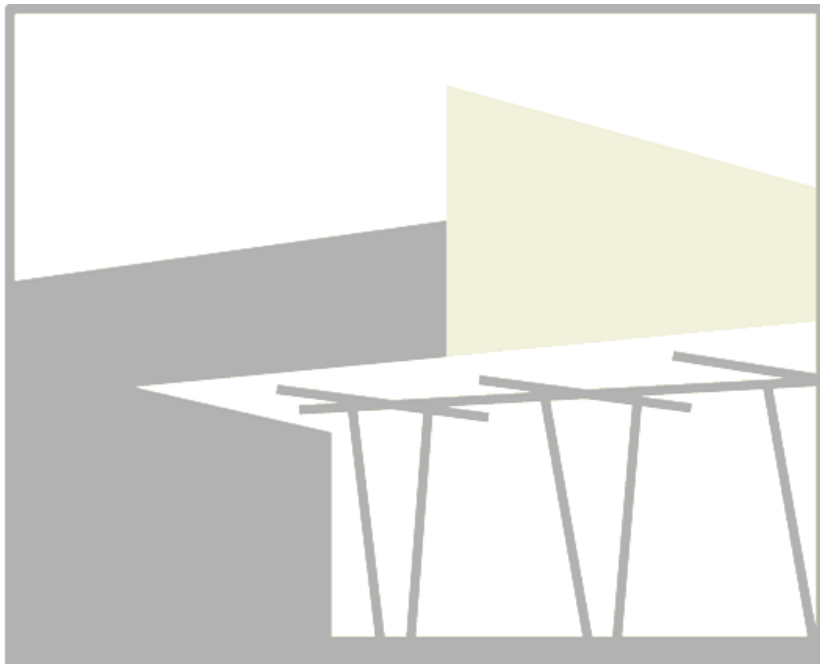


# LYNNWOOD CONVENTION CENTER



## HOLIDAY PARTY PACKAGE

2011

# *Happy Holidays*

from the Lynnwood Convention Center

The Lynnwood Convention Center is pleased that you are considering our venue to host your celebration.

We pride ourselves on our reputation of outstanding cuisine, gracious service and comfortable elegance. Attention to all details involved in planning a successful event is what distinguishes the Lynnwood Convention Center in the art of entertaining.

We take great pride in our ability to understand your wishes for your memorable day and will use our experience and expertise to make the vision come true. With our enthusiastic spirit and true sense of style and celebration, our Event Managers can assist you with planning all your event needs including floral, entertainment (DJ), and custom linens.

Whether you are interested in a plated meal, buffet, or reception, the Lynnwood Convention Center has offerings that will exceed your expectations. We have created exceptional holiday menu items to enhance your event.

## **Package Includes:**

Table, Chairs, and House Linen

China, Flatware, and Glassware

Votive Candles

Stage and Dance Floor

1 x 20 AMP Electrical Circuit for DJ/Band

One Wired Microphone

Coat Racks and Easels

Holiday Décor in Concourse Areas

Access to Loading Dock, Freight Elevator, and Flatbed Carts

Free Parking

Personal Event Manager

Friendly and Professional Staff

# Plated Menu

Include **one** starter, up to **two** entrees, **one** dessert,  
Assorted Rolls and Butter, Starbucks Coffee, Assorted Tazo Teas, and Water.

## **Choice of One Starter**

Cream of Field Mushroom Soup with Sherry

Hearts of Romaine with Herbed Croutons, Sundried Tomatoes, Parmesan and Lemon Poppyseed Dressing

Mixed Green Salad with Golden Beets, Dried Cranberries, Rogue Creamery Blue Cheese, Apple Vinaigrette

Spinach Salad with Bell Peppers, Blood Oranges, Red Onions and Chevre Crostini, Citrus Vinaigrette

