



LYNNWOOD
CONVENTION
CENTER

Wedding
PACKAGES



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 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 Packages

Premiere *(included)*

- Risers, tables and chairs
- Two displayed hors d'oeuvres
- Black linens (other colors available to arrange with your Event Manager)
- China, silverware, glassware and votive candles
- Risers, tables and chairs
- White backdrop for head table with two up-lights
- Dance floor (15' x15' included, larger sizes available for fee)
- Bridal Suite
- Set-up, clean-up and teardown of room
- Event Insurance

Premiere Plus *(+ \$20 per person)*

- Risers, tables & chairs
- Three butler-passed hors d'oeuvres
- Black linens (other colors available to arrange with your Event Manager)
- Champagne/sparkling cider celebration toast
- Cake cutting and service
- China, silverware, glassware and votive candles
- Risers, tables and chairs
- White backdrop for head table with two up-lights
- Dance floor (15' x15' included, larger sizes available for fee)
- Bridal Suite & Groom's Room
- Set-up, clean-up and teardown of room
- Event Insurance

BUILD YOUR OWN

Dinner Buffet

\$76/person

Buffet options are complemented by freshly brewed organic coffee and assorted teas.

40 Guest Minimum

Passed Hors' d'oeuvres

choose two selections

Caprese Salad Spoon
Waldorf Chicken Salad Canapé
Spinach and Feta Tartlets
Pesto Chicken & Artichoke Flatbread
Kobe Beef Gougere Sliders
Teriyaki Salmon Skewers

Salads

choose two selections

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

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

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

Vegetables

Chef's Choice Seasonal Vegetables v+

Accompaniments

choose two selections

Sunset Fingerling Potatoes, Cheddar Cheese Sauce v GF
Roasted Garlic Mashed Potatoes v GF
Sour Cream & Scallion Mashed Red Potatoes v GF
Toasted Almond Pilaf v+ GF
Mushroom Thyme Pilaf v+ GF
House-made Mac and Cheese v
Caramelized Onion and Tomato Risotto v GF

Entrée Selection

choose two selections

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

Parmesan Crusted Salmon Filet, Basil-Dill Pomodoro Sauce

Texas Style Beef Brisket GF

Roasted Beef Striploin, Roasted Garlic Jus

All selections are subject to 10.6% 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](#).



Plated Dinner

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

40 Guest Minimum

Herb Roasted Salmon GF | \$72 per person
Sour Cream Potatoes, Mustard Tarragon Cream

Parmesan Crusted Salmon GF DF | \$73 per person
Lemon Risotto, Basil-Dill Pomodoro Sauce

Chicken Marsala GF | \$62 per person
Buttered Pasta, Roasted Mushrooms

Pan Seared Chicken Breast GF | \$61 per person
Roasted Garlic Mashed Potatoes, Artichoke,
Red Pepper & Red Onion, Lemon-Caper Butter Sauce

Herb-rubbed Roasted Pork GF | \$70 per person
Apple-Brie Risotto, Gingered Cider Jus

Peppered Filet GF | \$86 per person
Horseradish Mashed Potatoes, Roasted Onion Demi

Peppered New York Strip GF | \$78 per person
Potato Leek Strata, Gorgonzola Compound Butter,
Red Wine Demi

Oven Roasted New York Strip GF | \$77 per person
Roasted Sunset Fingerling Potatoes, Cheddar Green
Onion Compound Butter, Sherry-Demi Reduction

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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Bar Packages

Here at the Lynnwood Convention Center, we are reminded that locally sourced spirits are in ever-increasing demand due to the quality of the spirits and ingredients. It is our goal to not only support our local economy but to also give our guest an exclusively local Northwest experience. In addition, we strive 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.

Wine Menu

\$40 per bottle

White Wine

Erath Pinot Gris

Dundee Hills, OR

Columbia Chardonnay

Columbia Valley, WA

Chateau Ste Michelle

Mimi Chardonnay

Woodinville, WA

Waterbrook Sauvignon Blanc

Walla Walla, WA

Red Wine

Columbia Red Blend

Columbia Valley, WA

Hogue Merlot

Prosser, WA

Sagelands Cabernet

Columbia Valley, WA

Erath Pinot Noir

Dundee Hills, OR

Waterbrook Syrah

Columbia Valley, WA

Bubbles

Domain Ste. Michelle Brut

Columbia Valley, WA

Bar Menu

Beer

	Hosted*	No-Host**
Domestic	\$7.00	\$8.00
Local Northwest	\$8.00	\$9.00
Imported	\$8.00	\$9.00

Wine

(by the glass, 6-oz)

Hosted*

\$10.00

No-Host**

\$11.00

Liquor

(by the drink)

Hosted*

\$12.00

No-Host**

\$13.00

All selections are subject to 10.6% sales tax and a 21% administrative charge. Charges and taxes are subject to change.

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may increase your risk of food borne illness. Please refer to the [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: \$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 Convention Center management.

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 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 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

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.