



STATE FAIR PARK
& Event Center 

GENERAL INFO

Outside Food and Beverages

Spectra maintains the exclusive right to provide all food and beverage service. Any exceptions must be requested and obtained by prior written approval of the General Manager. Food items may not be taken off the premises; however, excess prepared food may be donated under regulated conditions to agencies feeding the underprivileged at the Central Washington State Fair Park sole discretion.

Beverage Service

Spectra offers a complete selection of beverages to compliment your function. As the licensee we are responsible for the administration of these regulations. Alcoholic beverages may not be brought onto the premises from outside sources without prior written consent of the General Manager. In compliance with Washington Liquor Enforcement Division we reserve the right to ask patrons for proper identification for alcoholic beverage service and we reserve the right to refuse alcohol service to intoxicated or underage persons.

Dietary Considerations

Spectra is happy to address special dietary requests for individual guests with a 72-hour advance notice.

China Service

China service is standard for all dinner buffets and plated dinners in the First National Bank Expo Hall and Restaurant in the Budweiser Events Center. Any special requests, please ask your Spectra sales representative.

Linens

Please ask your Spectra sales representative for information regarding additional linen needs for your event.

Menu Selections

Choose a menu from the preceding suggestions or have us custom design a menu for your particular needs. Menus for food events must be finalized (2) weeks prior to the event.

Management Charge & Taxes

All catered events are subject to a 19% Management Charge and 8.3% Sales Tax. This Management Charge is the sole property of the food/beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages), and is not charged in lieu of a tip. The Management Charge is not a tip, gratuity, or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the Management Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.

Guarantees

A final guarantee of attendance is required (7) working days prior to all food and beverage events. In the event of a split entree, the client is responsible to notify Spectra of the exact count of each item (7) working days prior to the event. Billing will be based on either your minimum guarantee (even if fewer guests actually attend) or the actual guest count, whichever is greater.

Spectra will prepare the following number of meals over the final guarantee:

0-200 – Guests 5% of the final guarantee

201 – 500 Guests 3% of the final guarantee

501 and above 2% of the final guarantee

Billing

A 50% deposit may be due with the return of the signed agreement. All events require a pre-client information form with a credit card information on file and returned with the signed contract. All incidentals billed during the event are due at the conclusion of the event. If payment of the balance due is not received by the appropriate date, a delinquent charge of 1.5% per month will be added to the balance.

Cancellation

In the event of a cancellation prior to two weeks before the event, 50% of the estimated charges may be due. Cancellation of food functions must be sent by e-mail or in writing to your Spectra Sales representative. Any cancellation received after the Final Guarantee has been provided will result in a fee equal to 100% of the charges on the affected Banquet event order(s) or signed agreement, whichever is the larger of the two.