## **Choice of up to Two Entrees**

**Filet of Beef with Dungeness Crab and Hollandaise over Chive Mashed Potatoes**

\$52/person

**Honey Roasted Lacquered Duckling with Wild Rice–Dried Cherry Pilaf and Persimmons**

\$40/person

**Horseradish Crusted Salmon on Butternut Squash, Potato Hash with Blood Oranges**

**Market Price**

**Maple–Glazed Pork Medallion on Pumpkin Pudding with Bourbon Apple Jus**

\$32/person

**Orange–Cranberry Brushed Turkey Breast with Chestnut, Sausage Polenta, and Sage Turkey Jus**

\$31/person

**Pan–Seared Chicken Breast on Butternut Squash Risotto with Cider Reduction**

\$32/person

**Prosciutto Wrapped Jumbo Prawns with Citrus Risotto and Orange–Tarragon Butter**

\$38/person

**Spiced Flat Iron Steak on a Yam–Potato Gratin with a Port–Cranberry Reduction**

\$36/person

## **Choice of One Dessert**

Chocolate Silk Pie

Key Lime Silk Pie

Pineapple Rum Cake

Pumpkin Cheesecake

*Above menu items must be ordered for 50 people minimum unless otherwise specified.*

*All selections are subject to local tax of 9.5% and a 19.5% service fee.*

*Prices are subject to change.*

*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may*

*increase your risk of food borne illness.*

# Buffet Menu

All buffets include Assorted Rolls and Butter, Holiday Petit Fours, Starbucks Coffee, Assorted Tazo Teas and Water.

Two Entrees \$40 | Three Entrees \$48

## **Choice of One Starter**

Cous Cous Salad with Dried Apricots, Raisins, Hazelnuts and Feta Cheese

Mixed Green Salad with Golden Beets, Dried Cranberries, Rogue Creamery Blue Cheese, Apple Vinaigrette

Pumpkin and Butternut Squash Bisque

Spinach Salad with Bell Peppers, Blood Oranges, Red Onion and Chevre Crostini, Citrus Vinaigrette

## **Choice of Entrees**

Almond Crusted Chicken Breast with Winter Fruit compote

Bell Peppers Stuffed with Three Cheese Risotto with a Red Pepper Cream (*vegetarian*)

Maple and Mustard Glazed Ham with Raisins

Mushroom Dusted Top Sirloin with Thyme Scented Field Mushrooms and Marsala

Orange and Cranberry Brushed Turkey Breast with Sage Turkey Jus

Spice Rubbed Pork Medallions with Riesling and Apples

## **Choice of Two Accompaniments**

Brussels Sprouts Sautéed with Bacon, Onions and Golden Raisins

Chive Mashed Potatoes

Green Beans with Caramelized Shallots and Almonds

Medley of Root Vegetables with Apple Cider Glaze

Pumpkin and Winter Squash Pudding

Roasted Yams with Maple Syrup, Brown Sugar and Pecans

Three Cheese Polenta with Thyme

## **Choice of One Dessert**

Balsamic Pear Tart

Truffle Ganache Cake

Key Lime Silk Pie

Pineapple Rum Cake

Pumpkin Cheesecake

French Apple Tart

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# *Dinner Starters/Enhancements*

Appetizers and Soups to compliment your plated entrée selection.

## **Appetizers**

Dungeness Crabcake, Smoked Tomato Coulis

**\$10.50**/person

Poached Salmon Medallion, Yukon Gold Potato Round, Sherry Vinegar

**\$10**/person

Peppered Prawns, Risotto Cake, Pancetta

**\$10**/person

Field Mushroom Strudel, Balsamic Roasted Peppers

**\$8**/person

Three Cheese Crespelle, Port Braised Onions, Pancetta

**\$8.50**/person

## **Soups**

Northwest Cream of Mushroom Soup

**\$5**/person

Potato Leek Soup served Hot or Chilled

**\$4**/person

Washington Chicken Tortilla Soup, Tortilla Crisps

**\$4**/person

Classic Tomato Basil Bisque, Cheese Crostini

**\$4**/person

**Other starters are available, please speak to your Event Manager about more offerings.**

*Above menu items must be ordered for 25 people minimum unless otherwise specified.*

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*Prices are subject to change.*

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## *Cold Hors d'oeuvres*

Selections may be served as a passed or plated option.

