

Menu



LYNNWOOD
CONVENTION CENTER

Innovative Cuisine | Unparalleled Service | Unwavering Flexibility

Day Package Options

All package options are complimented by freshly brewed Starbucks coffee and assorted Tazo teas.

Lopez Package **\$39.50 per person**

In the Morning **The Classic Continental**

Assorted Breakfast Pastries, Butter, Preserves, Fresh Fruit and Orange Juice

Mid-Morning Refresh of Starbucks coffee and assorted Tazo teas
Freshly brewed Starbucks coffee and decaf
Mid morning Refresh will be billed on consumption.
\$36/gallon*

Lunch

Dunk and Go Sandwich

Painted Hills Roast Beef Dips and Au Jus
Rosemary Ham and Havarti with Honey Mustard Dip
Green Salad with House Dressing
Macaroni Salad
Tim's Potato Chips
Lemon Bars

In the Afternoon

The Fix

Assortment of Cookies, Brownies, Coffee, Tea
and Assorted Sodas and Bottled Water

**Mid morning Refresh will be billed on consumption.*

*Above menu items must be ordered for 50 people minimum unless otherwise specified.
All selections are subject to local tax of 9.5% and a 19% service fee.
Prices are subject to change*

*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may
increase your risk of food borne illness.*

Day Package Options

All package options are complimented by freshly brewed Starbucks coffee and assorted Tazo teas.

Orcas Package

\$45 per person

In the Morning

Lynnwood Basic

Scrambled Eggs, Bacon, Chicken-Apple Link Sausage,
Country Style Breakfast Potatoes and Fresh Fruit

Mid-Morning Refresh of Starbucks coffee and assorted Tazo teas

Freshly brewed Starbucks coffee and decaf

Mid morning Refresh will be billed on consumption.

\$36/gallon*

Lunch

La Italia

Cheese Tortellini with Roasted Garlic Cream
Gemelli with Rosemary Chicken, Artichokes, Peppers, Basil and Lemon
Parmesan Focaccia and Breadsticks
Hearts of Romaine with Herbed Croutons, Shredded Parmesan,
Sundried Tomatoes and Balsamic Dressing
Lemon Bars

In the Afternoon

Fresh Fruit and Cheese Display

A Variety of Artisan Cheeses and Seasonally Selected Fruits with Assorted Crackers
and Assorted Sodas and Bottled Water

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Day Package Options

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San Juan Package

\$50 per person

In the Morning

Mount Baker Breakfast

Fluffy Scrambled Eggs, Chicken-Apple Link Sausage, Smoked Bacon,
Breakfast Potatoes, Croissants and Fresh Fruit

Mid-Morning Refresh of Starbucks coffee and assorted Tazo teas

Freshly brewed Starbucks coffee and decaf

Mid morning Refresh will be billed on consumption.

\$36/gallon*

Lunch

All American

Barbecued Chicken

Barbecued Beef Brisket

Savory Corn Chowder

Roasted Red Potatoes

Silver Dollar Rolls

Mixed Greens with Shredded Carrots and Buttermilk Blue Cheese Dressing

Seasonal Vegetables

Apple Crumble

In the Afternoon

Seventh Inning Stretch

Cracker Jacks, Pretzels and Fun-Sized Candies,
and Assorted Sodas and Bottled Water

**Mid-morning refresh based on consumption.*

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Breakfast-Plated Options

Breakfast Entrees are complimented by an assortment of breakfast pastries, preserves, chilled orange juice, freshly brewed Starbucks coffee and assorted Tazo teas.

Classic Eggs Benedict

Toasted English Muffins topped with Canadian Bacon, Poached Eggs and Hollandaise, served with Potatoes O'Brien

\$19/person (25 person minimum)

Add Dungeness Crab or Smoked Salmon

\$22/person (25 person minimum)

French Toast Strata

Thick Slices of Cinnamon Batter Dipped Bread, slowly baked and laced with Seasonal Fruit, drizzled with Buttered Maple Syrup, served with Bacon

\$17/person

Lynnwood Starter

Scrambled Eggs, Bacon, Chicken-Apple Link Sausage and Country Style Breakfast Potatoes

\$17/person (25 person minimum)

Mixed Berry Blintzes

Light Crepes filled with Sweetened Ricotta Cheese, topped with Powdered Sugar and served atop Mixed Berries accompanied by Chicken-Apple Link Sausage

\$16/person

Northwest Scramble

Scrambled Eggs with Smoked Salmon and Shiitake Mushrooms, Toasted Brioche and Dilled Potato Hash

\$19/person (25 person minimum)

Seasonal Vegetable and Sun Dried Tomato Quiche

Flaky Pie Crust filled with Roasted Seasonal Vegetables, Sundried Tomatoes and Parmesan Cheese with a Light Tomato Red Pepper Coulis

\$17/person (25 person minimum)

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Breakfast-Buffer Options

All Buffet selections are complimented by freshly brewed Starbucks coffee and assorted Tazo teas.

