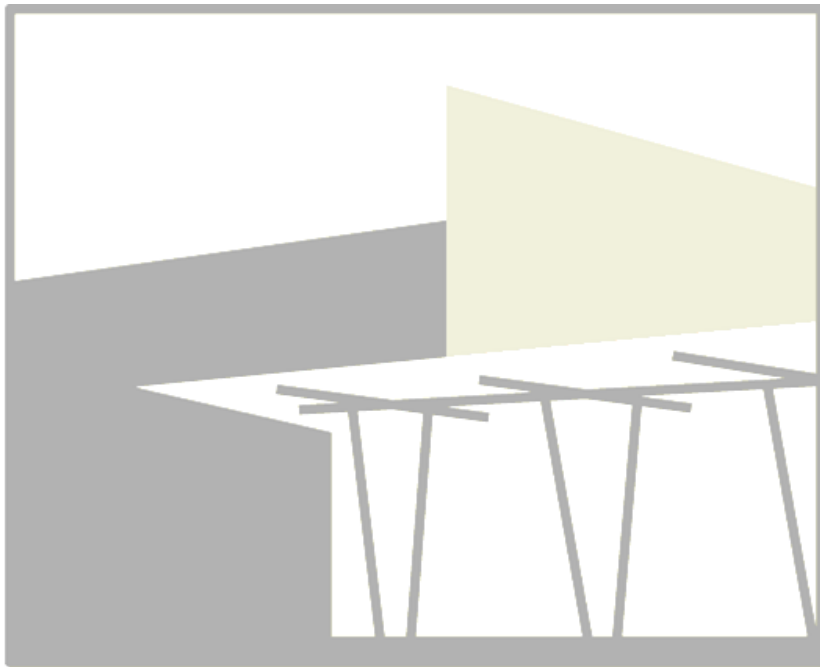


LYNNWOOD CONVENTION CENTER



SMALL GROUP PACKAGES

2011

Welcome to the Lynnwood Convention Center!

In an effort to make your meeting planning experience as easy as possible, we have designed this Small Group Package especially for groups of **10-25** attendees.

Package Includes:

Room rental
Basic initial room sets (choice of theater, classroom, u-shape, hollow square, or rounds)
House linens in ivory
Lectern
House lighting & HVAC services
One wired microphone with house sound system
6' x 6' screen and projector cart

LYNNWOOD CONVENTION CENTER

3711 196th Street SW

Lynnwood, WA 98036

425.778.7155 | www.lynnwoodcc.com

Full Day Package

Includes breakfast and **choice of one** lunch selection and **choice of one** afternoon break

Full Day Package

8am–5pm

10–25 people

\$50/person

In the Morning

Assorted Breakfast Pastries, Preserves and Whole Fresh Fruit, Organic Coffee, Tazo teas

Lunch All options served with chef's choice **dessert, sodas** and **bottled water**. (**choice of one** buffet style lunch or plated lunch)

Served Buffet Style

Chef's Choice Pasta, Caesar Salad, Garlic Bread

Soba Noodle Salad, Chicken Skewers (substitute for beef skewers at no additional charge), Fresh Rolls, Butter

Teriyaki Chicken, Rice, Seasoned Vegetables

Soup and Salad Bar, Fresh Rolls, Butter

Taco Bar, Corn Tortillas, Ground Beef, Shredded Lettuce, Tomatoes, Cheese, Sour Cream, Salsa, Tortilla Chips, Black Bean Soup

Served as Plated Meal (**choice of one** sandwich or wrap and **choice of one** salad)

Sandwiches/Wraps:

- Pesto Baked Chicken, Garlic Mayo, Fresh Provolone, Marinated Peppers
- Italian Wrap with Herb Roasted Chicken, Cucumbers, Cherry Tomatoes and Caesar Dressing
- Greek Wrap with Roasted Chicken, Cucumbers, Cherry Tomatoes, Feta Cheese, Olives and Herb Vinaigrette
- Asian Marinated Beef Wrap with Grilled Tri-Tip, Fresh Vegetables, Black and White Sesame Seeds, Water-cress

Salads:

- Green Salad with Matchstick Carrots
- Caesar Salad
- Spinach Salad
- Spiral Pasta Salad
- Spiced Chickpea Salad
- Quinoa Salad with Apples, Hazelnuts and Fennel
- Fingerling Potato Salad with Grain Mustard and Leeks

Breaks (**choice of one** break served buffet style)

Sweet

Assortment of Cookies, Lemon Bars Starbucks Coffee and Assorted Tazo Teas

Fit

Whole fruits, House made Whole Grain Granola, Mixed Nuts, Yogurt

Showtime

Erin's Popcorn, Chocolate Covered Pretzels, Assorted Candy Bars

The Remy

Chef's selection of Local, Domestic and Imported Cheeses, Essential Baking Company Flatbreads, Dried and Fresh Fruits

Morning Package

Package is complimented by freshly brewed organic coffee and assorted Tazo teas.

