts

Chef selection of desserts

Selection of soft drinks and bottled water

Freshly brewed coffee, decaffeinated coffee and selection of teas



Served in your meeting room to a minimum of 10 people. All prices are per person.

< home >

## OTTAWA MARRIOTT

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# events by Marriott

breakfast

breaks

LUNCH

dinner

reception

beverage

terms and conditions

## plated lunch \$34pp

Please note that prices are based on a minimum of 3 courses.  
All lunches include:

Assorted Freshly Baked Rolls and Creamy Butter  
Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Teas

### Appetizers (choose one)

**Freshly Crafted Daily Soup** - chef's market inspired creation

**Garden Salad** - collection of lettuces with crisp seasonal vegetables : tarragon honey vinaigrette

**Caesar Salad** - romaine leaves : creamy lemon and garlic emulsion : foccacia croûton : double smoked  
bacon lardons

**Forest Mushroom Soup** - scented with rosemary : garnished with seven grains and freshly chopped herbs

**Maple Roasted Sweet Potato Purée** - cinnamon dusted crème fraîche

### Main Course (choose one)

**Roasted Chicken Breast** - rum and brown sugar glazed onions : parsley buttered potatoes : sautéed green  
vegetables

**Pan-Seared Atlantic Salmon** - spinach cream : lightly curried rice pilaf : warm tomato shallot relish

**Pork Tenderloin** - teriyaki marinade : warm Shanghai noodle salad : Asian greens

**Pan-Flashed Filet of Pickerel** - fresh lemon : cracked black pepper : herbed mashed potato : roasted red  
pepper : balsamic glazed portobello mushroom

**Veal and Shrimp** - pan-roasted escallop of veal : Madeira demi-glace : fine green beans : butter braised  
red cabbage : shrimp garnish

**Wild Mushroom Gnocchi** - potato dumplings filled with chopped wild mushroom mix : sautéed with diced  
peppers and red onion : sage and brie cream sauce

### Dessert (choose one)

**Tiramisu** - traditional style mascarpone mousse : espresso infused lady fingers : cocoa dust

**Very Berry Bread Pudding** - moist baked croissant bread pudding : strawberries, raspberries, blackberries,  
wild blueberries : duo of sauces, chocolate and orange liqueur crème Anglaise

**Baked Apple Blossom** - streusel topping : vanilla custard

**Decadent 3 Layer Chocolate Gâteau** - caramel sauce and fruit garnish

**Trio of Gelatos** - 3 scoops - 3 flavours - 3 colours : chocolate garnish

**Praline and Chocolate Delight** - Berry coulis



< home >

OTTAWA MARRIOTT

100 Kent Street | Ottawa | Ontario K1P 5R7

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events by Marriott

dinner

[breakfast](#)

[breaks](#)

[lunch](#)

[DINNER](#)

[reception](#)

[beverage](#)

[terms and conditions](#)



## FLAVOUR

[salads](#)

[salmon](#)

[poultry](#)

[scallops](#)

[filet](#)

[lamb](#)

[desserts](#)

[beverages](#)

[< home >](#)

## OTTAWA MARRIOTT

100 Kent Street | Ottawa | Ontario K1P 5R7  
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# events by Marriott

breakfast

breaks

lunch

DINNER

reception

beverage

terms and conditions

## event buffet

All prices listed are per person. Additional surcharges will apply based on final minimum guarantee. Please note that large roast items may be carved as an action station.

**\$43pp includes choice of 2 entrées (additional entrées \$5pp). Minimum 40 people.**

### Kitchen Pantry

House salad greens mix basket  
selection of dressings and vinaigrettes  
Potato salad with dill, scallion, sour  
cream and black pepper dressing  
Pasta salad with sundried tomato pesto  
dressing and marinated mushrooms  
Vine-ripened tomatoes and red onion  
platter tossed with roasted garlic  
vinaigrette and fresh basil leaves

