



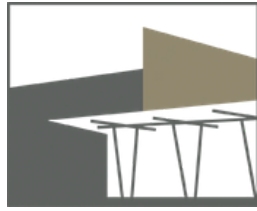
LYNNWOOD
CONVENTION
CENTER

2020 Wellness Menu

fresh, local,
house-made plates
with your
health in mind

Well-balanced, flavorful meals served
with physical distancing service.

A SPACE TO EXPERIENCE **MORE**



Our Wellness Menu was created to offer our guests and attendees healthful options to nurture the body with increased service standards in place to protect you.

We continue with our commitment to providing the quality and flavor our kitchen is known for.

At the Lynnwood Convention Center, buffets have become attended stations and action stations.

Our breakfast and lunch menus have an increased number of hot and cold boxed options served in a reusable bento box.

Grab-and-go breakfast and break options feature pre-packaged, house-made items.

Our plated meals are serviced with the following enhanced standards:

- Silverware is now presented rolled up in a colored napkin instead of being set on the table as individual pieces.
- Serving each course is encouraged rather than plates being pre-set. If that is not possible, anything pre-set will be covered until guests are seated.
- Entrees will remain covered throughout the serving process and lids will be removed by a server once the guest is seated.
- The communal salad dressing boat will become individually served portions in a ramekin.
- Coffee and water service will be poured by a server.

A SPACE TO EXPERIENCE **MORE**

DAY PACKAGES PACKAGE OPTIONS

complemented by freshly brewed organic Rainforest Bold coffee and assorted teas during breakfast, and assorted sodas and sparkling water during lunch.

40 Guest Minimum



Lopez | \$53 per person

- MORNING - Continental **v**

Orange Juice
Petite Breakfast Breads
Build-Your-Own Yogurt Parfait Bar
Whole Fruit

- MID-MORNING -

Refresh of organic Rainforest Bold coffee and assorted teas

- LUNCH STATIONS - Columbia

Seasonal House-made Soup
Seasonal Quinoa Salad **v GF DF**
Garden Salad, House-made Dressing **v GF**
Thinly Sliced Roast Beef, Rondele Cheese,
Roasted Red Onion, Arugula
Turkey, Chipotle Mayo, Jack Cheese, Romaine, Tomato
Rosemary Ham, Pimiento Cheese Spread, Pickles,
Lettuce
Roasted Portobello, Fresh Mozzarella, Sundried
Tomato Pesto, Arugula
Assorted Dessert Bars **v**

- AFTERNOON - Showtime

Freshly Popped Popcorn, Assorted Candy Station
Assorted Sodas and Bottled Water

Orcas | \$58 per person

- MORNING - Classic **GF**

Orange Juice
Fresh Fruit Display
Scrambled Eggs
Bacon
Country Style Breakfast Potatoes **v**

- MID-MORNING -

Refresh of organic Rainforest Bold coffee and assorted teas

- LUNCH STATIONS - Vera Cruz

Tomato & Hominy Corn Chowder **v GF**
Mexican Street Corn **v GF**
Chicken Breast Asado, Chorizo Salsa **GF DF**
Shrimp Verde, Spiced Peppers and Red Onions,
Shaved Radish **GF DF**
Flour Tortillas **v**
Spanish Rice **v+ GF**
Cinnamon Ancho Brownie, Tequila Caramel **v**

- AFTERNOON - After School Break

Peanut Butter and Jelly Sandwiches **v**
Nutella Brioche **v**
Rice Krispie Treats **GF**
Chocolate Dipped Banana Pops **v GF**
Assorted Sodas and Bottled Water

v = Vegetarian **v+** = Vegan **GF** = gluten free **DF** = dairy free

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 under-cooked 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.

BREAKFAST STATIONS

All buffet selections are complemented by freshly brewed organic Rainforest Bold coffee, assorted teas and bottled juices.

