

WEDDING MENU





CONGRATULATIONS

ON YOUR UPCOMING CELEBRATION!

Thank you for considering the Lynnwood Convention Center for your upcoming celebration. We understand that this event represents one 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, ambiance 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!



WEDDING RECEPTION PACKAGES INCLUDE

- Butler-passed hors d'oeuvres for up to one hour
- A champagne/sparkling cider celebration toast
- Cake cutting and service
- Sparkling Punch Station
- Ivory tablecloths and napkins
- China, silverware, glassware and votive candles
- Risers, tables and chairs
- White back drop for head table with two up-lights
- Dance floor (15' x15' included, larger sizes available for fee)
- Wired microphone with house sound system
- LCD Package with projector and screen
- 1-20amp of power for DJ
- Set-up, clean-up and teardown of room
- Security

WEDDING CEREMONIES PACKAGES INCLUDE

- Risers, tables and chairs
- One wired microphone with house sound system
- 1-20amp of power for photographer
- White pipe and drape backdrop for stage with two up-lights
- Beautifully appointed Bridal Suite to prepare for the big day

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



LYNNWOOD
CONVENTION CENTER

A SPACE TO
EXPERIENCE
MORE

DINNER BUFFET

Buffet options complemented by freshly brewed organic
Rainforest Bold coffee and assorted teas. Pick 2 of the below passed hor's d'oeuvres.

40 Guest Minimum

Emerald | \$59 per person

Choose Two

Smoked Trout - Ricotta Crostini, Mama Lils Pepper Salad;
Brie Canape, Apple Butter (V)
Forest Mushroom Puff Pastry Pinwheels (V)
Portugese Sausage; Smoked Gouda, Tomato Syrup

Buffet

Mixed Greens, Endive, Thyme Roasted Pears,
Toasted Walnuts, Blue Cheese, Cider Dressing (V) (GF)
Apple Cheddar Risotto (V) (GF)
Hazelnut Crusted Salmon, Lemon Tarragon Coconut Crema (GF) (DF)
Cocoa Rubbed Bone In Pork Chops, Coffee Butter, Cherry Compote (GF)
Potato Strata (V) (DF)
Garlic and Ginger Braised Greens (GF) (V) (DF)
Macrina Bakery Rolls, Butter

Topaz | \$55 per person

Choose Two

Pulled Chicken, Black Pepper Pancakes
Brie & Apple Tartlet
Mac and Cheese Bites
Kobe Beef Gougere Slider

Buffet

Simmered Pinto Beans with Ham Hocks (GF) (V)
Garden Salad, Buttermilk Ranch (GF)
Spicy Sweet Chicken Drumsticks (GF)
Texas Style Brisket, Caramel Barbecue Sauce
Southern Style Collard Greens (V) (GF)
Jalapeno Corn Bread, Honey Butter Glaze (V)
Cheddar Scalloped Potato Pie (V) (GF)

Pearl | \$55 per person

Choose Two

Chicken Karaage Bites, Spicy Mayo (GF) (DF)
Salt, Pepper Fried Tofu Bites, Spiced Tamarind Glaze (GF) (V) (DF)
Teriyaki Salmon Skewers;
Spicy Beef Salad, Cucumber, Carrot, Cilantro

Buffet

Bitter Green Salad, Cucumber, Carrot, Radish, Fresh Herbs (GF) (V)
Thai Noodle Salad, Peanut Sauce (V+) (GF)
Beef Rendang (GF)
Green Curry Shrimp, Coconut Milk, Fresh Basil & Cilantro (GF)
Baby Bok Choy, Garlic, Chillies (V+) (GF)

Coral | \$59 per person

Choose Two

Potato-Chorizo Empanadas
Citrus Poached Prawn, Tortilla Canape, Rancho Sauce
Pao de Queijo (Brazilian Cheese Puffs)
Chimichurri Chicken Bites (GF)

Buffet

Romaine Hearts, Mustard Vinaigrette, Radish, Carrot, Egg (GF) (V) (DF)
Roasted Cabbage Slaw (GF) (V) (DF)
Braised Beef, Mole Negro (GF)
Shrimp Verde (GF) (DF)
Manchego, Sweet Potato, Poblano Enchiladas (V)
Arroz Mexicana (V+) (GF)
Flour Tortillas (V)

Ruby | \$52 per person

Choose Two

Vegetable Samosas, Mango Chutney
Malai Kofta, Tomato Curry
Mini Sheekh Kabob
Chicken Tikka Bite

Buffet

Butter Chicken (GF)
Lamb Rogan Josh (GF)
Saag Paneer - Creamed Spinach, Cheese, Spices (V) (GF)
Aloo Gobi - Potatoes, Cauliflower, Spices (V) (GF)
Chana Masala - Chickpeas, Tomato, Garlic, Ginger (V) (GF)
Basmati Rice
Naan (V)
Tomato, Onion, Radish, Cucumber Salad (V) (GF)

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BUILD YOUR OWN DINNER BUFFET \$63

