

CELEBRATION
MENU





CELEBRATION

PACKAGES INCLUDE

- A sparkling cider celebration toast
- Cake cutting and service
- Sparkling Punch Station
- 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
- Screen Package
- 1-20amp of power for DJ
- Set-up, clean-up and teardown of room
- Security



LYNNWOOD
CONVENTION CENTER

A SPACE TO
EXPERIENCE
MORE

DINNER BUFFET

Buffet options complemented by freshly brewed organic Rainforest Bold coffee and assorted teas.

40 Guest Minimum

El Mexicano | \$38 per person

Green Salad, Jicama Matchstick Carrots, Pepitas, Cotija Ranch Dressing ^{GF}

Chicken Enchiladas ^{GF}

Beef and Chorizo Empanadas ^{GF}

Pork Chili Verde ^{GF}

White Rice ^{GF}

Black Beans ^{GF}

Sour Cream ^{GF}

Shredded Cheese

Corn Tortilla Chips and Salsa ^{GF}

Warm Flour Tortillas

l'Italiano | \$37 per person

Chopped Salad

(Romaine, Olives, Peppercini, Tomato, Cucumber, Provolone)

Penne Pasta, Alfredo Sauce

Vegetable Lasagna

Chicken Parmesan

Meatball Flatbread

Cheese Flatbread

The American | \$40 per person

Garden Salad, Ranch Dressing

Mac and Cheese

Oven Fried Chicken Strips

Barbecued Beef Brisket

Roasted Potatoes

Seasonal Vegetables

Rolls and Butter

All selections are subject to 10.5% sales tax and a 21% administrative charge. Charges and taxes are subject to change. Administrative charge is not intended to be a gratuity, tip or service charge for the benefit of employees. Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of food borne illness. Please refer to the Food & Beverage Guidelines at the end of the menu

ENHANCEMENTS ATTENDED STATION

All attended stations are subject to a \$70/hr attendant fee. 2 hour minimum.

40 guest minimum

Quesadilla Station | \$12 per person

Choose Two:

Chicken, Pork, Vegetarian

**Bell Peppers, Caramelized Onions, Jalapeno Peppers,
Green Onions, Shredded Tillamook Cheddar, Guacamole, Salsa**

Mashed Potato Bar | \$9 per person

**Crumbled Bacon, Shredded Tillamook Cheddar,
Oven Roasted Mushrooms, Caramelized Onions, Green Onions,
Sour Cream, House-made Gravies**

ENHANCEMENTS BUFFET PLATTERS

40 guest minimum

Antipasto Display | \$13 per person

Chef's Selection of Italian Cold Cuts, Cheeses, Marinated Vegetables, Olives, Focaccia ^{GF}

Citrus Poached Prawn Cocktail | \$10 per person

Lime Cocktail Sauce

Warm Artichoke Dip | \$8 per person

Crispy Flat Breads, Crackers

Mediterranean Breads & Spreads | \$9 per person

**Baba Ganouj, House-made Garlic Hummus,
Feta Tapenade, Pita Bread, Olives**

Fresh Fruit Display | \$10 per person

Sliced Fresh Fruits, Berries ^{GF}

Crudité Display | \$9 per person

Fresh Vegetables, House-made Ranch

Cheese Display | \$15 per person

A Variety of Artisan, Northwest Cheeses, Assorted Crackers, Red Grapes

Smoked Salmon Display | \$15 per person

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

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BEVERAGES

25 Guest Minimum

Coffee and Tea Service | \$48 per gallon

Includes Organic Rainforest Bold coffee
(regular or decaf) and hot tea

Available in 1.5 gallons, 3 gallons

Assorted Soda & Sparkling Water | \$3.50 each

Bottled Water 12 oz. | \$3 each

Juice by the Gallon | \$28 per gallon

Punch or Lemonade | \$26 per gallon

(minimum 3 gallons)

Iced Tea | \$36 per gallon

(minimum 3 gallons)

Fruit & Herb Infused Water | \$30 per gallon

Water Station | \$20 per gallon

Italian Soda Bar | \$7 per person

Attended Station; subject to a \$70/hr.
attendant fee for a minimum of 2 hours.

Soda Water

Cream

Whipped Cream and Flavors to include

Cherry

Raspberry

Strawberry

Vanilla and Hazelnut

Sugar Free Options available

DESSERT

25 Guest Minimum

Big Chill | \$14 per person

Variety of Ice Creams

Chocolate Sauce

Caramel Sauce

Chocolate Chips

Sprinkles

Candied Walnuts

Crushed Cookies

Toasted Almonds

Maraschino Cherries

Whipped Cream

Dessert Sampler | \$14 per person

5 pieces per person

Caramelized Apple Tartlets

French Macarons

Mini Cannoli

Chocolate Ambrosia Truffles ^{GF}

Chocolate Cups, Peanut Butter Mousse ^{GF}

Sweet Crepes, Seasonal Fruit Sauce

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BAR SERVICE

Here at Lynnwood Convention Center we are reminded that locally sourced spirits are an ever-increasing demand due to the quality of the spirits and ingredients, supporting our local economy, and giving our guest an exclusively local Northwest experience. In addition, we are striving to reflect our commitment of offering our guests the finest Northwest products. The foundation of our support of Washington wines is based on our belief in their quality and their compatibility with the food selections that our chef prepares. Craft Beer continues to be one of the most important products to consumers and Washington ranks second in overall craft brewery operations.

Bar Service

A \$350 per bar minimum sales guarantee will apply for up to four (4) hours of service.
An additional \$150 minimum per bar will be charged for each additional hour of service.
All sales go towards the bar minimum guarantee.
If cash sales meet or exceed the minimum guarantee, these charges will be refunded.

