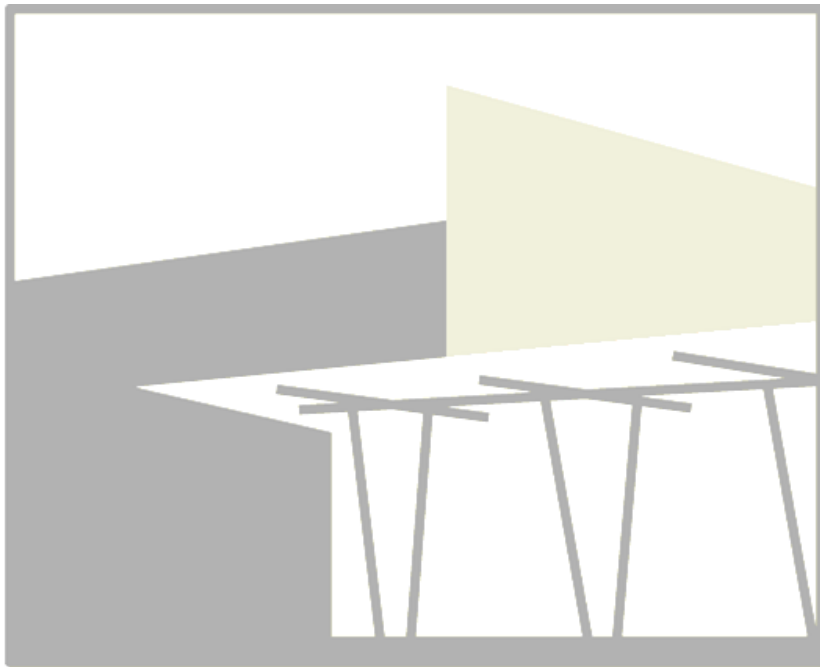


LYNNWOOD CONVENTION CENTER



CELEBRATION PACKAGES

2011

Congratulations on your upcoming celebration!

Thank you for considering the Lynnwood Convention Center for your upcoming celebration. We understand that these events represent some of the biggest days in your life. We look forward to working with you every step of the way to make sure that the menu, ambience and every aspect of your celebration reflects you and your personal style.

Our chef has designed special celebration receptions and dinner offerings, featuring local wines and Northwest culinary favorites. We can also create custom menus for you to include your favorite flavors in every course. In addition to working with you on menu selections and room choices, we can assist in recommendations for photographers, florists, entertainment, and more— anything you need to make your day special.

We look forward to working with you on making this day a memorable one!

All Celebration Packages Include:

- Butler-passed hors d'oeuvres for up to one hour
- A champagne/sparkling cider celebration toast
- Ivory linens
- China, silverware, glassware and votive candles
- Risers, tables and chairs
- Dance floor (15' x15' included, larger sizes available for fee)
- Wired microphone with house sound system
- 6' x 6' screen and cart
- 2,000 Watts of power for DJ
- Set-up, clean-up and teardown of room
- Cake cutting and service

Wedding Ceremonies Also Include:

- Risers, tables and chairs
- One wired microphone with house sound system
- 1-20amp circuit for photographer
- Black pipe and drape backdrop for stage
- Bridal Suite to prepare for the big day

Butler Passed Hors d'oeuvres

Please make up to two selections

Served Cold

Caprese Skewers with Cherry Tomatoes, Fresh Mozzarella and Basil

Crostini with Chevre and Balsamic Glazed Onions

Smoked Salmon and Cucumber Tea Sandwich

Served Hot

Stuffed Mushrooms with Pancetta and Blue Cheese

Risotto Fritters stuffed with Olives, Sundried Tomato and Asiago Cheese

Vegetable Gyozas with Dipping Sauce

Pork Gyozas with Dipping Sauce

Forest Mushroom Puff Pastry Pinwheels

Bacon Wrapped Meatloaf

Additional selections and custom hors d'oeuvres are available, please inquire with your Event Manager.

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

Crudit  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 Sour Cream

\$32/dozen

Citrus Poached Prawn and Tortilla Canap  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.

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.

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.

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.

Enhancement Displays

Great additions for any cocktail hour

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

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.

Reception Action Stations

Add a station to enhance your guest's experience

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

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

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.

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

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.

Hors d'oeuvres Receptions

Add an action station or a carving station to compliment your reception.