### Entrée - 2 choices

**Roast AAA Alberta Beef Sirloin** - black  
pepper grind rub : Merlot jus

**Citrus Herb Marinated Chicken** - freshly  
squeezed citrus and ginger reduction

**Filet of Atlantic Salmon** - soy maple chili  
glaze

**Ontario Pork Loin Roast** - Dijon mustard  
and rosemary rub : calvados  
reduction

**Cheese Tortellini** - sautéed peppers,  
mushrooms, Bermuda onions :  
marinara sauce

**Curried Chickpeas "Chana Masala"**  
- North Indian preparation : onion :  
chopped tomatoes : turmeric

coriander seed : garlic : chillies : ginger  
and garam masala

**Sole Filet** - pan-flashed baby spinach : sauce  
cardinal

**Beef Stroganoff** - sautéed beef tips : paprika,  
onions, mushrooms : dill pickle and sour  
cream finish

### Pastry Section

Assortment of cakes : cheesecakes : tarts  
and squares with fruit coulis  
Sliced fruit platter with seasonal berry garnish

Freshly Brewed Coffee,  
Decaffeinated Coffee and Selection of Teas

### Buffet Enhancements \$3 pp/per choice

Selection of country style patés and terrines  
Deli platter with domestic and European  
style cold cuts and roasted sausages  
Smokehouse platter featuring cold smoked  
salmon and others with traditional garnish  
Marinated mussels with white wine :  
tomatoes : shallots and freshly chopped  
herbes de provence  
Domestic cheese selection with crackers :  
grape clusters and dried apricots



< home >

OTTAWA MARRIOTT

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# events by Marriott

breakfast

breaks

lunch

DINNER

reception

beverage

terms and conditions



## plated dinner

### Soups:

- Smoked Tomato Broth** \$8  
diced root vegetables : braised lentils
- Forest Mushroom Soup** \$7  
scented with rosemary : garnished with seven grains and freshly chopped herbs
- Maple Roasted Sweet Potato Purée** \$7  
cinnamon dusted crème fraîche

### Salads:

- Spinach Salad** \$9  
honey spiced pecan and blue cheese terrine : Belgian endive spears : lemon sherry emulsion
- Garden Salad** \$7  
collection of lettuces with crisp seasonal vegetables : tarragon honey vinaigrette : herb and spice pita triangle garnish
- Caesar Salad** \$8  
romaine leaves : creamy lemon and garlic emulsion : foccacia croûton : double smoked bacon lardons
- Arugula Salad** \$8  
crumbled chèvre : roasted red pepper balsamic vinaigrette : sliced hearts of palm : halved cherry tomatoes

### Appetizers:

- Jumbo Spinach and Ricotta Ravioli** \$12  
sundried tomato rosé sauce : shaved parmesan cheese
- Smoked Salmon** \$14  
mini blinis and lemon crème fraîche stack : flying fish caviar : young greens
- Shrimp Martini** \$16  
3 shrimp : 3 sauce layers – avocado, tomato horseradish, lemon sour cream : chiffonade lettuce
- Seared Sea Scallops** \$16  
carrot and cumin purée : petit asparagus spears

Please note that prices are based on a minimum of 3 courses. Additional charge will apply if more than one entrée is selected.

Dinner includes:

Assorted Freshly Baked Rolls and Creamy Butter.  
Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Teas.

[< home >](#)

**OTTAWA MARRIOTT**

100 Kent Street | Ottawa | Ontario K1P 5R7  
 613 238 1122 | www.ottawamarriott.com

# events by Marriott

breakfast

breaks

lunch

DINNER

reception

beverage

terms and conditions

**Main Course****Seafood:**

- Atlantic Salmon Filet** \$26  
 warm salad of baby potato and green bean : grainy mustard cream : baby shrimp  
 tomato mélange
- Wild Halibut** \$28  
 beurre noisette sear : ratatouille vegetables : warm pineapple coriander salsa
- Jumbo Shrimp and Sea Scallop Cassoulet** \$30  
 braised navy beans : rustic cut tomato and fennel : white wine fumet

**Poultry:**

- Rock Cornish Game Hen** \$35  
 Marriott spice rub : multigrain rice and wild blueberry stuffing : Yukon gold whipped  
 potato : seasonal vegetables
- Truffle Honey Brushed Chicken Suprême** \$27  
 Madeira jus lie : cranberry gastrique : Yukon gold whipped potato : market  
 vegetables
- Chicken Breast Parmesan** \$28  
 breaded chicken breast : vine tomato sauce : molten mozzarella and parmesan  
 cheeses : penne alfredo : chopped Italian parsley

