



**LYNNWOOD**  
CONVENTION CENTER

FOOD & BEVERAGE GUIDELINES

*Updated May 2009*

# Lynnwood Convention Center

## Food & Beverage Guidelines

### About Us

Lynnwood Convention Center catering services are proudly operated by the Lynnwood Convention Center / Catering by SMG. Our goal is to offer the highest quality products and services and deliver truly memorable experiences. Our 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

Catering by SMG is the exclusive food and beverage provider for the Lynnwood Convention Center. Outside food and beverage is prohibited.

### Menu Selection

As our menus are seasonal, we suggest that you make your initial menu selection no earlier than four months before your event. If you wish to make your selection earlier than this, please contact your Event Manager for assistance. Initial menu selections should be made, and estimated attendance is required, no later than 30 days prior to the scheduled event.

Should you desire something a bit more specific than is included on our menu, please let your Event Manager know. Our team of culinary experts welcomes the opportunity to customize menus and services to create unique and thematic events.

### Guarantee

Initial menu selection is required no later than **30 days** prior to the date of the scheduled event. Any major changes must be made no later than **two weeks** prior to the event date. A final guaranteed number of attendees (“final guarantee”) is required no later than **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 contract will be designated as the final guarantee. Once determined, the final guarantee is not subject to reduction.

Vegetarian meal options are included with all plated entrees. We customarily prepare vegetarian meals for up to 3% of the final guarantee. These vegetarian meals are part of the final guarantee and not in addition to it. Should you determine that vegetarian requests will exceed 3% of your final guarantee, please notify your Event Manager.

Please notify your Event Manager of any other special dietary restrictions when submitting your final guarantee.

For plated meal functions, we customarily prepare 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 alcoholic beverages and service. As the holder of the alcoholic beverage license for the Lynnwood Convention Center, we are responsible for the administration of these regulations within the facility. Accordingly, we reserve the right to refuse alcohol service to intoxicated or underage persons.

Bar services requires a minimum of \$350.00 in beverage consumption (“bar minimum”) per bar for the first four hours. Bars open longer than four hours require an additional \$100 bar minimum per hour, per bar. Should consumption not reach the specified minimum consumption amounts, the balance will be billed to the Licensee.

All bars must close no later than 30 minutes prior to the scheduled event end time. In the interest of public safety, we reserve the right to close a bar at any time during the event. Alcoholic beverages may not be removed from the premises.

Where applicable, you must adhere to the WSLCB laws with regards to donated alcohol that is sold or auctioned off at an event. (Please see your Event Manager for details.)

### Pricing

Due to market fluctuations, menu prices are subject to change. Pricing for your event will be fixed within 60 days of your event.

Food and beverage functions require a minimum purchase of \$200.00 in food and non-alcoholic beverage. Should your catering order be less, the balance will be invoiced to total \$200.00 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% 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 **50%** of estimated food & beverage charges must be paid to the Lynnwood Convention Center no later than **30 days** prior to the event. A deposit of **100%** of the remaining estimated charges is due no later than **five business days** prior to the scheduled event. 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. The Lynnwood Convention Center does not extend direct billing. As such, a payment guarantee is required for all functions. You may finalize your account by Company Check, Cashiers Check, Visa, MasterCard, American Express, or cash.

### Excess Food

The Lynnwood Convention Center adheres to federal 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 the 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 donated under regulated conditions to agencies feeding the underprivileged at the convention center's sole discretion.

### Decorations, Floral, Entertainment

In an effort to make your job as easy as possible, and to provide a one-stop-shopping option, your Event Manager is available to assist you with fresh flowers, thematic decorations, specialty linens and center pieces, DJ services or live entertainment to enhance your event.

### Holidays

Menu pricing will be increased by 50% for events that fall on the following holidays: New Year's Day, Labor Day, Thanksgiving Day, The day after Thanksgiving, Christmas Eve and Christmas Day.

### Cancellation Policy

Cancellation of contracted food and beverage services must be made in writing. Should cancellation occur within 90 days of the contracted event, the following cancellation fees will apply.

<b>Notification of Cancellation Prior to Scheduled Event</b>	<b>Cancellation Fee % of Estimated Lost Food &amp; Beverage Revenue</b>
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, you agree to abide by all of the policies and procedures of the Lynnwood Convention Center, including these Food & Beverage Guidelines.