**Caprese Skewers with Cherry Tomatoes, Fresh Mozzarella and Basil**

\$26/dozen

**Dungeness Crab Salad Sliders**

\$34/dozen

**Honey Drizzled Corncakes topped with Herbed Cream Cheese and Prosciutto**

\$25/dozen

**Crudité Vegetable Shooters with Ranch**

\$24/dozen

**Open Faced Tri tip Sandwich with Red Onion Marmalade**

\$30/dozen

**Crostini with Chevre and Balsamic Glazed Onions**

\$25/dozen

**Bruschetta with Sundried Tomato Caponata**

\$25/dozen

**Smoked Salmon and Cucumber Tea Sandwich**

\$32/dozen

**Cucumber Wrapped Poached Prawn with Bell Pepper and Spiced Sour Cream**

\$32/dozen

**Citrus Poached Prawn and Tortilla Canapé with Rancho Sauce**

\$30/dozen

**Stuffed Mushroom Caps with Crab, Cream Cheese and Green Onion**

\$34/dozen

*Above items must be ordered at a minimum of 4 dozen per menu item selection.*

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# *Hot Hors d'oeuvres*

Some selections may be butler **passed**.

**Stuffed Mushrooms with Pancetta and Blue Cheese**

\$26/dozen

**Duck Spring Rolls with Hoisin Sauce**

\$28/dozen

**Harissa Rubbed Beef Skewers**

\$30/dozen

**Rosemary Ham and Havarti Grilled Cheese**

\$28/dozen

**Pesto Chicken, Three Cheese and Artichoke Pita Pizza**

\$26/dozen

**Kobe Beef Sliders with Caramelized Onions**

\$27/dozen

**Charmoula Lamb skewers**

\$34/dozen

**Mini Dungeness Crab Cakes with Grain Mustard Remoulade**

\$33/dozen

**Risotto Fritters stuffed with Olives, Sundried Tomato and Asiago Cheese**

\$28/dozen

**Vegetable Gyozas with Dipping Sauce**

\$25/dozen

**Pork Gyozas with Dipping sauce**

\$28/dozen

**Thai Style Chicken Skewers with Peanut Sauce**

\$29/dozen

**Vegetable Samosas with Mango Chutney**

\$25/dozen

**Teriyaki Salmon Skewers**

\$30/dozen

**Forest Mushroom Puff Pastry Pinwheels**

\$26/dozen

**Bacon Wrapped Meatloaf**

\$26/dozen

**Potato Chorizo Empanadas**

\$26/dozen

*Above items must be ordered at a minimum of 4 dozen per menu item selection.*

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*Prices are subject to change*

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# *Enhancement Displays*

## **Antipasto Display**

Chef's Selection of Italian Cold Cuts and Cheeses, Marinated Vegetables, Olives and Bread

**\$9/person**

## **Citrus Poached Prawn Cocktail**

Lime Cocktail Sauce

**\$6.50/person**

## **Artichoke Dip with Essential Baking Company Flat Breads**

**\$6/person**

## **Mediterranean Breads and Spreads**

Roasted Red Pepper Romesco, Hummus and Feta Tapenade, Pita Bread, Olives

**\$5.50/person**

## **Seasonal Fresh Fruit Display**

Sliced Fresh Fruits, Berries

**\$5.50/person**

## **Seasonal Vegetable Display**

Fresh Garden Vegetables, Specialty Dips

**\$5.50/person**

## **Smoked Salmon Display**

Smoked Salmon, Scallion Cream Cheese, Pickled Red Onions, Capers, Chopped Egg and Cocktail Breads

**\$10/person**

## **Artisan Cheese Display**

A Variety of Artisan and Northwest Cheeses with Assorted Crackers

**\$5.50/person**

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# Receptions

**Ruby**—Serves approximately 10 pieces per person

Crudité Vegetable Shooters with Ranch  
Crostini with Chevre and Balsamic Glazed Onions  
Bacon Wrapped Meatloaf  
Risotto Fritters stuffed with Olive and Sundried Tomato and Asiago Cheese  
Pesto Chicken Three Cheese and Artichoke Pita Pizza  
Stuffed Mushrooms with Pancetta and Oregonzola  
**\$25.25/person**

**Sapphire**—Serves approximately 12 pieces per person

Crudité Vegetable Shooters with Ranch  
Artichoke Dip with Essential Baking Company Flat Breads  
Thai style Chicken Skewers with Peanut Sauce  
Bacon Wrapped Meatloaf  
Caprese Skewers with Cherry Tomatoes, Fresh Mozzarella and Basil  
Smoked Salmon and Cucumber Tea Sandwich  
Rosemary Ham and Havarti Grilled Cheese  
Stuffed Mushroom Caps Crab, Cream Cheese and Green Onion  
**\$29.25/person**

