



# CATERING & BANQUET SERVICES

## SAFETY FIRST MENU

| Washington State Convention Center |

SPRING 2021



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### | SERVICE PROMISE |

*We will consistently deliver a quality event experience tailored to the satisfaction of every customer.*

**Catering prices and services are subject to change due to the impacts of the pandemic. Please ask your Catering Specialist for more information.**

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# WELCOME

*Our commitment to the health and safety of our staff, clients, guests and communities we serve has never been more crucial. We are implementing recommendations based on guidelines from the Centers for Disease Control (CDC), and state and local government. Updates will be made to this guidance as regulations change.*

*We will continue our efforts to achieve the highest levels of workplace and food safety as we navigate our new normal in delivering experiences that enrich and nourish lives.*

*Below are Aramark's areas of emphasis for maintaining a safe environment, including many elements that exceed local health department regulations and requirements. Ask your Catering Specialist if you require more detail.*

## | EMPLOYEE PRACTICES |

- Staff health screening and temperature test at check-in.
- Staff uniforms and PPE issued on site.
- Shift briefing with healthy procedure reminders.
- Frequent hand washing.
- Health and safety procedures posted prominently back-of-house.

## | MEALS/FOOD SERVICE PRACTICES |

- All service ware is single-use compostable except for plated meals.
- Preset salads and plated meals are served with a cover; preset rolls and butter are in compostable sleeves.
- Lunch buffets are served action-station style with plexiglass shields.
- Reception food is served individually-portioned and action station style with plexiglass shields.
- Butler passed hors d'oeuvres involve domed station trays and individual containers.
- Individual pre-packaged snacks and house-made items are served by attendants.
- Boxed meals are served from three-tiered racks.
- Guest to hold ID as bartender verifies age.
- Fruit garnishes have been eliminated from the bar.
- Beer and soft drinks are opened upon request.
- Consider providing beer, wine, and non-alcoholic drinks over mixed drinks.
- Attendants will provide coffee accompaniments upon request.
- Safety modifications may result in increased staffing charges.

## | OPERATIONS PRACTICES |

- Physical distancing is considered in all break and meal placements.
- Directional pathways are established for foot traffic, and separate routes are designated for entry, exit, and other shared spaces where possible.
- Hand sanitizer stations are located near food and beverage stations.
- Retrofitted touchless hot urns and cold beverage containers will be provided.
- Touchless compostable silverware service dispensers will be provided.

## | CULINARY PRACTICES |

- Deliveries are inspected and unboxed prior to storing, and the cardboard is sent to the crusher immediately after receiving.
- Staff member changes their uniform between deliveries.
- A staff member is dedicated to the continuous sanitization of high-touch areas.
- Workstations in the kitchen are marked to promote physical distancing.

## | WAREHOUSE PRACTICES |

- All items are received and stored for 24 hours prior to handling by staff when possible.
- Warehouse access is limited to the warehouse supervisors and up.

**Menu Modifications:** *This Safety First Menu is a modified version of our standard menu that identifies items that allow us to adhere to standards indicated above. It is not a complete list of our capabilities, and many of the items have variations that meet guidelines. Your Catering Specialist can help you explore options. Custom menu requests will be reviewed to ensure the safety of staff and attendees.*

WELCOME





## MEET THE CHEF

# OUR CHEFS



| CHEF JOSÉ LUIS CHAVEZ |  
*Executive Chef*



Executive Chef at WSCC since 2003, Chef José's gourmet technique is influenced by the cuisines of France and the Pacific Northwest. His style in the kitchen is reflected in his organizational skills, attention to detail, and a diversified palette that emphasizes simplicity, honesty, and continuity of ingredients and flavors. Chef José holds a Level II ProChef Certification from The Culinary Institute of America.

Chef José has a dedicated relationship with the FareStart culinary training program for disadvantaged individuals (he is a regular participant in their *Guest Chef Spectacular* fundraiser) and performs other community outreach. On behalf of the Convention Center, Chef José has cultivated valuable relationships with local farmers and fishermen to bring fresh, sustainable food to our menus.



