



Thank you for your interest in the Southway Inn's Banquet facilities and catering services. The Chef of the Shallows Restaurant has designed a banquet package that allows you the flexibility to create your own menu.

The Southway Inn is conveniently located in the heart of south end of Ottawa at the corner of Bank Street and Hunt Club Road – a 3-diamond hotel that offers all the amenities of downtown without the hustle and bustle. The quiet atmosphere is what makes the Southway Inn your “Oasis in the Nation's Capital.”

All details of your function will be meticulously carried out by our professional and courteous staff to make your function a complete success.

Food & Beverage Requirements

The food and beverage menus are included for your perusal. Should you not find anything that suits your requirements, please let us know and we would be more than happy to create a menu specifically for your function. The Catering Office must be notified of all food and beverage requirements three weeks prior to the function.

Bar Requirements

The bartender fee is \$30 per hour with a minimum of 4 hours. Functions with up to 80 people require 1 bartender and functions with 80-180 in attendance may require 2 bartenders.

Cash Bar – the individuals attending the function are responsible for their own beverages.

Host Bar – the host of the function is responsible for all beverages.

A combination of both Cash and Host Bar is also available by way of a specified time for the host bar or by the use of bar tickets that are given out to each attendee upon arrival.

Guest Room Requirements

The Southway Inn is a 3-diamond hotel with many features including indoor pool, whirlpool, sauna and fitness centre. Each of the 170 spacious guest rooms offers a variety of amenities such as coffeemaker with complimentary coffee, iron and ironing board, fridge and hairdryer. A unique feature that the Southway Inn offers guests is the comfort of triple sheeting all of our beds.

Additional Requirements

The Banquet & Catering Department offers many additional services to make your function a memorable one. From decorating, flowers, to entertainment, we would be more than happy to assist you. Select one of our Jacuzzi suites for your wedding night. Our Courtyard is an excellent venue for your wedding service. We can also assist you in planning a rehearsal dinner or breakfast buffet.

For further information, please contact our Sales Department at 613-737-0811 ext 156.

Thank you. We look forward to your inquiries.

**The Southway Inn
Sales Department
Ext 156**



Banquet Terms & Conditions – 2008

Menu Selection

The Catering Office will assist you in designing your own menu should our selections not suit your particular needs. Please note that buffet style lunches and dinners are subject to a minimum number of people otherwise a surcharge will be applied. Meals arranged for Statutory Holidays or Special Holidays are subject to an additional charge. Catering is exclusive to the Shallows Restaurant. Outside food and beverages are strictly not permitted.

Guarantee

A guaranteed number of attendees is required 5 business days prior to the function. Once a guarantee has been given there are no revisions in food and beverage services should your number decrease. When no guarantee is given, the estimated number of attendees at the time of booking is taken as a guarantee for billing. The convener undertakes to pay the quoted rate for the number guaranteed or in attendance, whichever is greater. Should the number of guests confirmed differ greatly from the original quote, the hotel reserves the right to substitute an alternate room suited to the group size.

Prices

Menu prices and room rental rates are current and are guaranteed for 60 days from contract date and are subject to change thereafter. All food, beverage and banquet rooms are also subject to applicable taxes and service charge. Should your attendee number be reduced by 25% or higher, you may be subject to a banquet room change or a revised room rental fee. Should your group be exempt from the provincial or federal taxes, please notify the Banquet Office prior to your function.

Rental Period

The time frame stated on your contract refers to the time in which you have access to the room and the time that the room should be vacated. Please allow sufficient time for your set-up and clean-up. Should your function run over the allotted time, you are subject to an additional charge.

Deposit, Payment & Cancellation Policies

Upon signing the contract a \$1000 non-refundable deposit and a credit card imprint is required to reserve the room. Six months prior to the event, 50% of the estimated total of the food and beverage contract is due. The remainder is due one month prior to the event. Should the payment not be received the hotel has the right to cancel the function. All cancellations must be made in writing to the hotel. If cancellation of a function is given 6 months prior to the function then the group has forfeited any deposits and prepayments. Should a cancellation take place within 6 weeks the group is responsible for all costs associated with the function (food & beverage, audio-visual, and room rental).

Beverage Services & Entertainment

Ontario Liquor Laws do not permit the consumption of alcohol other than sold by the licence holder within the banquet rooms or surrounding areas. The law further states that the service of alcohol is not permitted to any person under the age of 19 or to any intoxicated person. Last call will be announced at 12:30am. Host and Cash Bars are subject to a bartender fee of \$30 per hour with a minimum of 4 hours. All entertainment must be approved by the hotel. Entertainment is to finish by 1:00am. All speakers must be raised and not placed on the floor.