**Diamond**—Serves approximately 15 pieces per person

Crudité Vegetable Shooters with Ranch  
Warm Artichoke Caramelized Onion and Gruyere Dip with Crostini and Flatbread  
Citrus Poached Prawn and Tortilla Canapé with Rancho Sauce  
Charmoula Lamb Skewers  
Mini Dungeness Crab Cakes with Grain Mustard Remoulade  
Thai style Chicken Skewers with Peanut Sauce  
Duck Spring Rolls with Hoisin sauce  
Open Faced Tri Tip Sandwich with Port and Red Onion Marmalade  
Teriyaki Salmon Skewer  
**\$36.25/person**

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# *Carving Stations*

Carved items include petite sandwich rolls and condiments.

All carving stations are subject to \$75 chef attendant fee for up to three hours of service.

## **Apricot Stuffed Pork Loin**

\$175/serves 30

## **Dijon and Honey Glazed Ham**

\$225/serves 50

## **Herbed Leg of Lamb**

\$225/serves 30

## **Prime Rib**

\$400/serves 35

## **Roasted Breast of Turkey**

\$175/serves 30

## **Roast New York Strip of Beef**

\$325/serves 30

## **Roast Tenderloin of Beef**

\$350/serves 20

## **Top Round of Beef**

\$225/serves 25

## **Whole Roast Turkey**

\$225/serves 50

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# Reception Action Stations

All chef stations are subject to \$75 chef attendant fee.

## **Chef Attended Mashed Potato Bar**

Crumbled Bacon, Shredded Tillamook Cheddar, Oven Roasted Mushrooms, Caramelized Onions Green Onions, Sour Cream

**\$5.50**/person

## **Chef Attended Pasta Bar**

**Choose two pastas:** Penne, Cheese Tortellini, Bow Tie, Gemelli, Orrechiette

**Choose two sauces:** Roasted Garlic Cream Sauce, Basil Pesto, Marinara, Sundried Tomato Cream

Breadsticks and Focaccia

**\$10**/person

Add Sautéed vegetables

**\$1**/person

Add Cascioppo Brothers Italian Sausage

**\$2**/person

## **Chef Attended Stir Fry Station**

Please choose two selections:

Pork, Chicken, Tofu or Beef

Garden Vegetables seasoned with house made Stir Fry Sauce, Steamed Rice, Fried Wonton Strips, Green Onion, and Bean Sprouts

**\$10**/person

## **Chef Attended Quesadilla Action Station**

Please choose two selections:

Chicken, Pork, Vegetarian

Bell Peppers, Caramelized Onions, Jalapeno Peppers, Green Onions, Shredded Cheddar Cheese, Shredded Mozzarella cheese, Guacamole, Salsa

**\$10**/person

## **Italian Soda Bar**

Soda Water, Cream, Whipped Cream and Flavors to include Cherry, Raspberry, Strawberry, Vanilla, Orange and Hazelnut

*Sugar Free Options available*

**\$5**/person

## **Ice Cream Sundae Bar**

Variety of locally made Ice creams/Sorbets. Toppings include Chocolate Sauce, Caramel Sauce, Sprinkles, Chocolate Chips, Candied Walnuts, Crushed Cookies, Toasted Almonds, Maraschino Cherries, Whipped Cream

**\$11**/person

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# *Beverages*

## **Tequila**

Sauza Gold

## **Gin**

Beefeater

## **Vodka**

Smirnoff

## **Rum**

Bacardi Light

Bacardi Select

## **Whiskey & Scotch**

Jack Daniels

Glenlivet

Crown Royal

Canadian Club

Christian Brothers

## **Microbrew & Imported Beers**

Deschutes Porter

Mirror Pond Pale Ale

Fat Tire

Stella

Corona

Widmer Hefeweizen

## **Domestic Beers**

Coors Light

Bud Light

Budweiser

## **Non-Alcoholic**

Dasani

Perrier

Fruit Juice—Apple, Orange, Cranberry, Pineapple

## **Soft Drinks**

Coke

Diet Coke

Coke Zero

Sprite

## **Gourmet Soft Drinks (by request)**

Izze's Sparkling Juices

Martinellis Sparkling Juice

# *Beverage Bar Pricing*

Domestic Beer	<b>\$5</b>	Izze's & Sparkling Juices	<b>\$3</b>
Microbrew & Imported Beer	<b>\$6</b>	Sparkling Water & Fruit Juices	<b>\$3</b>
Wine/Glass (Pine & Post)	<b>\$6 House</b>	Bottled Water & Soft Drinks	<b>\$2</b>
Cocktail	<b>\$7</b>	Double	<b>\$11</b>

All selections are subject to local tax of 9.5% and a 19.5% service fee.