## BEVERAGES

*All hot beverages are served from newly retrofitted touchless urns. Condiments are available on request and handed out by our attendants. Additional staffing charges may be required. Please inquire with your Catering Specialist for details.*

### | HOT |

*Two-gallon minimum order, priced per gallon*

**STARBUCKS VERONA BLEND REGULAR COFFEE** \$70

**STARBUCKS VERONA BLEND DECAFFEINATED COFFEE** \$70

**ASSORTED TEVANA TEAS** \$70



### | COLD BOTTLED |

*Priced per bottle/can*

**STARBUCKS ICED COFFEES** \$7.25

Frappuccino  
Double shot  
Iced Italian Roast

**VITAMIN WATER ZERO** \$6

Focus, Energy, Essentials

**BOTTLED JUICES** \$4.75

Orange, cranberry, apple

**NAKED JUICES** \$6.50

Green Machine, Strawberry Banana

**FLAVORED AHA SPARKLING WATERS** \$4.50

Citrus + Green Tea, Lime + Watermelon, Orange + Grapefruit

**COCA-COLA PRODUCTS** \$4.50

Coke, Diet Coke, Coke Zero, Sprite



## SNACKS

*All snacks are packaged for your safety. Items are individually wrapped or placed in a sealed cup in our kitchen prior to service. Pricing is per dozen except where noted. Ask your Catering Specialist for additional selections.*

### | INDIVIDUALLY PACKAGED |

HERSHEY'S MINIATURES \$33 *per pound*  
(GF, V, may contain nuts)

ASSORTMENT OF FULL-SIZE CANDY BARS \$45 ✓  
Reese's Peanut Butter Cups, Hershey's Chocolate bars, Snickers, M&M's

ERIN'S GOURMET POPCORN \$52 ✓

SKINNY POP POPCORN \$52 ✓

TIM'S CASCADE POTATO CHIPS \$42 ✓

FLAVORED CHEX MIX \$42 ✓

MIXED NUTS \$52 ✓

TRAIL MIX \$52 ✓

GREEK YOGURTS \$50

ENERGY BARS \$52 ✓

HÄAGEN-DAZS ICE CREAM BARS \$95 ✓

HELADOS & OUTSHINE FROZEN FRUIT BARS \$64 ✓

NOVELTY ICE CREAM BARS \$40 ✓

### | FROM OUR KITCHEN |

FRESH FRUIT CUPS \$83 ✓  
Cantaloupe, honeydew, pineapple, grapes

FRESH VEGGIE CUPS \$53 ✓  
Carrots, celery, tomato, red pepper, broccoli, ranch dipping sauce

ASSORTED MUFFINS \$53 ✓

RASPBERRY JAM SABLE \$53 ✓

GOURMET COOKIES \$53 ✓  
Chocolate chip, Oatmeal Cranberry, Snickerdoodles

COCONUT MACAROONS \$53 ✓

ENERGY BITES \$53 ✓



DIETARY KEY





## BREAKFAST

### | BOXED BREAKFAST |

*Served by our attendants from our three-tiered racks*

#### CONTINENTAL \$25

Breakfast pastry, fresh fruit cup, Greek yogurt, orange juice, Starbucks coffee and Teavana tea service

#### HEALTHY START \$25

Energy bar, fresh fruit cup, Greek yogurt, orange juice, Starbucks coffee and Teavana tea service


#### BACKPACK SNACK PACK \$25

Almonds, Tillamook cheddar cheese, beef jerky, fresh veggie cup, Green Machine Naked Juice

### | HOT BREAKFAST WRAPS |

*Served by our attendants*  
\$9 each

Choice of:

- Tofu, sautéed onions, tomatoes, spicy roasted sweet potatoes 
- Chorizo, egg, cheese
- Maplewood smoked bacon, egg, cheese



Consumption of raw or undercooked meats, eggs, fish, or shellfish may increase your risk of foodborne illness.