**Meats:**

- Prime Rib of Alberta Beef** \$33  
 natural pan juices and pinot noir reduction : chef's potato selection : seasonal  
 vegetables
- 8oz Frenched Centre Cut Pork Chop** \$31  
 pink pepper and burnt apple café au lait : Yukon gold mashed potato : seasonal  
 vegetables
- AAA Beef Tenderloin** \$36  
 char – grilled : topped with thinly sliced foie gras torchon : sea salt flakes : red currant  
 cabernet reduction : Yukon gold mashed potato : seasonal vegetables
- Manhattan-style Striploin Steak** \$35  
 butcher shop style cracked black pepper : garlic sautéed mushrooms : tomato cider  
 jam : French style green beans : merlot jus
- Rack of Lamb** \$39  
 dijon mushroom encrusted : cabernet rosemary jus : pomme dauphinoise :  
 grilled asparagus duo

[< home >](#)

**OTTAWA MARRIOTT**

100 Kent Street | Ottawa | Ontario K1P 5R7  
613 238 1122 | www.ottawamarriott.com

# events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[DINNER](#)

[reception](#)

[beverage](#)

[terms and conditions](#)



## Main Course

### Vegetarian:

**Seared Chickpea and Potato Cakes**

\$24

seasoned with cumin, coriander and chopped green onion : red pepper and asparagus spears : cayenne cucumber yogurt sauce

**Wild Mushroom Gnocchi**

\$23

potato dumplings filled with chopped wild mushroom mix : sautéed with diced peppers and red onion : sage and brie cream sauce

**Grilled Vegetable Tian**

\$24

layers of grilled vegetables infused with herb, garlic, and fine balsamic vinegar : extra virgin olive oil drizzle : roasted red pepper essence : seven grain rice medley

## Dessert

**Trio of Chocolate Mousse Stack**

\$7

passion fruit mango coulis, berry garnish

**Tiramisu**

\$7

traditional style mascarpone mousse : espresso infused lady fingers : cocoa dust

**Traditional Cheesecake**

\$7

mixed berry compote

**Fruit Flan**

\$8

seasonal fruit : vanilla bean custard : chocolate lined pastry crust

**Chocolate Hazelnut Dome**

\$8

raspberry coulis : fruit fan

**Praline and Chocolate Delight**

\$9

berry coulis

[< home >](#)

OTTAWA MARRIOTT

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613 238 1122 | [www.ottawamarriott.com](http://www.ottawamarriott.com)

events by Marriott

# reception

[breakfast](#)

[breaks](#)

[lunch](#)

[dinner](#)

**RECEPTION**

[beverage](#)

[terms and conditions](#)



## ESSENCE

canapés

shrimp

sushi

tenderloin

smoked salmon

cheese

chocolate

[< home >](#)

## OTTAWA MARRIOTT

100 Kent Street | Ottawa | Ontario K1P 5R7  
613 238 1122 | www.ottawamariott.com

# events by Marriott

breakfast

breaks

lunch

dinner

RECEPTION

beverage

terms and conditions

## reception stations

### Carved Hip of Beef

Slow roasted hip of Alberta beef with assorted mustards, horseradish and mini buns

**\$10pp** (Min. 140 people/1 hip)

### AAA Beef Tenderloin Carvery

The finest cut of beef on the market cooked and rested to perfection : fine mustards : horseradish : merlot jus : baguette slices

**\$300 per loin** (serves 15 people)

### Raclette Cheese

Molten French Canadian raclette cheese : sliced foccacia bread : spiced apple and brown sugar chutney : honey roasted pecan

**\$9pp** (Min. 40 people)

Impress your guests with an elegant ice display carved in a shape or company logo of your choice, please inquire for pricing.

Each of the above stations is prepared by a member of the culinary team, in the presence of your guests.

### Pasta Bar Station

Cheese-filled tortellini : penne pasta : tomato and pesto cream sauces : garnishes including diced peppers, tomatoes, chopped fresh herbs, shaved parmesan cheese : extra virgin olive oil.

**\$16pp**

### Risotini

Wild mushrooms : shaved parmesan cheese : fresh herbs : served in a martini glass

**\$12pp**

Add seared scallops or shrimp **\$5pp**

### Chocolate Decadence

#### Dipping Station

strawberries and pineapple served with warm milk chocolate and Bailey's Irish Cream fondue

**\$7pp**



OTTAWA MARRIOTT

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# events by Marriott

breakfast

breaks

lunch

dinner

RECEPTION

beverage

terms and conditions

## display stations

### Shrimp Cocktail Bowl

served on ice : traditional cocktail sauce : spicy chipotle lime sauce : lemon wedges