The Classic Continental

Assorted Breakfast Pastries, Butter, Preserves, Fresh Fruit and Orange Juice
\$14/person (25 person minimum)

Down Home Southern Breakfast

Scrambled Eggs with Bell Peppers, Griddled Andouille Sausage,
Buttermilk Biscuits, Country Gravy, Grits and Fresh Fruit
\$21/person

Lynnwood Basic

Scrambled Eggs, Bacon, Chicken-Apple Link Sausage,
Country Style Breakfast Potatoes and Fresh Fruit
\$19/person

Lynnwood Deluxe Continental

Assorted Breakfast Pastries, Bagels, Fresh Fruit, Yogurt,
Granola, Hard Boiled Eggs, Sliced Ham, Tillamook Cheddar,
Butter, Preserves, Cream Cheese and Orange Juice
\$19/person

Mount Baker Breakfast

Fluffy Scrambled Eggs, Chicken-Apple Link Sausage, Smoked Bacon,
Breakfast Potatoes, Croissants and Fresh Fruit
\$21.50/person

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Individual Break Options

In the Morning

Assorted Muffins	\$34/dozen
Assorted Yogurts	\$25/dozen
Bagels and Cream Cheese	\$27/dozen
Breakfast Pastries	\$29/dozen
Butter Croissants	\$30/dozen
Granola Bars	\$18/dozen
Seasonal Fresh Fruit Display	\$5.50/person

In the Afternoon

Bags of Pretzels	\$18/dozen
Bags of Tim's Chips	\$18/dozen
Blue Bunny Ice Cream Bars	\$21/dozen
Brownies	\$24/dozen
Chef's Blend of Candied & Spiced Nuts	\$5.50/person
Fresh Baked Gourmet Cookies	\$22/dozen
Seasonal Vegetable Display	\$5.50/person
Tortilla Chips and Salsa	\$4.50/person
Trail Mix	\$4/person

Anytime

Coffee Service	\$36/gallon
Coffee service includes coffee, decaf, and Tazo Teas (Coffee/Tea available in 1 gallon, 1.5 gallon, 3 gallon,)	
Coffee Refresh	\$28/gallon
Bottled Juices	\$3/each
Bottled Water	\$2/each
Assorted Soda	\$2/each
Izze Sparkling Juices	\$3/each
Punch or Lemonade	\$20/gallon
Ice tea (minimum 3 gallons)	\$20/gallon

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Buffet Break Options

All options come with **sodas** and **bottled water**, unless otherwise specified.

The Fix

Assortment of Cookies, Brownies, Coffee and Tea
\$11/person (25 person minimum)

Fresh Fruit and Cheese Display

A Variety of Artisan Cheeses and Seasonally Selected Fruits with Assorted Crackers
(does not include beverage)
\$13/person (25 person minimum)

Heritage Park Picnic

Deviled Egg Assortment, Coleslaw, Southern Fried Chicken Drumettes
with Biscuits and Butter
\$14/person

Mediterranean Style

Hummus, Red Pepper Romesco, Pita Bread, Dolmas, Marinated Olives, Spinach
and Parmesan Pastry Spirals
\$13/person

The Pacific Crest Trail

Prepackaged Granola Bars, Trail Mix, Yogurt and Raisins
\$11/person (25 person minimum)

Seventh Inning Stretch

Cracker Jacks, Pretzels, Corn Dogs and Fun-Sized Candies
\$12/person (25 person minimum)

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Lunch-Plated Options

All lunch entrees are two courses and are complimented by assorted rolls and butter, dessert and freshly brewed Starbucks coffee, and Tazo teas.