### | HOT BREAKFAST BUFFET |

*Served reception station style with plexiglass shields. Each item served from individual stations throughout your event space.*

#### PUGET SOUND BUFFET \$30

Breakfast breads 

Fresh fruit cup 

Cage free scrambled eggs, chives, tomatoes 

Chicken & apple sausage 

Diced Yukon Gold potatoes, Walla Walla onions, peppers 

Bottled orange, cranberry and apple juices

Starbucks coffee and Teavana tea service

### | HOT PLATED BREAKFAST |

*Plated breakfasts will arrive to your table covered. Tableside beverage service. All entrees include a fresh fruit cup, breakfast pastry, Starbucks coffee and Teavana tea service. Additional staffing charges may be required.*

#### PIKE PLACE SCRAMBLE \$28

Scrambled eggs with scallions, roasted baby fingerling potatoes, maplewood smoked bacon, oven cured tomato

#### ASPARAGUS & CREMINI MUSHROOM FRITTATA \$29

Scrambled eggs with scallions, roasted baby fingerling potatoes, maplewood smoked bacon, oven cured tomato

#### DIETARY KEY





## BOXED LUNCHES

All boxed lunches include a choice of one canned Coca-Cola product or Dasani water and compostable flatware. Choose a maximum of three varieties, which includes vegetarian. Gluten free options are available at an additional fee. Additional staffing charges may be required. Served by our attendants.

### | SANDWICHES |

\$28.50 each

Includes a house side salad, whole seasonal fruit, and a cookie

#### HARISSA WRAP

Wheat tortilla, golden raisin couscous, harissa tofu chickpea salad, sweet onion

#### ROAST BEEF SANDWICH

Roast beef, Tillamook cheddar, honey-horseradish spread, lettuce, roma tomato, sourdough bread

#### PIKE PLACE SANDWICH

Sliced turkey, salami, mozzarella, giardiniera spread, roma tomato, shredded lettuce, baguette

#### CLASSIC TURKEY

Shaved turkey, Tillamook cheddar, mayonnaise, roma tomato, lettuce, wheat bread



### | SALADS |

\$30.50 each unless otherwise noted

Includes a roll, whole seasonal fruit, and a cookie

#### GRILLED SALMON SALAD

Roasted cauliflower-apple melange, watercress vinaigrette on a bed of bibb lettuce

Add \$3.50

#### MISO ROASTED EGGPLANT SALAD

Napa carrot slaw, bok choy rice salad, sesame dressing

#### NORTHWEST NIÇOISE SALAD

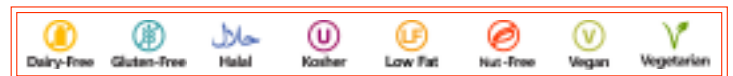
Herbed, grilled portobello, fingerling potato salad, free-range eggs, haricots verts, local tomatoes, olives, red wine vinaigrette

#### WASHINGTON SMOKED CHICKEN SALAD

Green beans, sweet corn, Samish Bay goat cheese, farro, butter lettuce, sweet onion vinaigrette

The contents and packaging of every  
boxed lunch and boxed salad are compostable.  
No waste is sent to the landfill.

#### DIETARY KEY







## TWO COURSE PLATED LUNCH ENTRÉES

Our staff will preset the starter salads with lids, and rolls in compostable sleeves with wrapped butter. This minimizes server contact with your attendee. Canned Coca-Cola products or Dasani waters are included. Desserts may be added for an additional charge. Listed prices are per person. Additional staffing charges may be required. Additional beverages may be ordered separately for an additional charge. For dietary needs please refer to page 12.

### | STARTER COURSE |

Select One

#### ARUGULA & FRISÉE SALAD

Candied walnuts, manchego ribbons, Washington cherries, grain mustard vinaigrette

#### PIKE PLACE SALAD

Artisan greens, fresh berries, local tomatoes, Beecher's Flagship Cheese vinaigrette

#### FRISÉE POTATO SALAD

Potato medley, diced cucumbers, green olives, baby frisée, oregano-lemon vinaigrette

#### WASHINGTON MARKET SALAD

Market greens, toasted hazelnuts, roasted beets, Washington cherries, honey-beet vinaigrette