25 Guest Minimum

Continental | \$20 per person v

Assorted Bagels
Seasonal Scones

Cream Cheese, Preserves, Peanut Butter, Honey
Build-Your-Own Yogurt Parfait Bar
Whole Fruit

Ovation | \$21 per person v

Fresh Fruit Display
Assorted Bagels

Assorted Breakfast Breads/Coffee Cakes
Seasonal Scones
Hard Boiled Eggs

Cream Cheese, Preserves, Peanut Butter, Honey

Classic | \$24 per person

Fresh Fruit Display
Scrambled Eggs v GF
Bacon

Country Style Breakfast Potatoes v GF

Sunrise | \$26 per person

Fresh Fruit Display
Mini Quiche Assortment,
(vegetarian and non vegetarian)
Apple Link Sausage

Bacon

Country Style Breakfast Potatoes v GF
Assorted Coffee Cakes v

BREAKFAST BENTOS

All selections are provided in a personal bento box and are complemented by freshly brewed organic Rainforest Bold coffee, assorted teas and bottled juices, fruit cup, and granola bar.

25 Guest Minimum

On-the-Go Bento | \$22 per person

Hard Boiled Egg, Individual Yogurt,
Breakfast Pastry

Assorted Quiches | \$22 per person

includes 2 personal-sized quiches
Vegetarian and non-vegetarian

Assorted Hot Breakfast Sandwiches | \$24 per person

Egg, Bacon, Cheddar
Egg, Sausage, Cheddar
Egg, Chorizo, Jack Cheese
Egg, Tomato, Basil, Jack
Egg, Spinach, Feta v



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A LA CARTE BEVERAGES

Coffee and Tea Service | \$48 gallon

Includes organic Rainforest Bold
(regular and decaf coffee and hot tea)

Available in 1.5 gallons, 3 gallons increments

Premium Coffee Service | \$55 gallon

Includes Hazelnut Syrup, Vanilla
Syrup, Sugar Free Vanilla Syrup,
Chocolate Sauce, Caramel Sauce,
Chocolate Shavings, Cinnamon,
Nutmeg, Vanilla Powder,
House-made Whipped Cream

Available in 1.5 gallons, 3 gallons increments

Assorted Soda | \$3.50 each

Sparkling Water | \$3.50 each

Bottled Water | 12oz. | \$3 each

Bottled Juices | \$4 each

Iced Frappuccino | \$6 gallon

Bottled Iced Tea | \$4 each

Fruit & Herb Infused Water | \$30 gallon

A LA CARTE BREAKS

House-made Grab & Go items
served individually

25 Guest Minimum / 2 dozen minimum

MORNING

Assorted Coffee Cakes | \$42 dozen

Assorted Bagels, Cream Cheese | \$40 dozen

Assorted Scones | \$42 dozen

Assortment of Breakfast Breads | \$37 dozen

Granola Bars | \$28 dozen

Individual Flavored Yogurts | \$30 dozen

Fresh Fruit Salad Cups | \$10 per person

Mini Quiche Assortment | \$40 dozen

vegetarian and non vegetarian

Mini Bagel Sandwiches | \$45 dozen

Cheese, Bacon and Cheese or

Ham and Cheese

AFTERNOON

Bags of Popcorn | \$23 dozen

Bags of Tim's Chips | \$22 dozen

Brownie Bites | \$39 dozen

Lemon Bar Bites | \$39 dozen

House-made Trail Mix, 2oz packets | \$48 dozen

Fresh Baked Cookies | \$33 dozen

Garden Vegetable Display | \$9 per person

Chef's Blend of Candied Spiced Nuts | \$48 dozen

Assorted Candy Bars | \$40 dozen



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LUNCH STATIONS

Buffet options complemented by assorted sodas, sparkling waters and bottled iced tea.