# *Wine List*

## **House Selections**

Washington – Pine & Post Merlot	<b>\$26</b>
Washington – Pine & Post Chardonnay	<b>\$26</b>
Washington – Chateau Ste. Michelle Riesling	<b>\$26</b>

## **Whites**

Washington – Traditions Pinot Gris	<b>\$30</b>
Washington – Whispering Tree Chardonnay	<b>\$30</b>
Washington – Goose Ridge Chardonnay	<b>\$36</b>
California – Zaca Mesa Viognier	<b>\$36</b>

## **Reds**

Oregon – Firesteed Pinot Noir	<b>\$30</b>
Washington – Genesis Syrah	<b>\$30</b>
Washington – Goose Ridge	<b>\$30</b>
Washington – Duck Pond Sangiovese	<b>\$36</b>
Washington – Columbia Crest H3 Merlot	<b>\$36</b>
Washington – Red Diamond Cabernet	<b>\$36</b>
California – A-Z Pinot Noir	<b>\$36</b>

## **Sparkling**

Spain – Freixent Brut	<b>\$26</b>
Washington – Domaine Sainte Michelle Brut	<b>\$30</b>
France – Moet & Chandon	<b>\$40</b>
France – Veuve Clicquot Yellow Label	<b>\$50</b>

*All selections are subject to local tax of 9.5% and a 19.5% service fee.*

*Prices are subject to change.*

## *Bar Service*

Standard bar service includes a complete selection of premium liquors. Northwest wines, bottled domestic beers and microbrews, sodas and bottled water.

Our policy is to provide one (1) point of sale per 100 guests. There is a \$350 minimum guarantee on each bar for the first four hours. Bars open longer than four hours will incur an additional \$150 per hour per bar minimum guarantee. All bars must close at least 30 minutes prior to the scheduled event end time. In the interest of public safety, the Lynnwood Convention Center reserves the right to close the bar at any time during the event. Alcoholic beverages may not be removed from the premises.

Washington State Law prohibits the serving of alcohol to intoxicated or underage guests.

# Lynnwood Convention Center

## Food & Beverage Guidelines

### About Us

Catering services are proudly operated by the Lynnwood Convention Center/Savor where the goal is to offer the highest quality products and services while helping to create truly memorable experiences. The Executive Chef and his team of culinary experts take great pride in delivering fresh, unique, and flavorful dishes with a focus on local produce and northwest wines.

### Exclusive Caterer

Lynnwood Convention Center is the exclusive food and beverage provider. Outside food and beverage is prohibited.

### Menu Selection

Lynnwood Convention Center offers a wide assortment of menu selections and options sure to satisfy any pallet. Event Managers can also assist in custom, themed or ethnic cuisine elements for any event. The LCC culinary team welcomes the opportunity to customize menus and services to create unique and thematic events.

### Timeline and Guarantee

As the menus are seasonal, LCC suggests that clients make the initial menu selection no more than four months prior to an event. To make a determination on menus prior to this, please contact the Event Manager for assistance. Initial menu selection and estimated attendance are required **30 days** prior to the scheduled event. Any major changes must be made **two weeks** prior to the event date. A final guaranteed number of attendees (“final guarantee”) is required **five business days** prior to the event. A business day is defined as Monday–Friday and does not include holidays. If the final guarantee is not received within five business days of the scheduled event, the estimated attendance number specified on the License Agreement will be designated as the final guarantee. Once determined, the final guarantee is not subject to change.

Vegetarian meal options are included with all plated entrees. The kitchen customarily prepares vegetarian meals for up to 3% of the final guarantee if an actual number is not specified by client. These vegetarian meals are part of the final guarantee and not in addition to it.

If any attendees require special dietary restrictions, please also notify Event Manager as soon as possible.