Bar Pricing

| | Host* | No-Host** |
|-------------------------------------|---------|-----------|
| Selection of Domestic Beer | \$7.00 | \$8.00 |
| Selection of House Wines | \$8.00 | \$9.00 |
| Selection of House Spirits | \$9.00 | \$10.00 |
| Selection of Import/Northwest Beers | \$8.00 | \$9.00 |
| Selection of Premium Wines | \$9.00 | \$10.00 |
| Selection of Premium Spirits | \$10.00 | \$11.00 |

*Hosted prices are subject to tax and administrative charge. **No-Host prices include sales tax.

Please ask your Event Manager for our current beer, wine and liquor selections.
Your Event Manager can assist you with an upgraded selection of spirits or the creation of a specialized menu
(which may incur additional cost and/or minimum guarantees).

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Food & Beverage Guidelines

Food & Beverage Guidelines Alcohol Safety

The Lynnwood Convention Center sets alcohol service policies to abide within Washington State Liquor & Cannabis Board (WSLCB) regulations and to ensure the safety of all guests. These policies include:

- Bar services are not to exceed six (6) hours for any one event.
- All alcoholic beverage service must end at least thirty (30) minutes prior to the scheduled event end time and no later than 12:00am (midnight).
- Alcohol will not be served to underage or apparently intoxicated guests.
- Alcoholic beverages may not be removed from the premises.
- No outside alcohol is permitted inside the building without prior written consent of the Lynnwood Convention Center. The Lynnwood Convention Center reserves the right to cease alcohol service at any time during the event for violation of these policies or any other WSLCB regulation.

Concession Cart Service

Hosted and Non-Hosted Concession Cart services are available exclusively through Lynnwood Convention Center. Espresso, Drip Coffee, Pastries, Sandwiches, Salads and Assorted Snacks.

Hosted and Non-Hosted Concession Sales: \$500 for a four (4) hour minimum service. Hours may be extended at a rate of \$125 per hour. All Concession Cart Services will be determined at the sole discretion of Lynnwood Convention Center management.

Food & Beverage Guidelines

About Us

Catering services are proudly operated by the Lynnwood Convention Center 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 palate. Event Managers can also assist in custom, themed or ethnic cuisine elements for any event. The Lynnwood Convention Center culinary team welcomes the opportunity to customize menus and services to create unique and thematic events.

Timeline and Guarantee

As the menus are seasonal, Lynnwood Convention Center 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 three business days prior to the event. A business day is defined as Monday-Friday and does not include holidays. For example, an event on Wednesday must be confirmed on the previous Thursday by 5:00pm, (Pacific Time). If the final guarantee is not received within three business days prior to the day 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 decreases. If an increase is requested by the client and Lynnwood Convention Center is able to accommodate, a 25% overage fee will be added to any additional entrées. Vegetarian options are available with all plated entrées. Vegetarian counts are to be specified by client at time of final guarantee. The Lynnwood Convention Center customarily prepares vegetarian meals based on Chef's choice and the main entrées selected. If any attendees require special dietary restrictions, please also notify Event Manager as soon as possible. Final charges will be based upon the final guarantee or the actual meal count, whichever is greater.

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 \$150 in food and beverage, before administrative charge and tax. Should the total food and beverage purchase, before administrative charge and tax, not meet the minimum, the balance will be invoiced to the client. All buffet pricing is based on one hour service time. Additional labor fees may apply for service time in excess of two hours. A 21% administrative charge will be applied to all food and beverage sales (including alcohol). Administrative charge is not intended to be a gratuity, tip or service charge for the benefit of employees. A 10.5% sales tax will be applied to all food, beverage (including alcohol), labor, additional services and administrative charges.

Food Service

To preserve freshness, food quality, ensure food safety and reduce food waste, buffet menu packages are designed to be displayed to guests for one (1) hour. Break packages are designed to be displayed for thirty (30) minutes.

Payment

Lynnwood Convention Center accepts all major credit cards, cash, business checks, cashier's checks and money orders. A signed Credit Card Authorization Form, which can be provided by Lynnwood Convention Center, is required for all credit card payments. Lynnwood Convention Center requires a License Fee payment, per section 4 of License Agreement, at time of contract due date. The remaining balance (catering, audiovisual, electrical, etc.) is due three business days prior to event. Any adjustments made after this date will be reconciled for final invoicing. Any variance to this standard policy will be detailed in the License Agreement. The Lynnwood Convention Center does not extend direct billing without prior approval and consideration is on a case by case basis. To apply for direct billing, a Credit Application must be submitted no less than 45 days prior to the contracted event date.

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.

Dessert Dashes

Designed exclusively for our Auction and Fundraising Gala events, the Lynnwood Convention Center offers three levels of service for your Dessert Dash. Your Event Manager will be happy to discuss which option would be best suited for your event.

Option A: Complimentary Service

Client places marker indicating winning table number at the dessert display. At the appointed time, a Lynnwood Convention Center server delivers the dessert to the winning table with utensils and plates for self service.

Option B: Enhanced Service \$250

Client places marker indicating winning table number at the dessert display. Lynnwood Convention Center servers collect desserts, and slice them back of house. At the appointed time, the sliced desserts are delivered to each winning table. Dessert Dash must be done prior to Entrée service to allow for adequate dessert service time.

Option C: Premium Service \$500

Client places marker indicating winning table number at the dessert display. Lynnwood Convention Center servers collect desserts, slice, and immediately serve the sliced desserts to each winning table. Dessert Dash may be done at any time during the event.

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, centerpieces, 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:

Notification of Cancellation

Notification of Cancellation Prior to Scheduled Event

0 - 7 Days

8 - 30 Days 31 - 60 Days 61 - 90 Days

Agreement

Cancellation Fee % of Estimated Lost Food & Beverage Revenue

100% 75% 50% 25%

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.