

# When you say I do...



**Event & Conference  
Services des conférences**

**Serving you at the RA Centre and Rideau Tennis Club.**



**RA Centre**

2451 Riverside Drive,  
Ottawa, ON K1H 7X7  
613.733.5100



**Rideau Tennis Club**

1 Donald Street,  
Ottawa, ON K1K 4E6  
613.733.5100



## *... Come Celebrate with Us.*

As host to over 60 weddings a year at the **RA Centre** on Riverside Drive, and the **Rideau Tennis Club** along the picturesque Rideau River, the Event & Conference Services staff understands just how special this day is to each bride and groom.

Planning a wedding can be a stressful event. Our Wedding Coordinators are here to assist you with making your day a very special one. Each couple is unique and your wedding should reflect your individual tastes. The most important part of planning a wedding is in the details – it's the small things that make the difference. Let us create the perfect wedding for you and your guests.

Whether it's a full sit down dinner or a small cocktail party, the RA Centre and Rideau Tennis Club will always provide outstanding food and professional service. From our Executive Chef Darcy Ryman to our professional servers, our staff will exceed your expectations.

For further information or to schedule an on-site visit, please contact one of our Wedding Coordinators:

<i>Carrie Arbuckle</i>	Telephone: (613) 736-6243	e-mail: <a href="mailto:carbuckle@racentre.com">carbuckle@racentre.com</a>
<i>Tina Ferrone</i>	Telephone: (613) 736-6212	e-mail: <a href="mailto:tferrone@racentre.com">tferrone@racentre.com</a>

**TWO LOCATIONS  
ONE EXCEPTIONAL SERVICE**

## *We do the little Extras for you!*

### *A Gift for the Bride & Groom*

Two six-month fitness memberships  
at the RA's LifeFIT Centre

Complimentary room rental  
for your pre-wedding party

Experienced Wedding Coordinators  
to assist you with all of your details

A custom menu designed by our Executive Chef

Scheduled meal tastings

Complimentary serving of your wedding cake

Complimentary parking



## Frequently Asked Questions...

### 1. What will my special day include at the RA Centre or Rideau Tennis Club?

Complimentary:

Banquet Room Rental (*minimum guarantee required*)

Elegant Table Linens

Decorative Easel

Table Numbers & Stands

Podium

Banquet Tables & Chairs

Banquet Captain & Professional Staff

Bartending Service (*minimum net sales of \$400 required to waive fee*)

Room Set up and Tear down

Ample Parking

Serving of your Wedding Cake

Available for rental:

Modern Glass Vases

Votive Holders & Tea lights

Mirrors

Chair Covers

Specialty Linens

Audio Visual Equipment

### 2. Can I bring in my own wine and/or food?

The RA Centre's policy does not permit any food or beverage (with the exception of wedding cake) to be brought into, or removed from any function room.

### 3. What is the deposit and fee structure?

A non-refundable deposit of \$500 is required at the time of booking. An additional non-refundable deposit of \$500 is required six months prior to your reception. The final balance payment is due one week prior to your reception.

### 4. What are the taxes and service charges?

All food and beverage is subject to a 15% service charge plus 13% HST.

### 5. What is the SOCAN fee and am I required to pay it?

The SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee is a royalty fee for musical copyright and is levied whenever live or recorded music is being played at a function. The fee is based on the capacity of the room booked and will be either \$41.13 or \$59.17 plus applicable taxes.

### 6. Will the room rental be waived if I order dinner?

Your room rental will be waived if you meet the minimum number of guests required for a full three course dinner or the Supreme, Deluxe or Classic dinner buffets.

### 7. Are children's meals discounted?

Evening buffet dinners are discounted by 50% for children aged 5 to 12. A special children's meal is available when having a plated dinner.

### 8. When will I meet with my Wedding Coordinator?

Your Wedding Coordinator will schedule appointments with you:

- To sign the contract and accept your first non-refundable deposit
- Three weeks prior to your reception to finalize all details
- One week prior to your reception to finalize the minimum guarantee for the number of guests attending and to accept your final payment

Your Wedding Coordinator will also be pleased to schedule additional appointments upon your request.

### 9. Can I schedule a tasting?

The RA Centre is pleased to offer scheduled "tastings for two". Tastings are offered throughout the year.