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

40 Guest Minimum

Passed Hors' d'oeuvres | *choose two*

Caprese Salad Spoon

Waldorf Chicken Salad Canapé

Pancetta Meatball, Spiced Marinara

Salads | *choose one* (V) (GF)

Kale, Mixed Green Salad, Cucumber,
Carrot, Lemon-Garlic Tahini Dressing

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

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

Vegetables (V)

Chef's Choice Seasonal Vegetables

Accompaniments | *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, 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 (GF)

Cocoa Rubbed Bone In Pork Chops,

Coffee Butter, Cherry Compote (GF)

Texas Style Beef Brisket (GF)

Roasted Beef Striploin, Roasted Garlic Jus

BUILD YOUR OWN ASIAN BUFFET \$56

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

40 Guest Minimum

Passed Hors' d'oeuvres | *choose two*

Shrimp Rangoon

Tofu Fresh Rolls

Scallion Pancakes

Pork Gyoza

Appetizers | *choose two*

Taro, Lotus Chips, Edamame Hummus

Green Papaya Salad

Tsuke Mono (Lightly Pickled Cabbage Salad)

Sides | *choose three*

Jasmine Fried Rice

Stir Fry Vegetables

Steamed Calrose Rice, Peas, Scallions

Stir Fried Lo Mein Noodles, Gai-lan (Chinese Broccoli)

Baby Bok Choy, Chilies, Toasted Garlic

Japanese Yellow Curry

Udon Noodles, Shiitakes, Ginger, Scallions

Entrée Selection | *choose two*

Chicken, Lobster Sauce

Orange Chili Chicken

Sweet, Sour Pork

Vietnamese Vermicelli Noodles, Lemongrass Beef

Spicy Pork Bulgogi

Steamed Cod, Broken Soy Vinaigrette, Fresh Herbs

Shrimp Panang Curry

Kalbi Style Braised Beef

Soy, Sriracha Baked Tofu

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BUILD YOUR OWN INDIAN BUFFET \$56

Buffet selections are complemented by chai and freshly brewed organic Rainforest Bold coffee and assorted teas.

40 Guest Minimum

Passed Hors' d'oeuvres | *choose two*

Sheekh Kabob
Chicken Tikka Bite
Malai Kofta, Tomato Curry
Vegetable Samosas

Accompaniments | *choose two*

Tamarind Chutney
Mint/Cilantro Chutney
Raita
Naan
Mukwas Chai Tomato
Onion, Radish, Cucumber Salad

Sides | *choose three*

Chana Masala	Spinach Paneer
Urad Dal	Vegetable Pilau
Masoor Di Dal	Aloo Gobi
Shahi Paneer	Basmati Rice

Entrée Selection | *choose two*

Murg Makhawi (Butter Chicken)	Goat Rogan Josh
Chicken Korma	Chicken Biryani
Chicken Tikka Masala	Lamb Biryani
Lamb Rogan Josh	Beef Vindaloo

Papadums | \$2.50 per person

Chaat Bar | \$6.50 per person

Chickpeas, Diced Tomatoes, Diced Potatoes, Diced Onion, Tortilla Strips,
Cilantro, Raita, Tamarind Chutney, Mint Chutney, Chaat Masala

Mango Lassi | \$5.00 per person

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PLATED DINNER

Complemented by salad, seasonal vegetables, Macrina Bakery breads, butter,
freshly brewed organic Rainforest Bold coffee and assorted teas.

40 Guest Minimum

Herb Roasted Salmon ^{GF} | \$60 per person

Sour Cream Potatoes, Mustard Tarragon Cream

Tamarind Glazed Salmon ^{GF}^{DF} | \$60 per person

Coconut Risotto, Mango Cilantro Coulis, Taro Crisps

Peppered New York Strip ^{GF} | \$66 per person

Roasted Mushroom, Potato Leek Mille Feuille, Gorgonzola
Compound Butter, Red Wine Demi

Oven Roasted

New York Strip ^{GF} | \$66 per person

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

Chicken Breast Asado | \$50 per person

Spice Roasted Peppers, Creamed Hominy,
Chorizo-Tomato Sauce

Mushroom Dusted Filet ^{GF} | \$74 per person

Horseradish Mashed Potatoes, Roasted Onion Demi

Chicken Marsala ^{GF} | \$50 per person

Buttered Pasta, Roasted Mushrooms

Pan Seared Chicken Breast ^{GF} | \$49 per person

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

Rosemary Roasted Duck ^{GF} | \$58 per person

Caramelized Onion Boulangere Potatoes,
Duck Jus Lie, Dried Cherry Gastric

Tomato Braised

Lamb Shank ^{GF} | \$57 per person

Mascarpone Polenta, Olive Giardiniera

Cocoa Rubbed Pork Chop ^{GF} | \$49 per person

Japanese Sweet Potato, Coffee Butter, Cherry Compote

Herb Roasted Pork ^{GF} | \$49 per person

Apple-Brie Risotto, Gingered Cider Jus

Steak & Shrimp ^{GF} | \$70 per person

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

Steak & Salmon ^{GF} | \$72 per person

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

Filet of Beef Oscar ^{GF} | \$77 per person

Dungeness Crab, Hollandaise, Asparagus,
Chive Mashed Potatoes

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BUTLER PASSED HORS' D'OEUVRES