Salad Entrées

Albacore Tuna Nicoise

Seared and Sliced Albacore Tuna, Green Beans, Hard Cooked Eggs,
Olives, with a Dijon Mustard Vinaigrette
\$21/ person

Italian Chicken

Hearts of Romaine, Roasted Chicken Breast, Herbed Croutons, Artichoke Hearts,
Shredded Parmesan with a Creamy Italian Dressing
\$19/ person

Teriyaki Chicken

Oven Roasted, Marinated Teriyaki Chicken Breast, Crispy Wonton Strips,
Soba Noodle and Fresh Vegetables
\$19/ person

Tri Tip Steak

Marinated and Grilled Tri Tip Steak, Rogue Creamery Blue Cheese Crumbles
with Roasted Butternut Squash, Caramelized Shallots and
Arugula served with a Sherry Vinegar Dressing
\$21/ person

Hot Entrées

Lemon Chicken

Herb Marinated Chicken Breast with a Warm Quinoa,
Leek and Bell Pepper Salad, with Red Pepper Coulis
\$19/ person

Smoked Salmon Penne

Smoked Salmon Penne with a Dill Caper Cream Sauce,
Cherry Tomato Confit, Roasted Shallots and Wilted Chard
\$20/ person

Teriyaki Beef

Two Marinated Teriyaki Skewers, Vegetable Stir Fry and Steamed Calrose Rice
\$20/ person

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Lunch-Buffer Options

All Buffet selections are complimented by freshly brewed Starbucks coffee and assorted Tazo teas.

All American

Barbecued Chicken

Barbecued Beef Brisket

Savory Corn Chowder

Roasted Red Potatoes

Silver Dollar Rolls

Mixed Greens with Shredded Carrots and Buttermilk Blue Cheese Dressing

Seasonal Vegetables

Apple Crumble

\$29/person

Dunk and Go Sandwich

Painted Hills Roast Beef Dips and Au Jus

Rosemary Ham and Havarti with Honey Mustard Dip

Green Salad with House Dressing

Macaroni Salad

Tim's Potato Chips

Assorted Fresh Baked Cookies

\$19/person

El Comedor

Tortilla Chips with Salsa Verde and Pico de Gallo

Green Salad with Carrots, Pepitas and Cotija Cheese

Spanish Rice and Black Beans

Chile Rubbed Carne Asada

Spiced Chicken Empanadas

Warm Flour Tortillas

Lemon Bars

\$27/person

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Lunch-Buffer Options

All Buffet selections are complimented by freshly brewed Starbucks coffee and assorted Tazo teas.

La Italia

Cheese Tortellini with Roasted Garlic Cream
Gemelli with Rosemary Chicken, Artichokes, Peppers, Basil and Lemon
Parmesan Focaccia and Breadsticks
Hearts of Romaine with Herbed Croutons, Shredded Parmesan,
Sundried Tomatoes and Balsamic Dressing
Lemon Bars
\$21/person

Pan-Asian

Lemongrass Chicken
Barbecued Pork Char Siu
Pot Stickers
House Fried Rice
Baby Bokchoy with Garlic and Chilies
Soba Noodle Salad with Fresh Vegetables and Sesame Dressing
Fortune Cookies
\$25/person

Soup and Salad

Spinach Salad tossed with Crumbled Bacon, Hard Boiled Egg and Blue Cheese
Mixed Green Salad with Sliced Radishes, Matchstick Carrots and Croutons
Choice of Herbed Vinaigrette or Balsamic Vinaigrette
Panzanella Salad: Toasted Artisan Bread tossed with Garden Vegetables,
Feta Cheese, Sherry Vinegar and Olive Oil
Seasonal Soup
Potato Leek soup garnished with Green Onion
Rolls with Butter
Assorted Dessert Bars
\$18/person

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Lunch by the Box

All Boxed Lunches Include Tim's Chips, Whole Fruit, Cheese Snack, Dessert and Bottled Water.

Mediterranean Veggie Sandwich

Roasted Eggplant, Roasted Peppers, Cucumbers, Hummus and Ricotta Salata

\$17.50/person

Oven Roasted Chicken Sandwich

Herb Marinated and Oven Roasted Chicken Breast on Ciabatta
with Vegetable Cream Cheese

\$17.50/person

Roast Beef Sandwich

House Roasted Rare Roast Beef and Tillamook Cheddar
on a Ciabatta with Horseradish Mayonnaise

\$17.50/person

Roasted Turkey Sandwich

House Roasted Turkey and Provolone on Ciabatta with Dijon Mayonnaise

\$17.50/person

Tri Tip Steak Sandwich

Spice Rubbed Tri Tip Steak, Caramelized Onions, Roasted Peppers and Tzatziki

\$17.50/person

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Dinner-Plated Options

All dinner entrees are complimented by assorted rolls and butter, salad, dessert, freshly brewed Starbucks coffee, and Tazo teas.