### | PLATED LUNCHES |

#### TENDERLOIN OF BEEF \$55

Demi-glaze, Whatcom blue cheese mashed potatoes, grilled asparagus

#### GRILLED BONE-IN PORK CHOP \$45

Caramelized onion, haricot vert with lemon oil, roasted garlic mashed potatoes

#### GRILLED WASHINGTON CHICKEN BREAST \$38

Tri-color potatoes, braised kale, Walla Walla onion cream sauce

#### HOUSE-SMOKED SALMON \$39

Olive oil mashed potatoes, cider sauce, seasonal vegetables

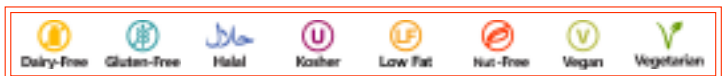
#### PACIFIC GRILLED SALMON \$38

Sesame rice, edamame, sriracha butter sauce

#### SEARED MOROCCAN STYLE PACIFIC COD \$40

Mediterranean couscous, Moroccan sauce, blend of roasted peppers, kalamata olives, raisins, mint, seasonal vegetables

#### DIETARY KEY





## LUNCH BUFFETS

Buffet lunches are served reception station style with plexiglass shields by attendants to minimize contact. Canned Coca-Cola products or Dasani waters are included. Listed prices are per person. Additional staffing charges may be required. Additional beverages may be ordered separately for an additional charge. For dietary needs please refer to page 12.

### | GLOBAL LUNCH BUFFET |

\$34 per person

#### INDIVIDUAL GREEK SALAD WITH A TWIST

Kale, tri-color tomatoes, cucumber, oregano vinaigrette

#### PRE-PACKAGED SANDWICH ASSORTMENT

##### Torta

Grilled chicken, poblano mayonnaise, shredded lettuce, roma tomatoes, pickled red onion

##### Simply Turkey

Smoked turkey, artichoke lemon pesto, baby spinach, Mama Lil's peppers, sliced roma tomatoes

##### Harissa Wrap

Wheat tortilla, golden raisin couscous, harissa tofu, chickpea salad, sweet onion

#### PACKAGED LEMON BAR



### | PACIFIC NORTHWEST BUFFET |

\$46 per person

#### INDIVIDUAL FIELD LETTUCE SALAD

Toasted hazelnuts, local tomatoes, fireweed honey-beet vinaigrette

#### ASSORTED PACKAGED ROLLS & BUTTER

#### HOUSE SMOKED SALMON

Cherry, apple, fennel salad

#### LOCALLY MADE WALLA WALLA SWEET ONION RAVIOLI

Beecher's Flagship Cheese sauce

#### TRI-COLOR ROASTED POTATOES

Fresh herbs

#### GRILLED ASPARAGUS

#### SEASONAL CHEESECAKE

#### DIETARY KEY





# DINNER

## TWO COURSE PLATED DINNER ENTRÉES

Our staff will preset the starter salads with lids, and rolls in compostable sleeves with wrapped butter. This minimizes server contact with your attendee. Canned Coca-Cola products or Dasani waters are included. Desserts may be added for an additional charge. Listed prices are per person. Additional staffing charges may be required. Additional beverages may be ordered separately for an additional charge. For dietary needs please refer to page 12.

### | STARTER COURSE |

Select One

#### PIKE PLACE SALAD

Artisan greens, fresh berries, local tomatoes, Beecher's Flagship Cheese vinaigrette

#### BABY ICEBERG SALAD

Hothouse tomatoes, local blue cheese vinaigrette

#### HEIRLOOM BABY LETTUCES

Goat cheese, sherry-shallot vinaigrette

### | SEAFOOD |

#### CITRUS-CRUSTED PACIFIC COD \$55

Plum tomato confit, cremini mushroom risotto, seasonal vegetables

#### PAN-SEARED HALIBUT Market Price



Lemon butter sauce, potato gnocchi, mushroom-tarragon ragout, seasonal vegetables

#### HONEY-SMOKED SALMON \$51

Lemon butter sauce, Beecher's Flagship Cheese polenta, haricots verts

### | BEEF |

#### GRILLED PAINTED HILLS BEEF FILET \$65

Caramelized shallot sauce, tri-color roasted potatoes, seasonal vegetables  

#### PIKE PLACE BEER-BRAISED SHORT RIBS \$52

Mirepoix, cauliflower mashed potatoes, roasted carrots

#### FLAT IRON STEAK \$50

Chimichurri sauce, ancho chile mashed potatoes, seasonal vegetables

### | POULTRY & PORK |

#### ROASTED-SMOKED CHICKEN \$45

Chive Mediterranean couscous, roasted carrots, portabella mushroom ragout

#### GRILLED PORK TENDERLOIN \$46

Cider demi-glace, tri-color sliced potato hash, haricots verts, fried onions

#### PROSCIUTTO-WRAPPED CHICKEN \$45

Sage-infused demi-glace, mushroom risotto, seasonal vegetables



#### DIETARY KEY



For duet options, please consult with your catering specialist who will help with pairing the menu.

