Signature Conference Package

LYNNWOOD EVENT CENTER

Lynnwood Wake Up Breakfast

Freshly Brewed Coffee, Assorted Teas, and Orange Juice
Fresh Fruit Display, Scrambled Eggs, Bacon, Sausage,
Herb Roasted Potatoes, Mini Croissants and Jam

House-Made Trail Mix

Anytime Break

(Choose one)

ENERGIZE V GF
Dark Chocolate Nut KIND® Bars
House-Made Trail Mix
Beecher's Cheese Stick

SWEET TOOTH V
Macarons
Chocolate Truffles
Mini Cheesecakes

Build Your Own Lunch Buffet

Freshly Brewed Coffee, Assorted Teas, and Iced Tea

SALADS
(Choose one)

Green Garden Mix, Herb Vinaigrette V GF

Kale Mixed Greens, Carrot, Cucumber, V+ GF
Lemon-Tahini Dressing

Chopped Romaine, Roasted Chickpeas, Parmesan, V GF
Sundried Tomato, Creamy Olive Dressing

ACCOMPANIMENT
(Choose one)

Sour Cream Mashed Potatoes V GF

Herb Roasted Baby Rainbow Potatoes V+ GF

Mascarpone & Herb Polenta V GF

Creamed Hominy V GF

Preserved Lemon Rice Pilaf V+ GF

Caramelized Onion & Tomato Risotto V GF

Cacio e Pepe Orzo V

ENTREES
(Choose two)

Lemon Butter Chicken; Artichokes, GF
Roasted Peppers, Capers

Pork Chili Verde GF DF

Ling Cod Puttanesca GF DF

Tuscan Chicken Thighs; GF
Olives, Sun-Dried Tomato, Cream

Rosemary Chicken, Roasted Mushrooms, Sherry Cream GF

Artichoke Crusted Salmon, Grain Mustard Butter GF

Roasted Salmon, Agrodolce, Roasted Red Pepper Sauce GF DF

VEGETABLES
Chef's Choice Seasonal Vegetable V+ GF

ASSORTED CAKE BITES V

$115 per person

For groups of more than 30 attendees. *All selections are subject to 10.6% sales tax and a 24% 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.

Essential Conference Package

LYNNWOOD EVENT CENTER

Cascade Sunrise Breakfast

Freshly Brewed Coffee, Assorted Teas, and Orange Juice
Assorted Breakfast Pastries, Bagels, Cream Cheese,
Fresh Fruit Display, Hard Cooked Eggs, Individual Flavored Yogurts

House-Made Trail Mix

Anytime Break

(Choose one)

ENERGIZE V GF
Dark Chocolate Nut KIND® Bars
House-Made Trail Mix
Beecher's Cheese Stick

SWEET TOOTH V
Macarons
Chocolate Truffles
Mini Cheesecakes

Choice Lunch Buffet

Freshly Brewed Coffee, Assorted Teas, and Iced Tea

(Choose one)

SALISH

Roasted Vegetable Chili V+ GF

Smoked Chicken Thigh, Bourbon Glaze GF DF

Shrimp & Andouille Sausage Stew; GF DF
Potatoes & Corn

Cheddar Grits V GF

Green Garden Salad, Buttermilk Ranch V

Peach Crumble V

TULALIP

Napa Cabbage, Daikon & Cucumber Slaw; V+ GF
Ginger Citrus Dressing

Scallion & Pea Jasmine Rice V+ GF

Kung Pao Tofu; Celery, Green Beans, V+ GF
Chili, Peanuts

Gochujang Glazed Chicken Thigh, Soy Butter GF

Coffee & Miso Braised Pork Shoulder DF GF

Mango Passion Cake V

SNOQUALMIE

Pastrami Wrap; Harissa Mayonnaise, DF
Shredded Cabbage, Roasted Peppers

Turkey, Sun-Dried Tomato-Brie Spread,
Lettuce, Tomato

Roast Beef, Cheddar, Horseradish
Mayonnaise, Roasted Red Onion, Lettuce,
Tomato

Marinated Tofu, Sesame-Miso Slaw, V+
Cucumber

Green Garden Salad V GF

Pickled Vegetable Antipasti GF

Mediterranean Chickpea Salad V+

Bagged Chips V

Assorted Cookies V

$109 per person

***For groups of more than 30 attendees**. All selections are subject to 10.6% sales tax and a 24% administrative charge.*
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Meet & Mingle
Reception Package

LYNNWOOD EVENT CENTER

Northwest Cheese Table V

Select Locally Produced Cheeses, Sour Cherry Spread, Grapes, La Panzanella Crocantini, Baguette, Spicy Pickled Peppers

Cascades Charcuterie Table

Locally Sourced Cured Meats, Pickled Vegetables, Cornichons, Mustard, Mama Lil's Peppers, Baguette

House Made Hors D'Oeuvres & Desserts

(*Choose three*)

Assorted Petit Fours V
Honey Pecan Chicken Salad Canape DF
Pesto Chicken and Artichoke Pita Pizzetta
Shrimp Salad with Fresh Herbs on Gougere
Teriyaki Salmon Skewers GF DF
Mushroom and Goat Cheese Profiterole V
Artichoke, Leek & Feta Crostini V

Assorted Macarons V
Harissa Beef Canape with Tahini Yogurt
House-Made Hummus on Cucumber Rounds V+ GF
Brie and Apple Tartlet V
Beet Hummus Tartlet, Toasted Pepitas V+ GF
Bacon and Cheddar Potato Croquettes
Potato Chorizo Empanadas

$53 per person

A setup fee will be applied for bartending service. See Food & Beverage Guidelines (page 4)

***For groups of more than 25 attendees**. All selections are subject to 10.6% sales tax and a 24% 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.

Food & Beverage Guidelines

Alcohol Safety

The Lynnwood Event 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 Event Center. The Lynnwood Event 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 Event Center. Espresso, Drip Coffee, Pastries, Sandwiches, Salads and Assorted Snacks.

Hosted and Non-Hosted Concession Sales: $1,000 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 Event Center management.

About Us

Catering services are proudly operated by the Lynnwood Event 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 Event Center is the exclusive food and beverage provider. Outside food and beverage is prohibited.

Menu Selection

The Lynnwood Event 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 Event 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 Event 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 your 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 seven days prior to the event. If the final guarantee is not received within seven 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 Event 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 Event 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 24% 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 10.6% 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

The Lynnwood Event 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 Event Center, is required for all credit card payments. Lynnwood Event 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 Event 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.

Food & Beverage Guidelines (continued)

Excess Food

The Lynnwood Event 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 the Lynnwood Event 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.

All food MUST be prepared by and come from the Lynnwood Event Center commercial kitchen. The only exception will be for desserts provided at weddings and non-profit fundraising events, pre-approved by Lynnwood Event Center management.

Dessert Dashes

Designed exclusively for our Auction and Fundraising Gala events, the Lynnwood Event 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 Event 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. The Lynnwood Event 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. The Lynnwood Event 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 Event Center, including these Food & Beverage Guidelines.

Bar Service

A $250 bar setup fee will be applied for up to four (4) hours of service. This fee covers the costs associated with preparing and setting the bar with equipment, glassware, serving materials and staffing. An additional $150 per bar will be charged for each additional hour of service.

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.

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).

A $50.00 per hour fee may apply for wine attendants when not associated with standard bar service.