25 Guest Minimum

Vera Cruz | \$31 per person

Tomato & Hominy Corn Chowder v GF
 Mexican Street Corn v GF
 Chicken Breast Asado, Chorizo Salsa GF DF
 Shrimp Verde, Spiced Peppers and Red Onions, Shaved Radish GF DF
 Flour Tortillas v
 Spanish Rice v+ GF
 Cinnamon Ancho Brownie, Tequila Caramel v

Siena | \$36 per person

Tuscan White Bean Soup GF v+
 Mixed Green Salad, Radish, Fennel, Carrot, Marcona Almonds,
 Feta Cheese, White Balsamic Vinaigrette GF v
 Lemon Butter Chicken, Artichokes, Roasted Peppers, Capers GF
 Cod Puttanesca GF DF
 Tahini & Roasted Garlic Cauliflower, Chili Flake,
 Fresh Parsley GF v+
 Rigatoni, Caramelized Onion, Wilted Spinach, Basil Cream v
 Lemon Curd Brulee GF v

Columbia | \$29 per person

Seasonal, House-made Soup
 Seasonal Quinoa Salad GF v DF
 Garden Salad, House-made Dressing GF v

- SANDWICH SELECTION -

Thinly Sliced Roast Beef, Rondele Cheese, Roasted Red, Onion, Arugula
 Turkey, Chipotle Mayo, Jack Cheese, Romaine, Tomato
 Rosemary Ham, Pimiento Cheese Spread, Pickles, Lettuce
 Roasted Portabello, Fresh Mozzarella, Sundried Tomato, Pesto, Arugula

Assorted Dessert Bars v



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PLATED LUNCH

Complemented by freshly brewed organic Rainforest Bold coffee, assorted teas and iced water.

25 Guest Minimum

Chicken "Saltimbocca" | \$29 per person **GF**

Mashed Potatoes, Rosemary Ham, Sage-Gruyere Cream

Herb Roasted Chicken | \$29 per person **GF**

Parsley-Parmesan Risotto, White Wine, Pancetta, Pearl Onion Ragout

Teriyaki Marinated Beef Skewers | \$31 per person **GF DF**

Vegetable Stir Fry, Steamed Calrose Rice

Lunch Duets

Giving guests a choice without the buffet.

Teriyaki Chicken & Sesame Cod | \$35/ per person

Braised Baby Bok Choy, Jasmine Rice, Pickled Daikon

Spice Roasted Pork Shoulder & Verde Chicken | \$35/ per person

Mexican Rice with Black Beans and Corn, Crisp Tortilla Strips

Desserts

Select one of the following desserts to complement your entrée selection.

White Chocolate Coconut Cake

Two layers of white cake with white chocolate, coconut and cream cheese frosting

Chocolate Raspberry Cake

Three layers of rich chocolate cake with raspberry filling and chocolate fudge frosting

Mocha Madness Cake

Three layers of chocolate cake with mocha cream cheese frosting covered in chocolate

Carrot Cake

Two layers of fresh carrots, pineapple, walnuts and coconut with cream cheese frosting and covered in walnut bits

Berry Swirl Cheesecake

New York cheesecake swirled with Raspberry and Blackberry fillings



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LUNCH BENTOS

Bento options complemented by assorted sodas, sparkling waters and bottled iced tea.

25 Guest Minimum

COLD SANDWICHES | \$25 per person

All selections are provided in a personal bento box and are complemented by assorted sodas, sparkling water and bottled iced tea, in addition to a fresh chef's salad, fruit and dessert.

Thinly Sliced Roast Beef, Rondele Cheese, Roasted Red Onion, Arugula

Turkey, Chipotle Mayo, Jack Cheese, Romaine, Tomato

Rosemary Ham, Pimiento Cheese Spread, Pickles, Lettuce

Roasted Portabello, Fresh Mozzarella, Sundried Tomato Pesto, Arugula ✓

HOT SANDWICHES | \$25 per person

All selections are provided in a personal bento box and are complemented by assorted sodas, sparkling water and bottled iced tea, in addition to a fresh chef's salad, soup and dessert.