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
\$29.95/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

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.

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.

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.

Salads

Select **one** of the following salads to compliment your entrée selection.

Salads

Arugula and Frisee, Red Onions, Red Peppers, Crumbled Bacon, Parmesan Chips, Herb Vinaigrette

Hearts of Romaine with Cherry Tomatoes, Shredded Parmesan, Cucumbers, Focaccia Crisp and Balsamic Dressing

House Greens with Dried Cherries, Chevre and Lemon Poppyseed Dressing

Above menu items must be ordered for 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.

Dinner-Plated

Complimented by Essential Baking Company assorted rolls and butters, salad, freshly brewed organic coffee and Tazo teas.

Pan Seared Chicken Breast Picatta

Herb Marinated Washington Chicken Breast, Pine Nut Pilaf, Lemon, Caper, White Wine Butter Sauce

\$36.25/person

Mushroom Stuffed Chicken Breast

Basil Mashed Potato with a Ragout of Pearl Onions, Pancetta and Thyme

\$37.25/person

Garlic Crusted Pork Chop

Cannellini Bean, Rosemary and Pancetta Ragout, Roasted Pepper Puree

\$37.25/person

Chili Rubbed Pork Loin

Coconut Risotto Cake, Mango-Coconut Coulis

\$37.25/person

Grilled Top Sirloin

Shallot-Red Wine Reduction, Yukon Gold Mashed Potato

\$39.25/person

Peppered Flat Iron Steak

Chevre-Polenta Cake, Smoked Tomato Coulis

\$40.25/person

New York Strip

Caramelized Onion and Blue Cheese Risotto, Port Wine Demi Glace

\$46.25/person

Beef Fillet

Filet of Beef Oscar-Dungeness Crab, Asparagus and Hollandaise, Chive Mashed Potatoes

\$58.25/person

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

All selections are subject to local tax of 9.5% and an 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.

Dinner-Plated

Complimented by Essential Baking Company assorted rolls and butters, salad, freshly brewed organic coffee and Tazo teas.

Rosemary Roasted Duckling

Roesti Potato, Duck Jus Lie

\$46.25/person

Salmon with Fingerling Potatoes

Warm Fingerling Potato Salad with Leeks and Fennel, Grain Mustard Vinaigrette

Market Price

Herb Baked Salmon Filet

Potato Leek Cake, Sundried Tomato Butter

Market Price

Roasted Cod

Roasted Garlic Cauliflower Puree, Chorizo and Tomato Coulis

Market Price

Halibut

Coconut crusted Halibut Filet, Coconut Milk Risotto, Mango Cilantro Puree

Market Price

Prawns

Prosciutto Wrapped, Citrus Risotto, Orange-Tarragon Reduction

\$46.25/Person

Duets

Steak and Shrimp

Top Sirloin Medallion with Red Wine Reduction, Garlic Shrimp Skewer with Lemon Beurre Blanc, Yukon Gold Mashed Potato

\$45.25/person

Steak and Salmon

Peppered Flat Iron with Brandy Cream, Herb-Marinaded Salmon Medallion with Grain Mustard Beurre Blanc, Caramelized Onion Mashed Potato

\$49.25/person

Steak and Cod

Top Sirloin with Field Mushrooms and Marsala, Herb Baked Cod with Tomato Basil Cream, Three Cheese Potato Gratin

\$46.25/person

Above menu items must be ordered for 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.

Dinner–Buffet

All Buffet selections are complimented by freshly brewed organic coffee and assorted Tazo teas.

Americana Dinner

Mixed Greens Matchstick Carrots and Buttermilk Blue Cheese Dressing

Silver Dollar Rolls, Seasonal Vegetables

Barbecued Chicken, Barbecued Beef Brisket

Savory Corn Chowder, Roasted Red Potatoes

\$35.25/person

El Comedor

Chips with Salsa Verde and Pico de Gallo

Green Salad with Carrots, Pepitas and Shredded Cheddar Cheese

Chile Rubbed Carne Asada, Spiced Chicken Empanadas

Spanish Rice and Black Beans

Warm Flour Tortillas

\$33.25/person

Pan–Asian Dinner

Soba Noodle Salad with Fresh Vegetables and Sesame Dressing

Baby Bokchoy with Garlic and Chilies

Lemongrass Chicken, Barbecued Park Char Siu

Pot Stickers, House Fried Rice

\$31.25/person

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.