Audio-Visual Services

Audio-visual requirements vary and are not included in the room rental fee. The Southway Inn offers in-house audio-visual services as well as outside rental services. Rental prices are per room, per day unless previously arranged. The minimum rental period is one day. All basic equipment orders include installation and dismantling fees. Additional labour charges may apply should a more complicated equipment set-up be required. A power supply fee may be applicable for certain audio-visual set-ups. The hotel is not responsible for any loss or damage to any audio-visual equipment. Please note that the convener is responsible for all equipment for the duration of your function. Prices are subject to availability and may change without notice.

Loss or Damage

The hotel is not responsible for any loss or damage to property that is left in any function room or surrounding areas. The hotel reserves the right to inspect any on-going function. Any problems or concerns that arise during the event must be reported immediately to the Banquet Co-ordinator in order for an adjustment. The Southway Inn will not be responsible for problems reported after the termination of rental period.

Cleaning

The clean-up is provided by the Southway Inn, however, should any additional cleaning in the judgement of the hotel be necessary or should there be any damage to the property, the cost of such cleaning or repairs will be applied to your bill. The facilities are NON SMOKING.

Delivery of Materials

For the Southway Inn to accept deliveries on behalf of organizers utilizing the function rooms, the Banquet Office must have prior notification. All deliveries must be made between 9am-3pm and be clearly labeled as follows:

Name of Company or Event
Date of Event
Name of Meeting Room
Number of Parcels

Attention: Banquet Department

Thank you for choosing the Southway Inn

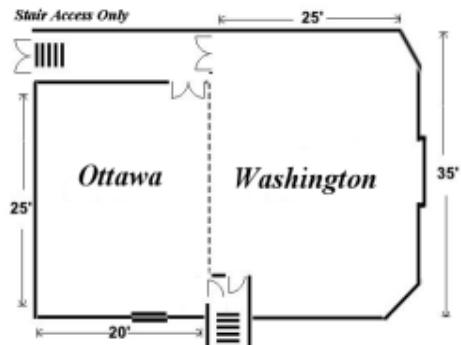
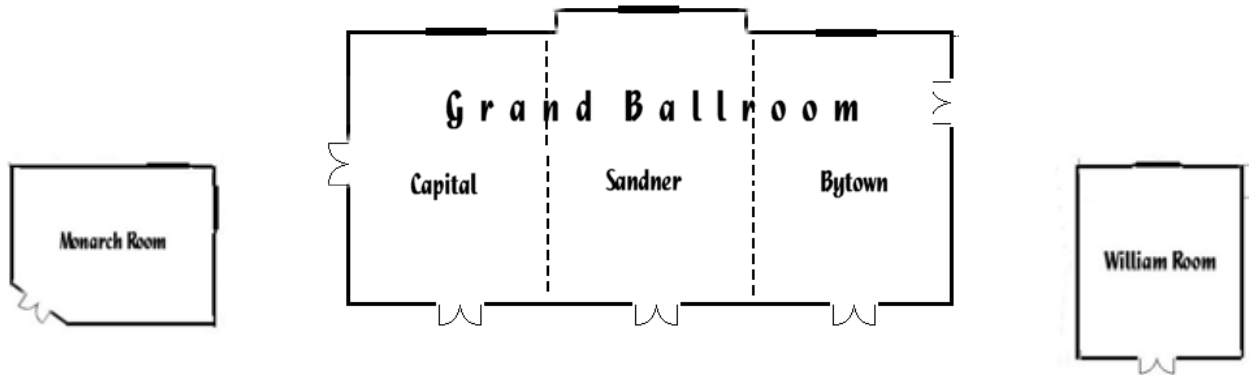


Dimensions *Square Feet* *Ceiling Height* *Classroom* *U-Shape* *Cabaret* *Banquet* *Boardroom* *Reception* *Theatre*