**\$38 (per dozen shrimp)**

### Whole Side of Smoked Salmon

traditional garnishes : grated egg : small diced red onion : capers : crème fraîche : pumpernickel baguette slices

**\$240 (serves 25 ppl)**

### Euro Deli Display

Selection of European deli meats including Bunderfleisch, Genoa salami, Prosciutto : featuring country style pâtés and roasted sausages : selection of fine mustards : mixed pickles : sliced rye bread

**\$200 (serves 25 ppl)**

### Cheese Board

An array of fine cheeses including : Brie, Blue-veined cheese, Goat cheese, white and orange cheddar cheese, and Gouda : garnish of grapes : toasted nuts and dried fruits : water crackers, flatbreads, breadsticks, sliced baguette

**\$240 (serves 25 ppl)**

### Dessert Display

An assortment of fine pastry shop classics and modern treats which may include: deluxe flavoured cheesecake : fruit coulis : mini fruit tartlets : sliced fruit : fresh strawberries : assorted cakes

**\$350 (serves 25 ppl)**

### Party Bowls (by the pound)

Deluxe mixed nuts	\$12
Kettle cooked chips with house dip	\$10
Salty pretzels	\$10
Tortilla chips with salsa and sour cream	\$15



< home >

**OTTAWA MARRIOTT**

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# events by Marriott

**breakfast**

**breaks**

**lunch**

**dinner**

**RECEPTION**

**beverage**

**terms and conditions**

## selection of hors d'oeuvres

Minimum order of 2 dozen per selection

### Cold Canapés **\$30 per dozen**

- Salty prosciutto with sweet lychée fruit
- Devilled egg with wasabi and baby shrimp
- Cucumber round with dilled goat cheese
- Matane shrimp and cilantro melon salsa on pastry spoon
- Tomato pétal with crumbled feta and chopped black olive
- Smoked salmon and asparagus crêpe filled with dill cream cheese
- Paté en croute with pink pepper flakes

### Sushi **\$48 per dozen**

- Assorted hand made maki rolls to include California rolls with crab and avocado and cucumber rolls

### Hot Hors d'Oeuvres **\$29 per dozen**

- Meatballs tossed in chipotle lime barbeque sauce
- Mini vegetable spring roll with plum sauce
- Baby New England crispy crab cakes
- Bacon wrapped scallops
- Crisp chicken wings tossed with spicy citrus sauce
- Greek style lamb satay with cucumber yogurt dipper
- Parmesan breaded artichoke hearts
- Mini chicken quesadilla



[< home >](#)

OTTAWA MARRIOTT

100 Kent Street | Ottawa | Ontario K1P 5R7  
613 238 1122 | www.ottawamariott.com

events by Marriott

# beverage

[breakfast](#)

[breaks](#)

[lunch](#)

[dinner](#)

[reception](#)

**BEVERAGE**

[terms and conditions](#)



## ENJOY

[martinis](#)

[champagne](#)

[cordials](#)

[margaritas](#)

[red wine](#)

[white wine](#)

[tonics](#)

[beer](#)

[non-alcoholic](#)

[< home >](#)

OTTAWA MARRIOTT

100 Kent Street | Ottawa | Ontario K1P 5R7  
613 238 1122 | www.ottawamariott.com

# events by Marriott

breakfast

breaks

lunch

dinner

reception

BEVERAGE

terms and conditions



## red wines

**Australia**

Hardy's Nottage Hill Shiraz \$37

**Canada**

Inniskillin Pinot Noir VQA \$32

**France**

Pisse-dru Beaujolais Gamay \$35

**Italy**

Mezzomondo Sangiovese Merlot \$32

**USA**

RH Phillips Merlot \$36

## white wines

**Australia**

Hardy's Nottage Hill Chardonnay \$33

**Canada**

Inniskillin Pinot Grigio \$32

**France**

Pisse-dru Beaujolais Chardonnay \$34

**Italy**

Mezzomondo Pinot Grigio Chardonnay \$32

**USA**

RH Phillips Sauvignon Blanc \$35

## sparkling wines

**Canada**

Jackson-Triggs Chardonnay Brut \$34

[< home >](#)

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# events by Marriott

breakfast

breaks

lunch

dinner

reception

BEVERAGE

terms and conditions

## host bar

Liquor (Rye, Scotch, Gin, Vodka, Rum)	\$5.75
Apéritif	\$5.50
Beer	
Domestic	\$5.50
Imported	\$6.00
Wine	
Domestic	\$6.25
Liqueurs	\$6.00
Soft Drinks, Juice or Perrier	\$3.00

\*Host bar prices are subject to applicable taxes and gratuities. (10% PST, 5% GST and 18% Gratuity)

## cash bar

Liquor (Rye, Scotch, Gin, Vodka, Rum)	\$8.00
Apéritif	\$7.00
Beer	
Domestic	\$7.00
Imported	\$8.00
Wine	
Domestic	\$8.00
Liqueurs	\$8.00
Soft Drinks, Juice or Perrier	\$3.50

Cash bar prices include applicable taxes  
10%PST, 5% GST and 15% Services.