Consumption of raw or undercooked meats, eggs, fish, or shellfish may increase your risk of foodborne illness.



# DINNER

## PLATED LUNCH & DINNER DIETARY ENTRÉES

Our one-plate concept for plated dietary meals combines your starter course and entrée plate. Plated dietary meals are available for both plated and buffet functions. If over 30 dietary meals are needed, a separate pickup location will be provided. If under 30, attendees can ask their server for the dietary meal. An attendant can be provided at an additional cost of \$200. Dietary entrée price equals the price of your main entrée selection.

### | VEGETARIAN |

#### TOFU TAGINE 🌱

Tri-color quinoa, sautéed spinach, roasted asparagus

#### HAND-MADE RAVIOLI 🌱

Served with roasted tomatoes, aged parmesan, roasted shallot sauce, seasonal vegetables

Choice of:

- Portobello ravioli
- Pear & brie ravioli
- Beet & goat cheese ravioli



### | VEGAN/GLUTEN-FREE/DAIRY-FREE |

#### CHANTERELLE & PORTOBELLO MUSHROOM RISOTTO 🌱🌾🥛

Truffle essence, seasonal vegetables

#### VEGAN PAELLA 🌱🌾🥛

Grilled tofu, saffron rice, roasted peppers, organic tomatoes, green peas

#### QUINOA STUFFED ROASTED PASILLA PEPPER 🌱🌾🥛

Golden quinoa, roasted corn, red peppers, mushrooms, onions, with a rich tomato sauce

### | KOSHER, HALAL, OTHER | 🍽️🍽️

Consult with your catering specialist on current pricing and offerings.

#### DIETARY KEY



For duet options, please consult with your catering specialist who will help with pairing the menu.

Consumption of raw or undercooked meats, eggs, fish, or shellfish may increase your risk of foodborne illness.





## HORS D'OEUVRES

All hors d'oeuvres are served in an individual single use, compostable vessel. Displayed items will be protected with plexiglass shields. Butler-passed hors d'oeuvres arrive on dome-covered platters. Additional staffing charges may be required. Butlers are \$200 each. Consult with your Catering Specialist on quantities needed, as this varies with quantities ordered.

### | CHILLED |

Prices are per dozen unless otherwise noted.

#### LOCALLY MADE CHEESE PLATE \$14 per person

Roasted walnuts, orange-fig jam, grapes on the vine, artisan crackers

#### LOCAL ANTIPASTI PLATE \$14 per person

Prosciutto, dried salami, Chorizo, Beecher's Flagship Cheese, whole grain mustard, cornichons, artisan crackers

#### PIKE PLACE VEGETABLE CRUDITÉS PLATE \$12 per person

Assortment of crispy garden vegetables, herbed ranch

#### DUNGENESS CRAB SPOONS \$85

Chive & Lemon

#### NORTHWEST SHOOTERS \$55

Roasted Beet, Smoked Salmon, Fennel Essence

#### AHI TUNA SPOONS \$65

Wonton Crunch

#### ASIAN CHICKEN SALAD \$60

Wonton Chip

#### CAPRESE SALAD SHOOTER \$52

Fresh Mozzarella Bocconcini, Heirloom Tomato-basil oil

#### HUMMUS-TABBOULEH SHOOTER \$48

Pita Toast Points

### | HOT |

Prices are per dozen.