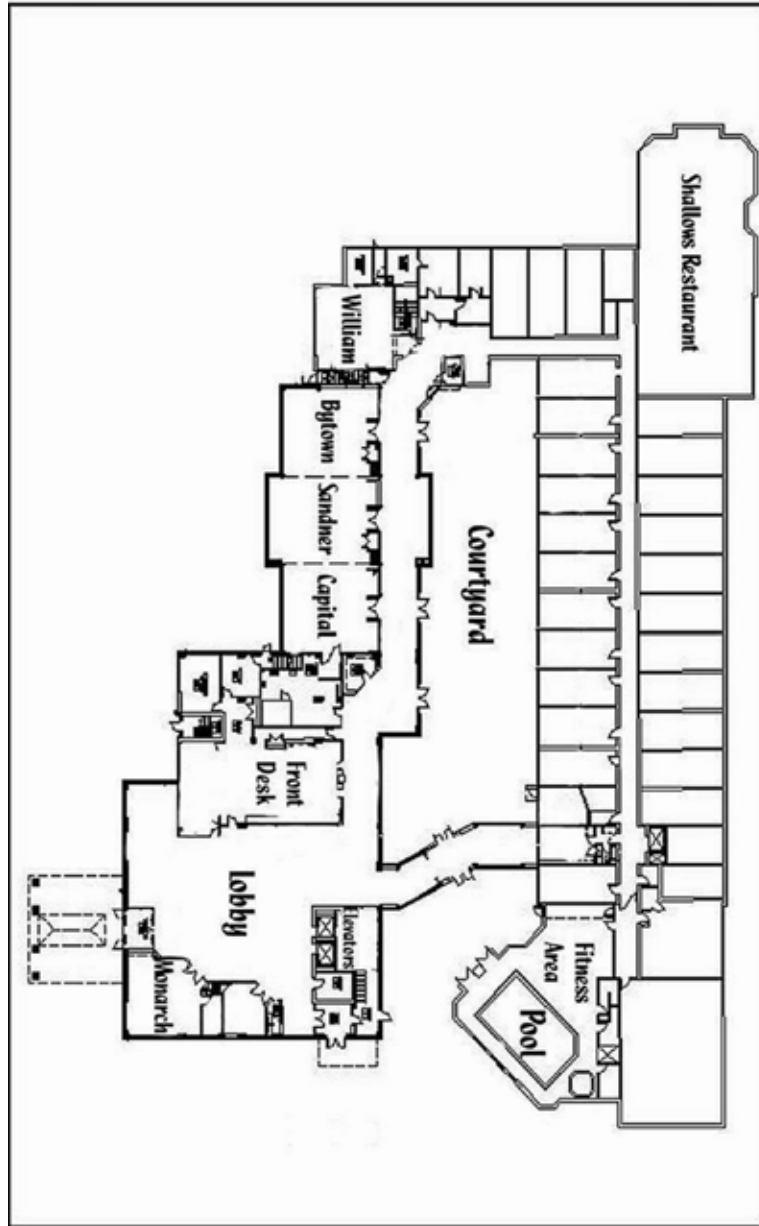
First Floor										
Grand Ballroom	90x30	2700	14	108	75	120	186	76	225	180
2/3 Ballroom	60x30	1800	14	64	50	75	120	52	140	120
Capital Room	30x30	900	14	32	26	30	48	34	50	60
Sandner Room	30x36	1080	14	40	26	40	56	34	60	80
Bytown Room	30x30	900	14	32	26	30	48	34	50	60
Monarch Room	27x25	675	12	18	14	20	32	24	30	40
William Room	19x24	456	8	16	10	10	16	10	20	20
Second Floor										
Ottawa Room	25x20	500	10	12	20	20	32	20	40	40
Washington	35x25	825	10	20	22	25	48	30	60	60
Ottawa/Washington	60x45	1325	10	30		50	80		100	80
Boardrooms										
Suite 222								4		
Suite 235								6		
Suite 558								6		
Suite 658								6		

Room Capacities are MAXIMUM. Room capacity will vary based on individual requirements and equipment.

Class Room 6 8' tables 2-4 per table Cabaret 5 per table
 U Shape 6 8' tables 4 per table Banquet Rounds of 8



**** Stair Access Only – Ottawa & Washington**





A la Carte

SOUPS

<i>Soup from the Chef's Kettle</i>	<i>4.95</i>
<i>Beef & Barley</i>	<i>5.25</i>
<i>Clam Chowder</i>	<i>6.95</i>

SALADS

<i>Organic Micro Green with House Vinaigrette</i>	<i>5.50</i>
<i>Caesar Salad</i>	<i>5.95</i>
<i>Baby Spinach, Poached Pear & Goat Cheese with Roquefort dressing</i>	<i>12.50</i>
<i>Watercress Seafood Salad</i>	<i>12.95</i>