## punch

Punch bowl serves approximately 30 people

Fruit Punch	\$95
Liquor Punch	\$125

A labour charge of \$25.00 per hour, minimum 4 hours, will apply if total beverage sales do not reach \$500.00 per bar, excluding applicable taxes. Please note, any beverage options can be combined, adjusted, for the specific needs of your event.

[< home >](#)

OTTAWA MARRIOTT

100 Kent Street | Ottawa | Ontario K1P 5R7  
613 238 1122 | www.ottawamarriott.com

events by Marriott

# terms and conditions

[breakfast](#)

[breaks](#)

[lunch](#)

[dinner](#)

[reception](#)

[beverage](#)

[TERMS AND CONDITIONS](#)



[< home >](#)

breakfast

breaks

lunch

dinner

reception

beverage

TERMS AND CONDITIONS

## Catering Information Terms and Conditions

### Food

The Ottawa Marriott is the only authorized licensee to sell and serve food, liquor, beer, and wine on the premises. This includes hospitality suites and food amenity deliveries. The only exception to this is made for wedding cakes. Pricing for plated set menus is based on one set menu for all guests. For meals requiring a choice of entrée selections, a surcharge will apply. Due to health and safety regulations, no leftover food or beverage can be taken from the premises.

### Menu Selection

To ensure that every detail is handled in a professional manner, the Hotel requires all menu selections and specific details be finalized four (4) weeks prior to the event date. Should menu selections not be received four (4) weeks prior to the function date, we will be pleased to select appropriate menus to suit your requirements. The Hotel cannot guarantee menu selections made less than four (4) weeks prior to the function date.

These Items have been selected to meet the diverse dietary needs of our guests. Your server will be happy to answer any questions you may have.

## Carving / Cooking Stations

A labour charge will apply for food prepared by a Chef in a function room.

### Beverage

A labour charge may apply for a bartender on a cash bar or host bar. No liquor service is permitted after 1:00am unless previously arranged. Entertainment should cease at this time in order to vacate all function rooms within 30 minutes.

### Price Guarantee

Menu prices are not guaranteed and are subject to change until such a time as banquet event orders (BEOs) have been signed and returned. All menu pricing is provided on a "per person" basis unless otherwise stated. Please note that all buffet style menus are offered with minimum order requirements (as stated) and are offered for a maximum of two (2) continuous hours. The Hotel will assess a taxable service charge for each additional half hour.

All prices are quoted in Canadian dollars, and are subject to change without notice in order to meet increased market costs; however, the Hotel will honour all confirmed prices on function contracts signed and returned by the client. Please note that all food and

beverage events will be subject to a surcharge if the minimum guarantees are not met. As well, a labour charge will apply for food and beverage events with less than 25 guests.

## Taxes and Service Charges

All prices are exclusive of applicable taxes and service charges, and the following charges will be added to the bill:

#### Food Prices

8% PST, 5% GST and applicable Service Charges

#### Beverage Prices

10% PST, 5% GST and applicable Service Charges

#### Function Room Rentals

5% GST and applicable Service Charges

NOTE: 5% GST is applicable on service charges

## Security

The Hotel reserves the right to require security guards for certain functions at the client's expense. Only Hotel approved agencies may be used.

## Damage / Loss

The Hotel will not be responsible for the damage or loss of any personal property

[< home >](#)

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# events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[dinner](#)

[reception](#)

[beverage](#)

[TERMS AND CONDITIONS](#)

and equipment, displays, supplies, written materials or other valuable items left in the meeting rooms, conference areas or public areas prior to, during or following any event. Accordingly, the client will be responsible for security for such materials and assumes responsibility for any loss or damage. The client is responsible for any damages to the Hotel premises by their guests, agents or independent contractors acting on their behalf. The Hotel will charge the client for all such damages caused to furniture, surfaces and doors.