#### NORTHWEST DUNGENESS CRAB CAKES \$85

Citrus remoulade

#### KOREAN BEEF BULGOGI BITES \$70

Red chili dipping sauce

#### SPICY HUCKLEBERRY BBQ MEATBALL BROCHETTES \$46

#### CHICKEN TENDERS \$50

Hoisin sesame crusted

#### ACHIOTE CHICKEN & PLANTAIN BROCHETTES \$46

#### CRISPY DUCK SPRING ROLLS \$58

Thai chili sauce

#### MAMA LIL'S RISOTTO CAKE \$46

#### CANTONESE-STYLE VEGETABLE POT STICKERS \$46

Hoisin sauce

#### HOUSE-MADE VEGETABLE SAMOSAS \$75

Spicy yogurt sauce



#### DIETARY KEY





## RECEPTION ACTION STATIONS

The following action and carving stations will be served from separate service tables protected with plexiglass. Attendants and chefs are an additional \$200 each. Consult with your Catering Specialist on the quantities needed.

### | ACTION STATIONS |

Prices are per person.

#### RISOTTO BOWLS

Arborio rice with sautéed cremini mushrooms, artichoke hearts, fresh herbs, aged parmesan \$13

or

Arborio rice with fresh herbs, shrimp, aged parmesan \$16

#### BEECHER'S FLAGSHIP MAC & CHEESE \$13

Diced tomatoes, sliced green onions, toasted bread crumbs

#### BEECHER'S FLAGSHIP MAC & CHEESE WITH HAM \$16

Diced tomatoes, sliced green onions, toasted bread crumbs

#### SEATTLE SUSHI PLATTERS\* \$26

Spicy tuna, Seattle roll, California roll, nigiri sushi, pickled ginger, wasabi, soy sauce






#### TRADITIONAL PAELLA \$20

Chicken, shrimp, chorizo, saffron rice

### | LIVE GRILL SKEWER STATION |

Minimum 25 dozen \$62 per dozen

Choose three:

- Chive butter salmon 
- Chive butter seared scallops 
- Mango glazed shrimp satay 
- Chimichurri beef satay  

### | CARVING STATIONS |

All carving items are served with fresh mini rolls from our bakery.

#### ROASTED BEEF TENDERLOIN Serves 25 \$625 each

Green peppercorn sauce

#### HOUSE-SMOKED PRIME RIB Serves 40 \$600 each

Creamy horseradish sauce

#### ROASTED HERB-CRUSTED SIRLOIN BEEF Serves 40 \$575 each

Green harissa spread  

#### SLOW-ROASTED SPICED BARON OF BEEF Serves 100 \$700 each

Whole grain mustard  

#### ROASTED WHOLE BONELESS TURKEY Serves 40 \$425 each

Citrus cranberry sauce  

#### HOUSE SMOKED SALMON Serves 40 \$575 each

Creamy cider sauce



#### DIETARY KEY





## BAR SERVICE

To minimize handling and contact, our bartenders will no longer ask to hold attendee ID when checking for age. Additionally, all our beer and non-alcoholic selections are canned, and opened as requested by your guest. To minimize contact we are currently recommending beer, wine and non-alcohol bars. Preplanned liquor and mixed drinks can be made available at your request. Bartenders are a rate of \$200 per 4 hours.

### | PREMIUM WINES |

\$12.50 Hosted, by the glass

\$13.50 No host, by the glass

**ALEXANDRIA NICOLE,** Prosser, WA

Pinot Gris  
Bohemian Red  
Rosé

### | HOUSE WINES |

\$10.50 Hosted, by the glass

\$11.50 No host, by the glass

**RYAN PATRICK,** Yakima Valley, WA

Naked Chardonnay  
Redhead Red  
Rosé



### | LOCAL CRAFT BEER |

\$9.50 Hosted, by the can

\$10.50 No host, by the can

**PIKE BREWING CO.,** Seattle, WA

Pike IPA  
Pike Pils

**HALE'S ALES,** Ballard, WA

Red Menace Big Amber

### | DOMESTIC |

\$8 Hosted, by the can

\$10 No host, by the can

**BUD LIGHT,** St. Louis, MO

### | IMPORT |

\$9.50 Hosted, by the can

\$10.50 No host, by the can

**STELLA ARTOIS,** Belgium



### | ALTERNATIVES |

\$9.50 Hosted, by the can \$10.50 No host, by the can

**SPIRE MOUNTAIN APPLE CIDER (GF)**

Olympia, WA

**SAN JUAN HARD SELTZER (GF)**

Seattle, WA

**ST. PAULI GIRL NON-ALCOHOLIC**

Bremen, Germany



## CATERING *information, policies & standards*

# INFORMATION

### | EXCLUSIVE CATERER |

The Washington State Convention Center is committed to providing the highest quality food and beverage services for our guests. All food and beverage is to be arranged through our Catering Department. No outside food or beverages of any kind are allowed into the facility by clients, guests, or exhibitors without the prior written consent of the Food Services General Manager or the Director of Catering Sales.