APPETIZERS

<i>Smoked Salmon Rosettes</i>	<i>10.95</i>
<i>Shrimp Cocktail with Tomato Remoulade</i>	<i>10.95</i>
<i>Lobster Fritter</i>	<i>9.25</i>
<i>Stuffed Quail with wild mushroom duxelles</i>	<i>9.25</i>
<i>Beef Carpaccio</i>	<i>8.95</i>

*PST, GST and Gratuity not included
Prices Subject to Change & Availability*



Cold Canapés (per dozen)

<i>Deviled Eggs with sun-dried tomatoes & black olives</i>	25.00
<i>Cognac Paté with pistachios on toast croustini</i>	18.00
<i>Prosciutto Ham wrapped in melon</i>	20.00
<i>California Sushi Rolls (min 3 dozen)</i>	26.00
<i>Brie & Cranberry on toast points</i>	26.00
<i>Smoked Salmon & Caper on pumpernickel toast</i>	18.00
<i>Delectable Shrimp Tree (100 pieces)</i>	200.00

Hot Canapés (per dozen)

<i>Glazed Cocktail Meatballs (min 3 dozen)</i>	15.00
<i>Assorted Oriental Spring Rolls</i>	18.00
<i>Feta Cheese & Spinach in Phylo triangle</i>	15.00
<i>Oven roasted Sausage Rolls</i>	15.00
<i>Baked Assorted Mini Quiches</i>	15.00
<i>Crabmeat stuffed mushroom caps (min 3 dozen)</i>	18.00
<i>Bacon wrapped Scallops (min 3 dozen)</i>	30.00
<i>Teriyaki Chicken Satay (min 3 dozen)</i>	18.00
<i>Beef Satay, spicy peanut sauce dip (min 3 dozen)</i>	18.00
<i>Jumbo Shrimp Rolls, Thai dipping (min 3 dozen)</i>	25.00
<i>Assorted Seafood in Phylo</i>	25.00
<i>French Style Chicken Wings</i>	27.00
<i>Mini Lobster Fritter</i>	30.00
<i>Assorted Vegetable Tempura</i>	20.00

On the Sweeter Side (per dozen)

<i>Gourmet Cookies</i>	24.00
<i>Assorted Squares</i>	24.00
<i>Seasonal Fresh Fruit Tartlets</i>	24.00
<i>Strawberries dipped in dark chocolate</i>	29.00
<i>Assorted Pastries</i>	36.00
<i>Petit Four (2 dozen)</i>	32.00

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Plated Main Entrées

(Includes Soup du Jour or Garden Salad, choice of 1 vegetable, choice of pasta/potato/rice and dessert)

BEEF

Entrecotes with Bordelaise		35.95
<i>Roasted top sirloin cooked to perfection with Bordelaise sauce</i>		
California Steak Striploin		39.95
<i>Pan seared 10oz California cuts striploin served with pink peppercorn sauce</i>		
Prime Rib of Beef au Jus	10 oz	44.95
<i>Slow cooked Prime Rib in its own juice</i>		8 oz
		41.95
Tournedos Rossini		49.95
<i>6 oz filet of beef tenderloin topped with foie gras, sliced truffle & Madeira sauce</i>		

POULTRY

Chicken Chardonnay		35.95
<i>Baked with a white wine sauce with fresh herbs & julienne of vegetables</i>		
Chicken Chasseur		35.95
<i>Baked & served with an onion & mushroom sauce with a hint of tomato</i>		
Chicken Marsala		35.95
<i>Baked with a Marsala wine sauce</i>		
Chicken Yakitorio		35.95
<i>9oz chicken supreme lightly marinated in sake & teriyaki sauce</i>		
Braised Chicken with Apple Cider & Cashew Butter		37.95
<i>Chicken cooked in Calvados, cider, and wine vinegar. Served with cashew butter</i>		
Stuffed Chicken a la Basquaise		37.95
<i>Chicken stuffed with liver, spinach, fresh thyme and roasted garlic</i>		

SPECIALTY DISHES

Roast Loin of Pork		35.95
<i>Stuffed with prunes & apricots</i>		
Veal Chop with Ragout of Wild Mushroom		37.95
<i>Pan seared 10 oz bone-in veal chop and sauté assorted mushrooms with a demi red wine thyme sauce</i>		
Rack of Lamb		45.95
Venison with Juniper Berry & Cherry		45.95
<i>Medallions of venison loin served with reduction red wine juniper berry cherry sauce</i>		

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Main Entrées (cont'd)