Beef Fillet

Filet of Beef Oscar with Dungeness Crab, Asparagus and Hollandaise served over Chive Mashed Potatoes

\$52/ person

Classic Lasagna

Classic Lasagna with Bolognese Sauce, Mozzarella, Seasoned Ricotta, Served with Fresh Garlic Bread

\$24/ person

Glazed Pork Medallion

Mustard and Molasses Glazed Pork Medallion on Scallion Corn Pudding with Sweet Onion Marsala Jus

\$31/ person

Grilled Top Sirloin

Grilled Top Sirloin with a Shallot-Red Wine Reduction and Yukon Gold Mashed Potatoes

\$33/ person

New York Strip

Grilled New York Strip Steak with Gorgonzola Mashed Potatoes, Port Soaked Red Onions and Demi Glace

\$40/ person

Pan Seared Chicken Breast

Pan Seared Chicken Breast with Thyme Scented Field Mushrooms, Gorgonzola Polenta and a Marsala Reduction

\$30/ person

Salmon Filet

Filet of Salmon over a Warm Fingerling Potato Salad with Leeks and Fennel, Topped with a Grain Mustard Vinaigrette

Market Price

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Salads and Desserts

Select **one** of the following salads and desserts to compliment your entrée selection.

Salads

Bibb Lettuce with Roasted Fennel, Red Onions, Asiago Cheese and Orange Thyme Vinaigrette

Hearts of Romaine with Herbed Croutons, Sundried Tomatoes,
Shredded Parmesan tossed in a Creamy Italian Dressing

House Greens with Dried Cherries, Chevre Crostini and Lemon Poppyseed Dressing

Desserts

After Midnight Chocolate Silk Pie

Cheesecake

Key Lime Silk Tart

Pineapple Rum Cake

Paradiso Chocolate Cake with Raspberries

Other desserts are available, please speak to your Event Manager about more options.

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Dinner-Buffer Options

All Buffet selections are complimented by freshly brewed Starbucks coffee and assorted Tazo teas.

All American

Barbecued Chicken

Barbecued Beef Brisket

Savory Corn Chowder

Roasted Red Potatoes

Silver Dollar Rolls

Mixed Greens with Shredded Carrots and Buttermilk Blue Cheese Dressing

Seasonal Vegetables

Apple Crumble

\$29/person

El Comedor

Tortilla Chips with Salsa Verde and Pico de Gallo

Green Salad with Carrots, Pepitas and Cotija Cheese

Spanish Rice and Black Beans

Chile Rubbed Carne Asada

Spiced Chicken Empanadas

Warm Flour Tortillas

Lemon Bars

\$27/person

Pan-Asian

Lemongrass Chicken

Barbecued Park Char Siu

Pot Stickers

House Fried Rice

Baby Bokchoy with Garlic and Chilies

Soba Noodle Salad with Fresh Vegetables and Sesame Dressing

Fortune Cookies

\$25/person

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Dinner-Buffer Options

All Buffet selections are complimented Starbucks coffee and assorted Tazo teas.

Tuscany

Antipasto Display with Eggplant, Caponata, Olives, Marinated Artichokes, Rosemary Ham
Fennel Salami and Marinated Mozzarella
Hearts of Romaine with Herbed Croutons, Shredded Parmesan, Sundried Tomatoes,
And a Creamy Italian Dressing
Panzanella Salad with Cucumbers, Roasted Peppers, Roasted Fennel and Onions with Asiago Cheese
Farro with Cannelinni Beans and Chard
Herb Crusted Chicken with a Fricassee of Tomato, Roasted Garlic and Balsamic Vinegar
Parmesan Focaccia Fingers and Bread Sticks
Cheesecake
\$29/person

West of the Cascades

House Green Salad with Candied Walnuts, Matchstick Carrots and Herb Vinaigrette
Quinoa Salad with Bell Peppers, Red Onions and Roasted Fennel
Whole Sides of Baked Salmon topped with Fresh Herbs and served with
Cucumber Crème Fraiche (served room temp)
Top Sirloin with Mushroom Demi Glace
Roasted New Potatoes tossed with Blue Cheese
Chef's Choice Vegetable
Seasonal Dessert Confection
\$38/person

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Carving Stations

Carved items include petit sandwich rolls and condiments.
All carved items require a staff carver at \$25 per hour + tax with a 2 hour minimum.