Dinner–Buffet

All Buffet selections are complimented organic coffee and assorted Tazo teas.

Tuscany

Antipasto Display– Olives, Marinated Chickpeas, Marinated Artichokes, Rosemary Ham, Fennel Salami and Marinated Mozzarella

Hearts of Romaine with Herbed Croutons, Shredded Parmesan, Sundried Tomatoes, Creamy Italian Dressing

Panzanella Salad with Cucumbers, Roasted Peppers, Roasted Fennel and Onions with Asiago Cheese

Penne Bolognese, Chicken Marsala with Field Mushrooms

Parmesan Focaccia Fingers and Bread Sticks

\$35.25/person

West of the Cascades

House Green Salad, Candied Walnuts, Matchstick Carrots, Herb Vinaigrette

Quinoa Salad, Bell Peppers, Red Onions, Roasted Fennel

Whole Sides of Baked Salmon topped with Fresh Herbs and served with Cucumber Crème Fraiche (*served room temp*)

Top Sirloin with Mushroom Demi Glace

Roasted New Potatoes tossed with Blue Cheese

Chef's Choice Vegetable

\$44.25/person

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.

Build Your Own Dinner Buffet

Buffet selections are complimented by Essential Baking Company dinner rolls, butters, freshly brewed *organic* coffee and assorted Tazo teas.

\$46.25/person

Salads and Starters *choose 2*

Arugula and Frisee, Red Onions, Red Peppers, Crumbled Bacon, Parmesan Cheese, Herb Vinaigrette

Hearts of Romaine with Cherry Tomatoes, Shredded Parmesan, Cucumbers, Focaccia Crisps and Balsamic Dressing

House Greens with Dried Cherries, Chevre and Lemon Poppy seed Dressing

Vegetables – Chef’s choice fresh seasonal vegetables

Accompaniment *choose 3*

Potatoes Au Gratin

Yukon Gold Mashed Potatoes

Herb Roasted Red Potatoes

Saffron Pine Nut Pilaf

Polenta with Rogue Creamery Blue Cheese

Three Cheese Risotto

Soba Noodle Salad with Fresh Vegetables and Sesame Soy Dressing

Bow Tie Pasta Salad with Salami, Prosciutto, Black Olives, Fontina Cheese and Artichokes

Entrée Selection *choose 2*

Chicken Picatta

Pan Seared Chicken Breast with Pancetta and Sage

Beef Bourguignon

Top Sirloin with Field Mushrooms and Red wine

Teriyaki Glazed Salmon with Miso

Poached Salmon with Lemon Dill Butter

Apricot Stuffed Pork Loin

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.

Indian Dinner Buffets

Please inquire with your event manager for additional selections and custom menus.

Naan and Raita

Indian Salad-*Platters of sliced tomato, onions, radishes, and cucumbers*

Non-Vegetarian Selections Please choose 2

Murg Makhawi-*Butter chicken*

Lamb Curry'

Chicken Tikka Masala

Kheema Matar-*Minced lamb with peas and tomatoes*

Vegetarian Selections Please choose 2

Aloo Gobi-*Spiced potatoes and cauliflower*

Basmati Rice

Spinach Paneer

Shahi Paneer

Chana Masala

Urad Dal

Malai Kofta

Masoor Di Dal-*Stewed red lentils*

\$32.25/person

For a vegetarian buffet please make 5 choices from the Vegetarian selections.

Enhancements

Chaat Bar

Chick Peas, Diced Tomatoes, Diced Potatoes, Diced Onion, Tortilla Chips, Cilantro, Raita, Tamarind Chutney, Mint Chutney and Chaat Masala

\$5/person

Vegetable Pakoras

\$24/dozen

Paneer Pakoras

\$30/dozen

Fish Pakoras

\$30/dozen

Sheekh Kabab Minced lamb skewers

\$32.50/dozen

Tandori Marinated Chicken Skewer

\$29/dozen

Platter pricing available, please inquire with your Event Manager.

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.

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

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

Prices are subject to change.

Wine List

House Selections

Washington – Pine & Post Merlot	\$26
Washington – Pine & Post Chardonnay	\$26
Washington – Chateau Ste. Michelle Riesling	\$26

Whites

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

Reds

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

Sparkling

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

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 & 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.