8am-12pm

10-25 people

\$25/person

In the Morning

Assorted Breakfast Pastries, Preserves and Whole Fresh Fruit, Organic Coffee, Tazo teas

Note: Add our Lunch selections and/or a one hour additional room rental for an additional **\$18/person**.

Above menu items must be ordered for 10-25 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.

Lunch Package

11 am–2pm

10–25 people

\$33/person

Lunch All options served with chef's choice **dessert, sodas** and **bottled water**. (**choice of one** buffet style lunch or plated lunch)

Served Buffet Style

Chef's Choice Pasta, Caesar Salad, Garlic Bread

Soba Noodle Salad, Chicken Skewers (substitute for beef skewers at no additional charge), Fresh Rolls, Butter

Teriyaki Chicken, Rice, Seasoned Vegetables

Soup and Salad Bar, Fresh Rolls, Butter

Taco Bar, Corn Tortillas, Ground Beef, Shredded Lettuce, Tomatoes, Cheese, Sour Cream, Salsa, Tortilla Chips, Black Bean Soup

Served as Plated Meal (**choice of one** sandwich or wrap and **choice of one** salad)

Sandwiches/Wraps:

- Pesto Baked Chicken, Garlic Mayo, Fresh Provolone, Marinated Peppers
- Italian Wrap with Herb Roasted Chicken, Cucumbers, Cherry Tomatoes and Caesar Dressing
- Greek Wrap with Roasted Chicken, Cucumbers, Cherry Tomatoes, Feta Cheese, Olives and Herb Vinaigrette
- Asian Marinated Beef Wrap with Grilled Tri-Tip, Fresh Vegetables, Black and White Sesame Seeds, Water-cress

Salads:

- Green Salad with Matchstick Carrots
- Caesar Salad
- Spinach Salad
- Spiral Pasta Salad
- Spiced Chickpea Salad
- Quinoa Salad with Apples, Hazelnuts and Fennel
- Fingerling Potato Salad with Grain Mustard and Leeks

Afternoon Package

All options served buffet style with **sodas** and **bottled water**.

11 am–2pm

10–25 people

\$28/person

Package includes your **choice of one** of the following breaks:

Sweet

Assortment of Cookies, Lemon Bars, Organic Coffee and Assorted Tazo Teas

Fit

Whole fruits, House made Whole Grain Granola, Mixed Nuts, Yogurt

Showtime

Erin's Popcorn, Chocolate Covered Pretzels, Assorted Candy Bars

The Remy

Chef's selection of Local, Domestic and Imported Cheeses, Essential Baking Company Flatbreads, Dried and Fresh Fruits

Note: Add our Lunch selections and/or a one hour additional room rental for an additional **\$18/person**.

Above menu items must be ordered for 10–25 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.

Small Group Enhancements

In the Morning

Assorted Muffins	\$34/dozen
Yogurt Parfaits	\$3/person
Bagels and Cream Cheese	\$27/dozen
Breakfast Pastries	\$29/dozen
Butter Croissants	\$30/dozen
Granola Bars	\$18/dozen
Seasonal Fresh Fruit Display	\$5.50/person
Whole Fresh Fruit	\$18/dozen
Oatmeal Bar	\$4.50/person
(includes house made granola, brown sugar, milk and dried fruit)	
Scrambled or Hard Boiled Eggs	\$2.50/person
Bacon or Sausage Links	\$2.50/person
Breakfast Potatoes	\$1.50/person

In the Afternoon

Bags of Pretzels	\$18/dozen
Bags of Erin's popcorn	\$18/dozen
Bags of Tim's Chips	\$18/dozen
Brownies	\$24/dozen
Lemon Bars	\$24/dozen
Chef's Blend of Candied & Spiced Nuts	\$4/person
Fresh Baked Gourmet Cookies	\$22/dozen
Seasonal Vegetable Display	\$5.50/person
Tortilla Chips and Salsa	\$4/person
Trail Mix	\$4/person

Anytime

Coffee Service	\$36/gallon
Coffee service includes coffee, decaf, and Tazo Teas (Coffee/Tea available in 1 gallon, 1.5 gallon, 3 gallon)	
Coffee Refresh	\$28/gallon
Bottled Juices	\$3/each
Bottled Water	\$2/each
Assorted Soda	\$2/each

Above menu items must be ordered for 10-25 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.

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 & 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.