SEAFOOD

Broiled Sea Bass Filet	31.95
<i>Basil pasted sea bass served with mozzarella and basil scented vegetables</i>	
Oven Roasted Atlantic Salmon au Citron	31.95
<i>8 oz filet of salmon served with citrus fruits cream sauce</i>	
Scallops with Endive and Apple	35.95
<i>Pan seared scallops on a bed of Belgian endive with green apple</i>	
Land & Sea	49.95
<i>6 oz beef tenderloin & rock lobster tail served with exotic hollandaise sauce</i>	

VEGETARIAN

Angel Hair Pasta with Rosenberg Cheese	26.95
<i>Silky thin noodle sauté in garlic olive oil with pickle eggplant, artichoke and Sun dried tomato. Served with light creamy cheese sauce.</i>	
Lasagna Verde (Spinach Pasta & Ricotta & Vegetables)	29.95
<i>Ricotta cheese & sautéed vegetables in tomato sauce layered between spinach, Pasta, & topped with Mozzarella cheese</i>	
Little Muffs (Manicotti)	29.95
<i>Large pasta tubes filled with creamy herb ricotta cheese served with a rose sauce</i>	
Phyllo Bundle (Grilled Vegetables & Goat Cheese)	29.95
<i>Phyllo pastry stuffed with grilled vegetables, 3 cheeses Baked and served with rice and tomato basil sauce</i>	
Garden Treasure	29.95
<i>Rice vermicelli filled with fresh garden vegetables. Served with garlic black bean sauce and tofu</i>	

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Entrée Accompagniments

(Choose 1 Starch & 1 Vegetable)

POTATO/PASTA/RICE

*Wild Rice Pilaf, Duchess Potatoes, Mashed Sweet Potato Fusion
Parisi enne Potatoes, Fettucini Alfredo
Chateau Roasted Potato, Potato Gratin, Fruit  Potato*

VEGETABLES

*Green Beans Almandine, Asparagus Bundle
Bouqueti re of Vegetables, Glazed Carrots & Ginger
Cauliflower, Jardini re Vegetables*

DESSERTS

*Black Forest Cake, Chocolate Mousse Dome
Strawberry Shortcake*

Add 1.95

*Cheesecake, Belgian Mousse Cake, Pecan Pie
Apple Claufutti, Cr me Caramel, Cr me Brul , Tiramisu*

Liqueurs

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Reception Buffet Dinners

*(Minimum 60. An additional charge will apply for numbers under 60)
All Buffet Dinners include Seasonal Vegetables, Dinner Rolls, Coffee, Tea*

*Mesclun Green Salad, Tuscany Bowtie Pasta Salad
Deville Eggs, Assorted Deli Cut Platter, Dijon Mayonnaise Potato Salad
Vegetable Platter
Chicken Pouilly Fuisse
Filet of Sole with a seafood mousse stuffing
Roasted Parisienne Potatoes, Mix Garden vegetables, Rice Creole
Apple Strudel, Assorted Selection of Mini Squares
Fresh Fruit Tartlet, Petit Four, Tropical Fresh Fruit Platter
39.95*

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*Garden Mix Green Salad, Tomato Cucumber Basil Salad
Cold Cut Platter, Penne Pasta with roasted garlic
Potato Salad with dill pickle
Imported & Domestic Cheese, Vegetable Platter
Roast Hip of Beef with fresh Rosemary & Thyme
Stuffed Filet of Sole with Seafood
Chicken Chasseur
Decorated Cold Salmon (parsley, spinach, chive)
Seasonal Vegetables, Whipped mashed potatoes with sweet potato fusion
Decorated Cold Salmon (parsley, spinach, chive), Manicotti Pasta with Rose sauce
Kahlua Crème Brulé, Assorted French Pastries, Fresh Fruit Tartlet, Assorted Petit Four
Assorted Squares, Fresh Fruit Platter
49.95*

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*Butternut Squash Soup, Mesclun Mix Green Salad, Classic Mushroom Salad
Bell Roasted Pepper Fuseli Pasta, Russian Potato Salad, Tri-color Devilled Eggs, Greek Salad
Decorated Cold Salmon, Fresh Vegetable Crudite
Chef Carving Hip of Beef
Chicken Chardonnay
Slow baked honey glazed stuffed Pork Loin
Atlantic Salmon with a saffron sabayon
Roasted turned potatoes, Seafood Paella Spanish Rice
Julienne of carrots and asparagus, Manicotti pasta, Spinach Lasagna
Apple Strudel, Assorted Fresh Pastries, Exotic Fresh Fruit Platter, Assorted Petit Fours
Tree Chocolate Mini Mousse Cake, Mini Apple & Blueberry Crumble, Irish Bailey's Crème Brulé
59.95*