## Function Rooms

Function rooms are assigned by the Hotel according to the final guaranteed number the facilitator anticipates. The Hotel reserves the right to assign another room for a function in the event the room originally designated for such function shall become unavailable or inappropriate. Should the final number of guests exceed the maximum capacity of a room or not meet the minimum requirements for a room the Hotel may also choose to move the group. An increased rental charge will apply.

Function space is booked only for the time indicated. Set up and dismantle times, if required, are not included and should be specified at the time of booking.

Function room rental charges include set up. A labour charge of \$125.00 will apply for any setup changes required on site which differ from the original function contract/event order.

## Event Details

Event details including menu selection must be submitted to the Hotel four weeks prior to an event date. In order to ensure the accuracy of all information, signed and approved copies of function contracts are required from the client prior to arrival.

## Event Guarantees

The Hotel requires the exact number of guests attending each event 72 hours prior to that event. The Hotel will prepare for 5% above this guaranteed number, to a maximum of 20. In the event that the Hotel has not received a guarantee, the number charged will be based on the original contracted number, or the actual number of guests served, whichever is greater. Guarantees for Sunday and Monday are required by noon the previous Thursday.

## Attrition

An estimated number of guests must be supplied to the Hotel 30 days prior to each event, after which time the Hotel will allow a maximum attrition of 20%. The attrition charge for above 20% will be 50% of the average food and beverage price for the particular meal

period, calculated to a maximum of 80% of the estimated number of attendees.

## Deposit / Payment

A \$1,000.00 deposit is required at the time of booking in order to confirm social events. This deposit is non-refundable. 100% of the estimated amount is due two weeks prior to the event and is payable by cash, certified cheque or credit card. In order to make arrangements for direct billing, an application for credit must be completed and returned to the Hotel for approval at least four weeks prior to the event date. All payments are due within 30 days of receipt of invoice.

## Cancellation

Cancellation of a meeting up to 30 days prior will be charged 75% of the meeting room rental; cancellation within 29 days will be charged 100% of the meeting room rental.

Cancellation of food and beverage within 60 days of an event will result in a cancellation charge of 75% of the average food and beverage costs for the particular meal period.

All cancellations must be received in writing.

## Delivery / Storage

All deliveries must be shipped to our receiving entrance located on Queen Street. Due to limited storage space, delivery of materials will

[< home >](#)

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# events by Marriott

breakfast

breaks

lunch

dinner

reception

beverage

TERMS AND CONDITIONS

be accepted no more than 48 hours prior to an event, unless storage has been reserved in advance. The following information must be clearly marked on each box:

Attention:

Banquet Department

Box \_\_\_\_\_ of \_\_\_\_\_

Name and Address of Sender

Hold for:

Name of event

Name of event contact

Date of event

Room name

Material must be removed from the Hotel on the last day of the event. The Hotel will not be responsible for damage or loss of any items left on the premises prior to, during or following an event. Daily cartage and storage fees will apply.

Arrival and departure times for large set ups must be arranged in advance in order to ensure access to the loading dock.

Should the Hotel be required to provide assistance with boxes, packages or freight, a labour charge will apply.

## Signage

Promotional materials or signage must be of a professional nature and are subject to approval. Your signage may only be displayed directly outside your designated function room. The Hotel reserves the right to remove signage that is not prepared in a professional manner, or is unsightly, or inappropriate.

Such materials or signage shall not be posted on, nailed or screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. The Hotel will charge the client for any damages caused accordingly. Distribution of promotional adhesive stickers or labels is strictly prohibited.

## Audio Visual

Any audio visual equipment required for an event must be rented from the Hotel in-house audio visual company, AVW Telav. If an outside audio visual company is used, a service charge will apply; additional charges will apply if storage or set up is required.

## Telephone

The Hotel provides one house phone per function room with complimentary local access. Arrangements for additional phone lines must be made in advance. Arrangements for long distance access must be made in advance. High speed Internet access is

available, and arrangements for access must be made in advance.

## Music

For events with either live music or recorded music, a SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee for royalties of copyright music will apply. Entertainers must contact the Hotel in order to receive instructions on entering the Hotel and to make arrangements for electrical and staging requirements. Extra electrical requirements may result in additional charges.

## Coat Check

Coat check facilities are available on a host or cash basis. The Hotel assumes no responsibility for loss or theft.

< home >