### | FOOD & BEVERAGE SPECIFICATIONS |

Our menu package features our most popular selections, highlighting items produced inhouse with the freshest local ingredients. We believe our menu provides a large and flexible variety of options to meet your needs. In order to ensure the proper planning of your event, menu selections are due a minimum of 45 days in advance, along with your preliminary attendance estimates.

Events that require attention to complex or unusual arrangements may require additional planning time.

Your professional Catering Sales Manager also welcomes the opportunity to present a customized menu. During the special menu planning and pricing evaluation, consideration is given to the expected attendance. Should the guarantee fall significantly above or below the initial attendance estimate, the proposed menu and pricing may be subject to change.

### | CONFIRMATION OF ORDERS |

Your Catering Sales Manager will review your event specifications and will provide you with written confirmation of services via a Food and Beverage Event Plan.

A copy of this form should be signed and returned, along with a 100% advance deposit, 14 days prior to your first scheduled service.

### | GUARANTEED ATTENDANCE |

Final guarantees are due in writing by 12:00pm (Pacific time) of the assigned day per the following schedule. Guarantees for multiday events are based on the date of the first scheduled service occurring during the event. Final guarantee cannot exceed the capacity of the event space nor be reduced once the deadline expires. If the final guarantee increases or decreases by more than 25% from the initial estimated attendance, additional charges may apply. Every effort will be made to accommodate guarantee increases after they are submitted, subject to reasonable menu substitutions or additional cost. In the absence of a final guarantee, the initial attendance estimate will be used.

Estimated Attendance (per event)	Number of Business Days* in Advance
Up to 500.....	5 days
501 to 2,500.....	7 days
Over 2,500.....	14 days
Over 4,000.....	21 days

\*excludes holidays and weekends

### | DIETARY CONSIDERATIONS |

With advance notice, our chefs are able to accommodate most special meal requests. Your Catering Sales Manager is available to consult with you on special dietary requests and pricing to serve vegetarian, vegan, kosher, halal, and other dietary restrictions. Such special requests are due 14 days in advance of your event. These special meal requests are to be included in your final guaranteed attendance.

### | OVERAGE |

For plated meals, we are prepared to serve up to 5% above the guaranteed attendance (up to 40 meals). A portion of the 5% overage prepared can be vegetarian meals to accommodate onsite requests. Any meals, including vegetarian, served above the guarantee will be invoiced at menu pricing upon consumption. For buffet meals, the number of meals served above the guarantee will be calculated on a plate count or an alternate, mutually agreed upon method. Services provided above the guarantee may be subject to a 10% surcharge.





## CATERING *information, policies & standards* (CONTINUED)

### | ALCOHOL SERVICES |

WSCC's catering contractor, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with Washington State Liquor Control Board regulations.

In compliance with state law, WSCC's catering contractor supplies all beer, wine, and liquor. No alcoholic beverages may be removed from WSCC. Customers must comply with all applicable local and state liquor laws. All alcohol must be served by WSCC's licensed catering personnel.

### | MENU PRICES |

Menu prices and catering policies are subject to change without notice.

### | ADMINISTRATIVE CHARGES, TAXES & ADDITIONAL CHARGES |

The Licensee shall pay to the Licensors an administrative charge in an amount of the prevailing rate (20% as of this License Agreement) of all charges made by the Caterer as well as state and local retail sales taxes in the amount of the prevailing rate (10.25% as of this License Agreement) of all charges made by the Caterer. The Licensee shall pay to the Licensors all other charges specified on the Catering Order(s) or otherwise ordered by the Licensee or its

agent(s) and all other charges and sums required to be paid by the Licensee pursuant to the terms of this License Agreement. The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of the Caterer's employees. However, please note that 75% of the administrative charge is distributed to certain of the Caterer's employees as additional wages.