Cuban Sandwich

Roast Pork Shoulder, Ham, Pickles, Swiss, Dijon

Turkey, Brie, Arugula, Pesto

Southwest Chicken

Chicken Asado, Jack Cheese, Piquillo Peppers, Avocado Spread

Lynnwood Cheesesteak

Sautéed Mushrooms, Onions, Peppers, Provolone

Roasted Portobello, Roasted Pepper-Artichoke Salad, Wilted Arugula, Ricotta-Parmesan Spread ✓



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RECEPTION ATTENDED STATIONS

All attended stations are subject to a \$70/hr. attendant fee.
2 hour minimum. 30 Guest Minimum

Italian Soda Bar | \$7 per person

Soda Water, Cream, Whipped Cream, Flavors to include
Cherry, Raspberry, Strawberry, Vanilla, Hazelnut
Sugar Free Options Available

Mashed Potato Bar | \$9 per person **GF**

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

Stir Fry Station | \$12 per person

Choose two selections: Pork, Chicken, Tofu, Beef Garden
Vegetables seasoned, House-made Stir Fry Sauce, Steamed
Rice, Fried Wonton Strips, Green Onion

Quesadilla Station | \$12 per person

Flour Tortillas, Chicken, Pork, Vegetarian Bell Peppers,
Caramelized Onions, Jalapeno Peppers, Green Onions,
Shredded Tillamook Cheddar, Guacamole, Salsa

Pasta Bar | \$15 per person

Choose three pastas: Penne, Cheese Tortellini, Bow Tie,
Gemelli, Orrechiette, Roasted Garlic Cream Sauce, Basil
Pesto, Marinara, Sautéed Vegetables, Cascioppo Brothers
Italian Sausage, Breadsticks, Focaccia

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

RECEPTION CARVING STATIONS

Carving stations include petite sandwich rolls, butter
and condiments. All carving stations are subject to a
chef attendant fee at \$70/hr.
2 hour minimum. 30 Guest Minimum

Spice Rubbed Pork Loin | \$175 serves 30

Apple Thyme Bread Pudding, Riesling Reduction,
Apple Fennel Chutney

Dijon & Honey Glazed Ham | \$225 serves 50

GF

Cheddar Mashed Red Potatoes, Orange Raisin Sauce,
Spicy Slaw

Roasted Breast of Turkey | \$175 serves 30

Cascioppo Brothers Sausage Stuffing, Sage Turkey
Gravy, Dried Cranberry Relish

Roast New York Strip of Beef | \$335 serves 30 **GF**

Roasted Potato Medley, Jus Lie, Creamed Horseradish

Herbed Leg Of Lamb | \$250 serves 30

Lemon Vegetable Couscous, Rosemary Jus, Minted
Yogurt



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PLATED DINNER

\$54 per person

Complemented by salad, seasonal vegetables, dessert, Macrina Bakery breads, oil & vinegar, freshly brewed organic Rainforest Bold coffee and assorted teas.

25 Guest Minimum

Chicken Marsala | \$41 per person

Buttered Pasta, Roasted Mushrooms

Cocoa Rubbed Pork Chop | \$40 per person **GF**

Japanese Sweet Potato, Coffee Butter, Cherry Compote

Oven Roasted New York Strip | \$57 per person **GF**

Roasted Sunset Fingerling Potatoes, Cheddar Green Onion Compound Butter, Sherry- Demi Reduction

Pan Seared Chicken Breast | \$40 per person **GF**

Roasted Garlic Mashed Potatoes, Artichoke, Red Pepper & Red Onion, Lemon-Caper Butter Sauce

Herb Roasted Salmon | \$51 per person **GF**

Cauliflower-Chickpea Dumpling, Tarragon-Tomato Jus

Dinner Duets

Giving guests a choice without the buffet.

