

LYNNWOOD
CONVENTION CENTER

EXECUTIVE





Breakfast Buffets

All breakfast selections are complimented by freshly brewed organic Rainforest Bold coffee, Mighty Leaf teas and assorted juices.

CONTINENTAL | \$19 per person

Blazing Bagels Assortment and Cream Cheese, Assorted Muffins, Seasonal Scones, Preserves, Peanut Butter and Honey

OVATION | \$21 per person

Fresh Fruit Display, Seasonal Scones, Assorted Muffins, Breakfast Breads, Individual Flavored Yogurts, Preserves, Peanut Butter and Honey

CLASSIC | \$24 per person

Fresh Fruit Display, Scrambled Eggs, Bacon, Country Style Breakfast Potatoes

Lunch Buffets | \$25 per person

Choose one (1) buffet style selection. All options served with Seasonal Vegetable, Fresh Rolls and Butter, Chocolate Brownie, iced tea, organic Rainforest Bold coffee, Mighty Leaf Teas.

Pasta Primavera, Herb Roasted Chicken Marinara, Garden Salad

Lemongrass Glazed Chicken, Stir Fried Brown Rice, Napa Cabbage Salad

*Southwest Shepherds Pie
with Hominy Crust, Cumin, Cilantro Scented Rice, Garden Salad*

Chicken Breast Provençal, Sundried Tomato-Olive Risotto, Green Garden Salad

Herb Baked Cod with Leek and Mama Lil's Pepper Beurre Blanc, Mashed Potato, Green Garden Salad

HALF
DAY
PACKAGES

Included in packages:

Room Rental for up to 6 hours, Basic Room Sets (choice of theater, classroom, rounds, u-shape or hollow square), House Linens, Lectern, One (1) Wired Microphone with House Sound System, screen & projector.

10 - 40 people

In the Morning | \$35 per person

- BREAKFAST BUFFET -

Scrambled Eggs

Bacon

Country Style Potatoes

Breakfast Pastry

Orange Juice

Freshly Brewed Organic Rainforest Bold Coffee and Mighty Leaf Teas.

- MORNING BREAK -

Freshly Baked Cookies and Coffee Refresh

In The Afternoon | \$40 per person

- LUNCH BUFFETS -

Choose one (1) buffet style selection.

All options served with Seasonal Vegetable, Fresh Rolls and Butter, Chocolate Brownie, iced tea, organic Rainforest Bold coffee, Mighty Leaf Teas.

Pasta Primavera, Herb Roasted Chicken Marinara, Garden Salad

Lemongrass Glazed Chicken, Stir Fried Brown Rice, Napa Cabbage Salad

Southwest Shepherds Pie

with Hominy Crust, Cumin, Cilantro Scented Rice, Garden Salad

Chicken Breast Provencal, Sundried Tomato-Olive Risotto, Green Garden Salad

Herb Baked Cod with Leek and Mama Lil's Pepper Beurre Blanc, Mashed Potato, Green Garden Salad

- AFTERNOON BREAK -

Whole Fruits, Kashi Granola Bars, Trail Mix

Organic Rainforest Bold coffee, Mighty Leaf Teas.

Above menu items must be ordered for 10- 40 people minimum unless otherwise specified.

All selections are subject to local tax of 10.4% and a 20% 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.

FULL
DAY
PACKAGES

Included in packages:

Room Rental for up to 6 hours, Basic Room Sets (choice of theater, classroom, rounds, u-shape or hollow square), House Linens, Lectern, One (1) Wired Microphone with House Sound System, screen & projector.

10 - 40 people

\$70 per person

Breakfast morning break, choice of one (1) Lunch Selection and choice of one (1) Afternoon Break

Breakfast Buffet

Scrambled Eggs

Bacon

Country Style Potatoes

Breakfast Pastry

Orange Juice

Freshly Brewed Organic Rainforest Bold Coffee

Mighty Leaf Teas

Morning Break

Freshly Baked Cookies and Coffee Refresh

Lunch Buffets

Choose one (1) buffet style selection. All options served with Seasonal Vegetable, Fresh Rolls and Butter, Chocolate Brownie, Iced Tea, Organic Rainforest Bold Coffee, Mighty Leaf Teas.

Pasta Primavera, Herb Roasted Chicken Marinara, Garden Salad

Lemongrass Glazed Chicken, Stir Fried Brown Rice, Napa Cabbage Salad

Southwest Shepherds Pie

with Hominy Crust, Cumin, Cilantro Scented Rice, Garden Salad

Chicken Breast Provencal, Sundried Tomato-Olive Risotto, Green Garden Salad

Herb Baked Cod with Leek and Mama Lil's Pepper Beurre Blanc, Mashed Potato, Green Garden Salad

Afternoon Break

Choose one (1) buffet style selection. All breaks served with Organic Rainforest Bold Coffee, Mighty Leaf Teas.

Fit: Whole Fruits, Kashi Granola Bars, Trail Mix

Game with Snack: Individual Bags of Erin's Popcorn, Pretzels, Assorted Candy Bars

Sweet: Chef's Selection of Dessert Bars

Above menu items must be ordered for 10- 40 people minimum unless otherwise specified.

All selections are subject to local tax of 10.4% and a 20% 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.

In the Morning

- Assorted Muffins | \$39/ dozen
- Blazing Bagels and Cream Cheese | \$38/ dozen
- Macrina Brioche | \$34/ dozen
- Blazing Bagels Breakfast Breads | \$35/ dozen
- Granola Bars | \$27/ dozen
- Individual Flavored Yogurts | \$30/ dozen
- Hard Boiled Eggs, *shell on* | \$5/ person
- Fresh Sliced Fruit Display | \$10/ person
- Whole Fruit | \$21/ dozen

In the Afternoon

- Bags of Pretzels | \$23/ dozen
- Bags of Popcorn | \$23/ dozen
- Bags of Tim's Chips | \$22/ dozen
- Brownie Bites | \$38/ dozen
- Lemon Bars Bites | \$38/ dozen
- Fresh Baked Cookies | \$32/ dozen
- Garden Vegetable Display | \$9/ person
- Tortilla Chips and Salsa | \$5/ person
- Assorted Candy Bars | \$39/ dozen
(Reese's Peanut Butter Cup®, Snickers®, M'n'M's®)

Anytime

Coffee Service | \$44/ gallon

*Coffee service includes organic Rainforest Bold regular coffee, decaf, and Mighty Leaf teas
(Coffee and Tea available in 1.5 gallon and 3 gallon)*

- Bottled Juices | \$5/ each
- Bottled Water (12oz.) | \$3/ each
- Assorted Soda | \$3/ each
- Punch or Lemonade | \$24/ gallon
- Ice Tea (*minimum 3 gallons*) | \$34/ gallon
- Fruit & Herb Infused Water | \$30/ gallon

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 pallet. 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 20% 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 10.4% 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, 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:

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.