For plated meal functions, the kitchen customarily prepares meal service for up to 5% over the final guarantee, to a maximum of 25 guests. Final charges will be based upon the final guarantee or the actual meal count, whichever is greater.

### Alcoholic Beverage Service

The Washington State Liquor Control Board (WSLCB) regulates all alcoholic beverages and service. As the holder of the alcoholic beverage license for the Lynnwood Convention Center, LCC is responsible for the administration of these regulations within the facility. Accordingly, Lynnwood Convention Center reserves the right to refuse alcohol service to any guest. Under no circumstances will alcohol be served to intoxicated or underage persons.

Bar services requires a minimum of \$350 in beverage consumption (“bar minimum”) per bar for the first four hours. Bars open longer than four hours require an additional \$150 bar minimum per hour, per bar. Should consumption not reach the specified minimum consumption amounts, the balance will be billed to the client.

All bars must close no later than 30 minutes prior to the scheduled event end time. In the interest of public safety, Lynnwood Convention Center reserves the right to close a bar at any time during the event. Alcoholic beverages, including opened bottles of wine, may not be removed from the premises.

### Pricing

Due to market fluctuations, menu prices are subject to change. Pricing for the event will be fixed within 60 days of the event.

Catered functions require a minimum purchase of \$200 in food and beverage, before service charge and tax. Should the total food and beverage purchase, before service charge and tax, not meet the minimum, the balance will be invoiced to the client. All buffet and break pricing is based on a two hour service time. Additional labor fees may apply for service time in excess of two hours.

A 19.5% service charge will be applied to all food and beverage sales (including alcohol). A 9.5% sales tax will be applied to all food, beverage (including alcohol), labor, additional services and service charges.

Food and beverage functions require a minimum purchase of \$200 in food and non-alcoholic beverage. Should your catering order be less, the balance will be invoiced to total \$200 before tax and service fee. All buffet and break pricing is based on a two hour service time. Additional labor fees may apply for service time in excess of two hours.

A 19.5% service charge will be applied to all food and beverage sales (including alcohol). A 9.5% sales tax will be applied to all food, beverages (including alcohol), labor, additional services and service charges.

## Payment

A deposit of estimated food & beverage charges must be paid to the Lynnwood Convention Center according to section 4 of the License Agreement fee schedule. A deposit of **100%** of the remaining estimated charges is due no later than **five** business days prior to the contract event date. Any on-site adjustments, additions or replenishments of the contracted catering services will be reflected in a final invoice, payable at the conclusion of the event. You may finalize your account by company check, cashier's check, Visa, MasterCard, American Express or cash. The Lynnwood Convention Center does not extend direct billing without prior approval. To apply for direct billing, a Credit Application must be submitted no less than 30 days prior to the contracted event date. Event Managers will be happy to supply a LCC Credit Application upon request.

## Excess Food

Lynnwood Convention Center adheres to state and local health guidelines which dictate that food items may not be taken off the premises. Accordingly, all food and beverage prepared and provided by Lynnwood Convention Center must be consumed during the specific event and may not be taken off property. To minimize potential waste, excess prepared food is composted or donated under regulated conditions to agencies feeding the underprivileged.

## Decorations, Floral and Entertainment

In an effort to provide a one-stop-shopping option, the Event Manager is available to assist you with a variety of services including fresh flowers, thematic decorations, specialty linens, center pieces, DJ services and live entertainment to enhance events.

## Cancellation Policy

The cancellation of any food and beverage services must be received in writing.

Should the event License Agreement be based on a minimum food and beverage purchase (F&B Minimum), which is included as part of the license fee, then the cancellation policies stipulated in the License Agreement will prevail.

Should the event License Agreement NOT be based on a minimum food and beverage purchase (F&B Minimum), the following cancellation fees apply:

<i>Notification of Cancellation Prior to Scheduled Event</i>	<i>Cancellation Fee % of Estimated Lost Food &amp; Beverage Revenue</i>
<i>0 - 7 Days</i>	<i>100%</i>
<i>8 - 30 Days</i>	<i>75%</i>
<i>31 - 60 Days</i>	<i>50%</i>
<i>61 - 90 Days</i>	<i>25%</i>

## Agreement

By signing the master License Agreement for your event, Licensee (client) agrees to abide by all of the policies and procedures of the Lynnwood Convention Center, including these Food & Beverage Guidelines.