Apricot Stuffed Pork Loin

\$175 serves 30 people

Dijon and Honey Glazed Ham

\$225 serves 50 people

Herbed Leg of Lamb

\$225 serves 30 people

Prime Rib

\$400 serves 35 people

Roasted Breast of Turkey

\$175 serves 30 people

Roast New York Strip of Beef

\$325 serves 30 people

Roast Tenderloin of Beef

\$350 serves 20 people

Top Round of Beef

\$225 serves 25 people

Whole Roast Turkey

\$225 serves 50 people

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Cold Hors d'oeuvres

Selections may be served as a **passed** or **plated** option.

Caprese Skewers with Cherry Tomatoes, Fresh Mozzarella and Basil

\$26/dozen

Dungeness Crab Salad Sliders

\$34/dozen

Focaccia Fingers with Herbed Cream Cheese and Prosciutto Crumbles

(also available as vegetarian)

\$25/dozen

Garlic Roasted Lamb on Crostini with Harissa Mayonnaise and Pickled Cucumber

\$30/dozen

Marinated Flank Steak on Crostini with Red Onion Marmalade

\$30/dozen

Profiteroles filled with Chevre and Topped with Balsamic Glazed Onions

\$25/dozen

Stuffed Mushrooms with Pancetta and Oregonzola

\$26/dozen

Teriyaki Salmon Skewers

\$32/dozen

Virgin Mary Prawn Shooters

\$32/dozen

Above items must be ordered at a minimum of 4 dozen per menu item selection.

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Hot Hors d'oeuvres

Selections may be served as a **passed** or **plated** option.

“Crabcake” stuffed Mushroom Caps with Green Onions
\$29/dozen

Duck Spring Rolls with Hoisin Sauce
\$28/dozen

Harissa Rubbed Beef Skewers with Garlic Sauce
\$30/dozen

Kobe Beef Sliders with Caramelized Onions
\$27/dozen

Mini Dungeness Crab Cakes with Grain Mustard Remoulade
\$33/dozen

Risotto Fritters stuffed with Olive and Sundried Tomato and Asiago Cheese
\$28/dozen

Spicy Barbecued Pork Empanadas
\$28/dozen

Tandoori Spiced Chicken Skewers with Raita
\$29/dozen

Vegetable Samosas with Mango Chutney
\$25/dozen

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Display Options

Antipasto Display

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

\$9/person

Artisan Cheese Display

A Variety of Artisan and Northwest Cheeses with Assorted Crackers

\$5.50/person

Citrus Poached Prawn Cocktail

Served with Lime Cocktail Sauce

\$6.50/person

Mediterranean Breads and Spreads

Roasted Red Pepper Romesco, Hummus and Feta Tapenade
with Pita Bread and Olives

\$5.50/person

Seasonal Fresh Fruit Display

An Assortment of Sliced Fresh Fruits and Berries

\$5.50/person

Seasonal Vegetable Display

An Assortment of Fresh Garden Vegetables and Specialty Dips

\$5.50/person

Smoked Salmon Display

Smoked Salmon, with a Scallion Cream Cheese, Pickled Red Onions,
Capers, Chopped Egg and Cocktail Breads

\$10/person

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Beverages

Tequila

Sauza Gold

Gin

Beefeater

Vodka

Smirnoff

Rum

Barcardi Light

Bacardi Select

Whiskey & Scotch

Jack Daniels

Glenlivet

Crown Royal

Canadian Club

Christian Brothers

Microbrew & Imported Beers

Deschutes Porter

Mirror Pond Pale Ale

Fat Tire

Stella

Corona

Widmer Hefeweizen

Domestic Beers

Coors Light

Bud Light

Budweiser

Non-Alcoholic

Dasani

Perrier

Fruit Juice

(Apple, Orange, Cranberry, Pineapple)

Soft Drinks

Coke

Diet Coke

Coke Zero

Sprite

Gourmet Soft Drinks (by request)

