

Booking Procedures & Policies

All bookings with Ottawa Venues is to be sent by email, attention Jennifer Holly, with the following information.

1. Operators Name, address and all contact information
2. Reservation date request
3. School / Groups Name
4. # of students and or adults
5. # of Operator guides and drivers
6. We require a credit card number on file to reserve your group's reservation.
7. Method of payment. Full payment is due upon arrival or before. We accept Major credit cards or company/ certified cheque. (For information regarding invoicing please contact the sales department directly.)
8. All reservations booked through Sales Department only.

All menus and prices are subject to change

Cancellation

- In the event of a cancellation we need written notice, 14 business days prior to your groups arrival. Within 14 days of your groups arrival you will be billed 50% of your groups total bill.
- Reservations are not confirmed unless confirmations are signed by both parties.

Pre-Order Information Mandatory

Groups menu selections and special dietary restriction must be emailed 48 hours prior to groups arrival to restaurant. Menu Changes will not be accepted on the day of group arrival.

Coordinates

Jennifer Holly

Telephone: 613.836.7069

Fax:613.836.7069

Email: jholly@ottawavenues.com