Steak & Shrimp | \$61 per person **GF**

NY Strip, Red Wine Reduction, Wine Braised Shallots, Garlic Shrimp Skewer, Lemon Beurre Blanc, Yukon Gold Mashed Potatoes

Steak & Salmon | \$63 per person **GF**

NY Strip, Peppercorn Demi-glaze, Herb Roasted Salmon, Tomato Veloute, Cauliflower Puree

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PLATED DINNER SALADS

Select one of the following salads to complement your plated entrée selection.

Mixed Green Salad GF v

Radish, Fennel, Carrot, Marcona Almonds, Feta Cheese, White Balsamic Vinaigrette

Kale Mixed Green Salad GF v+

Cucumber, Carrot, Chickpeas, Lemon-Garlic Tahini Dressing House Greens GF v

Mixed Greens

Endive, Thyme Roasted Pears, Toasted Walnuts, Blue Cheese, Cider Dressing



PLATED DINNER DESSERTS

Select one of the following desserts to complement your plated entrée selection.

White Chocolate Coconut Cake

Two layers of white cake with white chocolate, coconut and cream cheese frosting

Chocolate Raspberry Cake

Three layers of rich chocolate cake with raspberry filling and chocolate fudge frosting

Mocha Madness Cake

Three layers of chocolate cake with mocha cream cheese frosting covered in chocolate

Carrot Cake

Two layers of fresh carrots, pineapple, walnuts and coconut with cream cheese frosting and covered in walnut bits

Berry Swirl Cheesecake

New York cheesecake swirled with Raspberry and Blackberry fillings



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BUILD YOUR OWN DINNER STATIONS

\$54 per person

Buffet selections are complemented by Macrina Bakery breads, butter, freshly brewed organic Rainforest Bold coffee and assorted teas.

25 Guest Minimum

Salads | choose one

Kale, Mixed Green Salad, Cucumber, Carrot, Lemon-Garlic Tahini Dressing *v+ GF*

Hearts of Romaine, Mixed Greens, Shredded Parmesan,
Olives, Pickled Goat Horn Peppers, Herb Vinaigrette *v GF*

Spinach and Romaine Salad, Apples, Shaved Fennel, Toasted Almonds, Honey Lavender Dressing *v GF*

Vegetables

Chef's Choice Seasonal Vegetables *v*

Accompaniment | choose two

Sunset Fingerling Potatoes, Cheddar Mornay *v GF*

Roasted Garlic Mashed Potatoes *v GF*

Sour Cream, Scallion Mashed Red Potatoes *v GF*

Toasted Almond Pilaf *v+ GF*

Mushroom, Vegetable Farro *v*

Sun Dried Tomato, Olive, Pecorino Risotto *v GF*

Herb-Parmesan Polenta, Caramelized Onion, Black Olive Gremolata *v GF*

Entrée Selection | choose two

Pan Seared Chicken Breast, Lemon Caper Beurre Blanc *GF*

Pan Roasted Chicken, Rosemary Ham, Gruyere Sage Cream *GF*

Slow Roasted Salmon, Melted Leeks, Sun Dried Tomato, Lemon Butter *GF*

Hazelnut Crusted Salmon Filet, Pesto Beurre Blanc, Ginger, Hoisin Glazed Pork Loin *GF DF*

Cocoa Rubbed Bone In Pork Chops, Coffee Butter, Cherry Compote *GF*

Texas Style Beef Brisket *GF DF*

Roasted Beef Striploin, Roasted Garlic Jus *GF*

Assorted Desserts

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BAR PACKAGES

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 changes will be refunded.

Clients have the option to limit the number of drinks per person by using drink tickets. Tickets may be redeemed by guests for any item available at the bar and final billing will be based on the actual number of tickets redeemed and the type of drink the tickets were redeemed for.

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

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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.

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

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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	Cancellation Fee % of Estimated Lost Food & Beverage Revenue
0 - 7 Days	100%
8 - 30 Days	75%
31 - 60 Days	50%
61 - 90 Days	25%

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.