Izze's Sparkling Juices

Martinellis Sparkling Juice

Beverage Bar Pricing

Domestic Beer	\$5
Microbrew & Imported Beer	\$6
Wine by the Glass (14 Hands)	\$7 <i>House</i>
Wine by the Bottle	See Wine List on next page
Cocktail	\$7
Double	\$11
Bottled Water & Soft Drinks	\$2
Sparkling Water & Fruit Juices	\$3
Izze's & Sparkling Juices	\$3

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Wine List

House Selections

Washington - 14 Hands Chardonnay	\$26
Washington - 14 Hands Merlot	\$26

Tier One

Whites

Washington - Mercer Estates Pinot Gris	\$26
Washington - Milbrant Riesling	\$26
Washington - Kestrel Platinum Blond	\$26
Oregon - Foris Fly Over White (P. Blanc, Chard, P. Gris)	\$26

Reds

Washington - Kestrel Lady in Red	\$27
Washington - Columbia Winery Syrah	\$27
Washington - Covey Run Merlot Winemakers	\$27
Washington - Columbia Crest Merlot - Cab. Two Vines	\$27
California - Bogel Petite Syrah	\$27
Oregon - Foris Fly Over Red (Cab. Sauv, Merlot, Cab. Franc)	\$27

Tier Two

Whites

Washington - Chateau St. Michelle Chardonnay	\$30
Washington - Novelty Hill Semillon	\$30
California - Zaca Mesa Viognier	\$30

Reds

Washington - Maryhill Sangiovese	\$31
Washington - Duck Pond Cabernet Sauvignon	\$31
Washington - Columbia Crest H3 Merlot	\$31
Washington - Red Diamond Cabernet	\$31
California - DeLoach Cabernet	\$31

Tier Three

Whites

California - Frogs Leap Sauvignon Blanc	\$45
California - Cakebread Chardonnay	\$45

Reds

Washington - Barnard Griffin Cabernet	\$47
Washington - Novelty Hill Syrah	\$47
Washington - Mercer Estates Merlot	\$47
Washington - Whidbey Island Sangiovese	\$47
California - Zaca Mesa Syrah	\$47
California - Luna Sangiovese	\$47

Sparkling

Washington - Domain St. Michelle Brut	\$26
New Mexico - Blanc de Noir, Gruet	\$30
Italy - Adami Prosecco Bosco Di Gica	\$50
France - Perrier Jouet English Cuvee Brut	\$70

International

Chile - Cono Sur Organic Chardonnay	\$26
Chile - Cono Sur Organic Cabernet	\$31
Argentina - Arido Malbec	\$31

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Bar Service

Standard bar service includes a complete selection of premium liquors. Northwest wines, bottled domestic beers and microbrews, sodas and bottled water.

Our policy is to provide one (1) point of sale per 100 guests. There is a \$350 minimum guarantee on each bar for the first four hours. Bars open longer than four hours will incur an additional \$100 per hour per bar minimum guarantee. All bars must close at least 30 minutes prior to the scheduled event end time. In the interest of public safety, the Lynnwood Convention Center reserves the right to close the bar at any time during the event. Alcoholic beverages may not be removed from the premises.

Washington State Law prohibits the serving of alcohol to intoxicated or underage guests.

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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 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 in food and non-alcoholic beverage. Should your catering order be less, the balance will be invoiced to total \$200 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

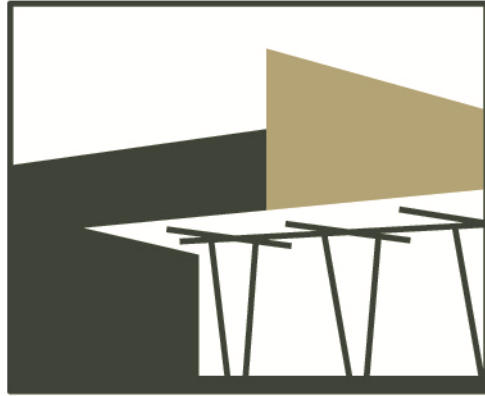
Should the event license agreement be based on a minimum food and beverage purchase (F&B Minimum) which is included as part of the license fee, then the cancellation policies stipulated in the event license agreement shall prevail.

Should the event license agreement NOT be based on a minimum food and beverage purchase (F&B Minimum), the cancellation of ordered 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.

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, you agree to abide by all of the policies and procedures of the Lynnwood Convention Center, including these Food & Beverage Guidelines.



LYNNWOOD

CONVENTION CENTER



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