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Platters

(per person, minimum order 10 persons)

<i>Cheese Platter with Grapes & Gourmet Crackers</i>	<i>10.50</i>
<i>Vegetable Platter</i>	<i>4.50</i>
<i>Fruit Platter</i>	<i>7.50</i>
<i>Combination Finger & Deli Platter</i>	<i>10.95</i>

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Bar Service

(Taxes Included)

<i>Rye, Rum, Vodka, Scotch, Gin, Bar Shots</i>	<i>5.50</i>
<i>Jack Daniels, Chivas</i>	<i>7.50</i>
<i>Cocktails (Caesar, Screwdriver)</i>	<i>6.75</i>
<i>House Wine (Glass)</i>	<i>6.15</i>
<i>House Wine (1 Litre)</i>	<i>28.95</i>
<i>Smirnoff Ice/Woody's</i>	<i>6.95</i>
<i>Domestic Beer</i>	<i>5.50</i>
<i>Sleeman's/Keiths</i>	<i>6.50</i>
<i>Heineken/Corona</i>	<i>6.75</i>
<i>Non-Alcoholic Beer</i>	<i>3.95</i>
<i>Liqueur (Bailey's, Kahlua, Sambucca)</i>	<i>6.75</i>
<i>Premium Liqueur (Grand Marnier)</i>	<i>7.85</i>
<i>Remy Martin VSOP, Cognac</i>	<i>8.50</i>
<i>Special Coffees (Irish, Spanish)</i>	<i>7.50</i>
<i>Mixed Shooters, B52 etc.</i>	<i>7.50</i>
<i>Soft Drinks, Bottled Water</i>	<i>2.50</i>
<i>Perrier</i>	<i>3.50</i>
<i>Juice, Virgin Caesar</i>	<i>3.50</i>

Taxes Included

Punch

<i>Fruit Punch</i>	<i>40-60 people</i>	<i>65.00</i>
<i>Alcoholic Punch</i>	<i>40-60 people</i>	<i>105.00</i>
<i>Champagne Punch</i>	<i>40-60 people</i>	<i>125.00</i>

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White Wines

<i>House B & G</i>	<i>28.00</i>
<i>Pelee Island Chardonnay V.Q.A. (Canada)</i>	<i>27.00</i>
<i>Inniskillin Reisling (Canada)</i>	<i>31.00</i>
<i>Yellowtail Chardonnay (Australia)</i>	<i>30.00</i>
<i>Lindeman's Bin 65 Chardonnay (Australia)</i>	<i>29.00</i>
<i>Robert Mondavi Sauvignon Blanc (California)</i>	<i>29.00</i>
<i>Concha y Toro Chardonnay (Chile)</i>	<i>24.00</i>
<i>Santa Rita Sauvignon Blanc (Chile)</i>	<i>31.00</i>
<i>Mouton Cadet (France)</i>	<i>34.00</i>
<i>Chateau des Charmes (Canada)</i>	<i>26.00</i>
<i>Pinot Grigio (Italy)</i>	<i>35.00</i>
<i>Verdicchio (Italy)</i>	<i>29.00</i>

Red Wines

<i>House B&G</i>	<i>28.00</i>
<i>Inniskillin Gamay Noir (Canada)</i>	<i>31.00</i>
<i>Jackson Trigs Cabernet Merlot (Canada)</i>	<i>31.00</i>
<i>Lindeman's Bin 99 Pinot Noir (Australia)</i>	<i>31.00</i>
<i>Yellowtail Shiraz (Australia)</i>	<i>30.00</i>
<i>Robert Mondavi Cabernet Sauvignon (California)</i>	<i>38.00</i>
<i>Chateau des Charmes (Canada)</i>	<i>26.00</i>
<i>Mouton Cadet (France)</i>	<i>34.00</i>
<i>Torres Sangres de Toro (Spain)</i>	<i>29.00</i>
<i>Pinot Noir Latour (France)</i>	<i>45.00</i>
<i>Frontera Concha y Toro (Chile)</i>	<i>24.00</i>

Celebration Wines

<i>Mumm Cordon Rouge (France)</i>	<i>90.00</i>
<i>Henkell Trocken (Germany)</i>	<i>35.00</i>
<i>Veuve Clicquot Brut (France)</i>	<i>155.00</i>
<i>Dom Perignon (France)</i>	<i>295.00</i>

Other wines available on request

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