

fines caterers

613.232.6976 / info.ottawa@gourmetcuisine.com

gourmetcuisine

fine caterers

booking information

fine caterers

key dates

- final food and beverage selections are due and locked in four weeks prior to the date of the event
- final guest count is due five full business days (excluding holidays) prior to the date of the event
- payment in full of estimated event charges is due five working days prior to the date of the event

minimum spend requirements

- all food and beverage pricing listed in this package is exclusive of tax and services charge
- statutory holidays are subject to a minimum \$1000 ***surcharge***

complimentary services

- qualified service staff
- executive Chef and brigade
- all standard white or black linens (tablecloths and napkins)
- standard flatware and glassware
- personalized printed menus
- candles
- table numbers

guaranteed guest counts

- a final guest guarantee will be required five (5) business days (monday through friday excluding holidays) prior to the date of the event
- in the event that a guarantee is not given to gourmet cuisine, the number originally contracted will be assumed as the guarantee. you will be billed the guaranteed number given or attendance, whichever is greater
- you may increase your guaranteed number within seventy-two (72) hours, but you may not decrease it

payments and deposits

- an initial deposit of \$1000 is required to secure the date along with the signed contract
- deposits can be made by cash, certified cheque, credit card and/or wire transfer
- a valid credit card must be provided at the time of the contract signing for backup purposes
- there are three (3) subsequent deposits, including the final balance which must be paid in full according to the deposit schedule outlined in the contract

cancellation

- all deposits and payments are non-refundable
- the contract may be terminated with formal written notice from one party to the other and gourmet cuisine reserves the right to terminate any function for which payment of final estimated invoice has not been received five business days prior to the function

beverage

- in accordance with liquor license act issued by the alcohol and gaming commission of ontario, all alcoholic beverages consumed in licensed areas must be purchased by the licensee through the lcbo
- for the health and safety of our guests, alcohol service may be denied to those individuals who appear intoxicated or under the legal drinking age
- gourmet cuisine reserves the right to request photo identification from anyone requesting or consuming alcohol at an event
- unless a drinking package has been selected, all beverage costs are based upon consumption per drink (alcoholic and non-alcoholic)
- when a consumption bar option has been selected, bar offerings can be tailored with your event specialist to manage your bar costs and consumption

wine selection and service

- you will select one white and one red to serve to your guests
- you are charged per bottle consumed
- in accordance with the liquor license regulations, we cannot permit guests to bring their own wine

dietary restrictions and vendor meals

- gourmet cuisine will gladly provide special meals for any guests with dietary needs
- vendor meals can be provided that would consist of entrée, dessert and non-alcoholic beverage. standard vendor meals are at 45. per meal

onsite contact

- an events manager will be available as your direct onsite contact on the day of your event

suppliers and deliveries

- we are happy to provide referrals for entertainers, décor, photography and more

decorations and merchandise

- decorations and displays that are brought into the gourmet cuisine from an outside source must have prior approval from the catering manager
- all decorations and client items must be removed immediately at the conclusion of your event
- we cannot be responsible for the damage or loss of any merchandise or articles brought into the gourmet cuisine or for any items that are left unattended or left behind

other

- if designated seating is required, kindly supply and print your own place cards
- access to gourmet cuisine for set-up and deliveries is permitted three (3) hours prior to guest invite time. if earlier access is required a service fee may apply

for all
booking
inquiries

please contact :

info.ottawa@gourmetcuisine.com

pricing available upon request



courier **address**
gourmet cuisine

613.943.1634

National Gallery of Canada
380 Sussex Dr,
Ottawa, ON K1N 9N4

613.232.6976

Canadian Museum of Nature
240 McLeod Street
Ottawa, ON K2P 2R1