### 10. Can I request items that are not shown on the menu?

Our Wedding Coordinators and Executive Chef would be pleased to work with you to create a customized menu for your reception.

### 11. What is the difference between a host and a cash bar? Can I arrange for a combination of both?

Drinks consumed at a host bar are paid for by the "host". Guests pay for their own drinks at a "cash" bar. A combination of both types of arrangements can be accommodated if identified in advance. A deposit is required for all host bars. All host bar charges are subject to the 15% service charge plus 13% HST.

### 12. How are allergies and special diet requirements handled?

The RA Centre is pleased to offer alternative meals for those guests with special dietary needs or food allergies. Any special requests should be submitted three weeks prior to your event. Vegetarian options have been noted in the menu.

### 13. Can I choose to have a wine served that is not offered on your wine list?

Please advise your Wedding Coordinator of any special requests a minimum of three weeks prior to your reception. We are happy to source any readily available wine through the LCBO. Please note that a credit is not available for custom ordered bottles of wine that have not been consumed and non-opened bottles are not permitted to be removed from the premises.

### 14. What is the minimum bar sales required to have the bartending fee waived?

The bartending fee of \$120 is waived if the total of the final bar sales is \$400 or greater (*before taxes and service charge*).

### 15. When do I have to provide the final guaranteed number of guests to my Wedding Coordinator?

The final number of guests attending is required one week prior to your reception. You will be invoiced for the number of guests guaranteed or the number in attendance, whichever is greater.

### 16. When will my room be available to decorate?

You will have access to your room at 9:30 on the morning of your reception.

### 17. Can I attach décor items to the walls or ceilings?

Items are not permitted to be stapled or taped to the walls or ceilings.

### 18. When can I have my wedding cake and other items delivered?

Your Wedding Coordinator will be pleased to schedule receipt of your deliveries for the day prior, or the day of your reception. Due to space restrictions we are not able to receive items prior to that time.

### 19. Can I take any leftover food home after the reception?

The RA Centre's policy does not permit any food or beverage (*with the exception of wedding cakes*) to be brought into, or removed from any function room.

### 20. What time does my reception have to end?

All entertainment and banquet bar service must cease at 1:00 a.m. in order to vacate all function rooms by 1:45 a.m.

### 21. What happens if I have to cancel my reception?

Cancellation prior to the event will result in all deposits paid being withheld. In the event of cancellation with less than two months notice, a minimum of the full room rental rate will be charged. If cancellation occurs with less than 9 business days notice, an additional 25% of food charges as well as the full room rental will be charged.

Your Wedding Coordinator will assist you to determine availability should you be required to reschedule your reception.

## Serving you at the RA Centre...

**The Clark Hall** *The elegantly appointed Clark Hall is perfect for weddings banquets and cocktail receptions. This popular room features a stage, dance floor and bar.*



### Quick Facts

Capacity	
Banquet	200
Reception	300
Theatre	300
Classroom	150
U-shape	60
Hollow square	72
<ul style="list-style-type: none"> <li>• <b>In-house Catering</b></li> <li>• <b>WiFi</b></li> <li>• <b>Free Parking</b></li> </ul>	

## ... and the Rideau Tennis Club



**The Canada Room** *The warm and inviting Canada Room is multi-functional and offers the flexibility of being divided if required, into two separate rooms. Features a dance floor and bar.*



### Quick Facts

Capacity	
Banquet	150
Reception	275
Theatre	275
Classroom	105
U-shape	60
Hollow square	72
<ul style="list-style-type: none"> <li>• <b>In-house Catering</b></li> <li>• <b>WiFi</b></li> <li>• <b>Free Parking</b></li> </ul>	

**The Maple View Room** *The Maple View Room located at the prestigious Rideau Tennis Club is perfect when you are looking for a charming room and picturesque setting. In the warmer months, enjoy the view from the wrap-around porch.*



### Quick Facts

Capacity	
Banquet	110
Reception	200
Theatre	200
Classroom	60
U-shape	50
Hollow square	54
<ul style="list-style-type: none"> <li>• <b>In-house Catering</b></li> <li>• <b>High Speed Internet</b></li> <li>• <b>Free Parking</b></li> </ul>	

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