If the Licensee is an entity claiming exemption from taxation, the Licensee must deliver to the Caterer satisfactory evidence of such exemption prior to the event(s) in order to be relieved of its obligation to pay state and local retail sales tax.

### | SALES MINIMUMS & LABOR FEES |

Functions with fewer than 25 guests will be subject to a \$200 labor fee. At chef stations, there is an additional charge of \$200 for each chef. Butler service is available at an additional charge of \$200 per butler. There is a \$200 fee per bartender. Minimum order quantities, as applicable, are noted within the menu.

### | PAYMENT POLICY |

We require full payment (100%) of total estimated charges, along with the signed Food and Beverage Event Plan, 14 days in advance of the first scheduled service. For events with total estimated charges in excess of \$100,000, a 75% advance deposit may be arranged upon approved credit. A credit application is

due 90 days in advance of the event. Significant increases in food and beverage charges above the initial deposit estimate may result in an additional amount due in advance of the event. All remaining charges, including additional charges incurred on-site, are due within 30 days of the date of your invoice. If payment is not received within the time specified, a late charge of 1.5% per month will be added to the balance. We accept company checks and wire fund transfers as payment for products and services. American Express, MasterCard and Visa are accepted for payments of up to a total of \$100,000 per event.

### | CANCELLATIONS |

Cancellation of the catering for the event or any individual function must be sent in writing to your Catering Sales Manager.

Any cancellation received less than 30 days prior to the first scheduled function will result in a fee equal to 25% of the estimated food and beverage charges. Any cancellation received less than 14 days in advance of the first scheduled function will result in a fee equal to 50% of the estimated food and beverage charges. Any cancellation received after the final guarantee is due will result in a fee equal to 100% of the charges of the estimated food and beverage choices.



## CATERING *information, policies & standards* (CONTINUED)

### | SERVICE TIMES |

Meal services are based on the following time guidelines:

Seated breakfast or lunch:	2 hours
Seated dinner:	3 hours
Buffet breakfast or lunch:	1.5 hours
Buffet dinner:	2 hours
Continental breakfast:	1.5 hours
Coffee service:	1.5 hours
Meeting breaks:	45 minutes
Receptions:	1.5 hours

Seated or buffet meals require 2 hours setup time in advance of the function. Extended or reduced service times, early set-up times, or delays in service time start may result in additional labor charges. Functions requiring continuous (all-day) service will incur a labor charge for the service hours.

### | TABLETOP SERVICE |

Tables for seated meal functions are provided with mid-length linens and a selection of house napkin colors. Tables for buffet meals, beverage service, or receptions include linen and skirts. We can also provide complimentary votive candles and bud vases for dinners and receptions. Your WSCC Event Manager must approve the use of any other candles and candle holders. Please consult with your Catering Sales Manager for upgraded linen and floral options.

### | BAR SERVICES |

The standard host/bar ratio is one bar per 100 guests. The non-hosted bar ratio is one bar per 125 guests. The number of bars will be determined on final guarantee and event flow. If the number of bars requested exceeds our standard ratio, additional labor charges may be assessed.

### | BEVERAGE SERVICES |

We proudly serve Coca-Cola products. Canned soft drinks and water can be purchased on consumption, with a minimum order of 25 items. Coffee service is based on a 1.5 hour service time before replenishment.

A minimum of 45 minutes is required to replenish beverage services. Please consult with your Catering Sales Manager for appropriate beverage quantities to service your group for the requested time period and attendance.

### TIMETABLE FOR SUCCESSFUL EVENTS

- **90 days:** Credit application due for events with over \$100,000 in total estimated charges.
- **45 days:** Food and beverage specifications, estimated attendance and menu selections due.
- **14 days:** Food and Beverage Event Plan confirmed, signed, and returned. Special meal requests and deposit due.
- **> 1 week:** Final guarantees are due per the schedule in the "Guaranteed Attendance" section.
- **Post-event:** Final payment due within 30 days of the date of your invoice.



Washington State  
Convention Center

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## | CONTACT |

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