Choose two passed Hors' D'oeuvres

Served Cold

House-made Hummus, Cucumber Round (GF) (V+)

Caprese Salad Spoon (GF) (V)

Crostini, Chèvre, Balsamic Glazed Onions (V)

Honey Drizzled Corncakes, Herbed Cream Cheese, Jalapeño (V)

Honey Pecan Chicken Salad Canapé (GF)

White Bean, Crispy Kale, Shaved Pecorino Bruschetta (V)

Served Hot

Pancetta Meatball Bites, Spiced Marinara

Brie, Apple Tartlet (V)

Italian Sausage Mama Lil's Pepper Flatbread

Forest Mushroom Puff Pastry Pinwheels (V)

Pork Gyozas, Dipping Sauce

Twice Baked Potato Bite, Bacon, Chive Sour Cream (GF)

Sausage and Cream Cheese Stuffed Mushrooms (GF)

Vegetable Gyozas, Dipping Sauce (V)

PLATED DINNER SALADS

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

Mixed Green Salad (V) (GF)

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

Kale, Mixed Green Salad (V) (GF)

Cucumber, Carrot, Chickpeas Lemon-Garlic Tahini Dressing

House Greens (V) (GF)

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

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LYNNWOOD
CONVENTION CENTER

RECEPTION PACKAGES

The Lynnwood Convention Center prides itself on serving house-made hors d'oeuvres. Due to this, we request all reception packages not exceed a maximum count of 250 people. Please see your Event Manager for assistance with large groups.

50 Guest Minimum

Bistro | \$39 per person

10 pieces per person

Andouille Pigs in a Blanket,

Grain Mustard Chutney Karaage

Chicken Bites (Japanese Fried Chicken), Spicy Mayo (GF) (DF)

Braised Oxtail Tostada, Tangy Slaw (GF) (DF)

Truffled Mac and Cheese (V)

Mushroom & Blue Cheese Tartlet (V)

Jenna | \$35 per person

10 pieces per person

Caprese Salad Spoon (V)

Pesto Chicken and Artichoke Flatbread

Spinach and Feta Tartlets (V)

Shrimp Salad, Fresh Herbs, Endive Spear Crudite (GF) (DF)

Hummus Cups (V+)

Antipasti | \$37 per person

12 pieces per person

Pancetta Meatball Bites with Spiced Marinara

Italian Sausage, Mama Lil's Pepper Flatbread

Chicken Parmesan Stuffed Crimini Mushrooms

Cheesy Artichoke Bruschetta (V)

Fried Polenta Bite, Burrata, Tomato Jam (GF)

Polenta Chicken Bites (GF)

Risotto Fritters with Olives, Sun Dried Tomato,

Pecorino Cheese (V)

Caprese Salad Spoon (GF) (V)

Tuscan White Bean, Spinach, Roasted Garlic Dip,

Crispy Flatbreads (V)

Dessert Sampler | \$35 per person

10 pieces per person

Caramelized Apple Tartlets

French Macarons

Mini Cannoli

Chocolate Ambrosia Truffles (GF)

Chocolate Cups, Peanut Butter Mousse (GF)

Sweet Crepes Crepe Station, Seasonal Fruit Sauce

ENHANCEMENTS

BUFFET PLATTERS

50 Guest Minimum

Antipasto Display | \$13 per person

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

Citrus Poached

Prawn Cocktail | \$10 per person (GF)

Lime Cocktail Sauce

Warm Artichoke Dip | \$8 per person (V)

Crispy Flat Breads, Crackers

Mediterranean

Breads & Spreads | \$9 per person (V)

Baba Ganouj, House-made Garlic Hummus, Feta

Tapenade, Pita Bread, Olives

Fresh Fruit Display | \$10 per person (GF) (V)

Sliced Fresh Fruits, Berries

Crudité Display | \$9 per person (V)

Fresh Vegetables, House-made Ranch

Cheese Display | \$15 per person (V)

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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ENHANCEMENTS CARVING STATION

Carving stations include petite sandwich rolls, butter and condiments.

30 Guest Minimum

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

ENHANCEMENTS ATTENDED STATION

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 pers

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 with

House-made Stir Fry Sauce, Steamed Rice,

Fried Wonton Strips, Green Onion

Quesadilla Action Station | \$12 per person

Chicken, Pork, Vegetarian

Bell Peppers, Caramelized Onions,

Jalapeno Peppers, Green Onions,

Shredded Tillamook Cheddar, Guacamole, Salsa

Pasta Bar | \$15 per person

Penne, Cheese Tortellini, Bow Tie, Gemelli, Orrechiette

Choose two sauces: 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

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LYNNWOOD
CONVENTION CENTER

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.