



2023

WEDDING PACKAGES



LYNNWOOD
EVENT CENTER



Congratulations!

Thank you for considering the Lynnwood Event Center for your upcoming celebration. We understand your wedding represents one of the biggest days of 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!

Dietary Reference Key:

V Vegetarian **V+** Vegan **GF** Gluten Free **DF** Dairy Free

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.

Please refer to the Food & Beverage Guidelines at the end of the menu.





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
- 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 & teardown of room
- Event Insurance

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

- Risers, tables & chairs
- Three butler-passed hors d'oeuvres
- Black linens (other colors available; ask your Event Manager)
- Champagne/sparkling cider celebration toast
- Cake cutting and service
- China, silverware, glassware and votive candles
- 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 & teardown of room
- Event Insurance



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Build Your Own Gourmet Dinner Buffet

Complemented by freshly brewed coffee, iced tea and assorted teas. 40 Guest Minimum.
\$75 per person

Passed Hors' d'oeuvres

choose two selections

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

Vegetables

- Chef's Choice Seasonal Vegetables **V+**

Accompaniments

choose two selections

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

Salads

choose two selections

- Kale, Mixed Green Salad, Cucumber, **GF** **V**
Carrot, Lemon-Garlic Tahini Dressing
- Hearts of Romaine, Mixed Greens, Shredded Parmesan, **GF** **V**
Olives, Pickled Goat Horn, Peppers, Herb Vinaigrette
- Spinach and Romaine Salad, Apples, Shaved Fennel, **GF** **V**
Toasted Almonds, Honey Lavender Dressing

Entrée Selection

choose two selections

- Pan Seared Chicken Breast, Lemon Caper Beurre Blanc **GF**
- Pan Roasted Chicken, Rosemary Ham, Gruyere Sage **GF**
Cream
- Slow Roasted Salmon, Melted Leeks, Sun Dried Tomato, **GF**
Lemon Butter
- Parmesan Crusted Salmon Filet, Basil-Dill Pomodoro
Sauce
- Texas Style Beef Brisket **GF**
- Roasted Beef Striploin, Roasted Garlic Jus



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



Plated Dinner

Complemented by salad, seasonal vegetables, dessert, Macrina Bakery breads, butter, freshly brewed coffee and assorted teas. 40 Guest Minimum per selection.

Herb Roasted Salmon* | \$72 per person **GF**

Sour Cream Mashed Potatoes, Mustard Tarragon Cream

Parmesan Crusted Salmon | \$73 per person **GF DF**

Lemon Risotto, Basil-Dill Pomodoro Sauce

Chicken Marsala | \$62 per person **GF**

Buttered Pasta, Roasted Mushrooms

Pan Seared Chicken Breast | \$61 per person **GF**

Roasted Garlic Mashed Potatoes, Artichoke, Red Pepper & Red Onion, Lemon-Caper Butter Sauce

Herb-rubbed Roasted Pork Chop | \$70 per person **GF**

Apple-Brie Risotto, Gingered Cider Jus

Peppered Filet | \$86 per person **GF**

Horseradish Mashed Potatoes, Roasted Onion Demi

Oven Roasted New York Strip | \$77 per person **GF**

Roasted Sunset Fingerling Potatoes, Cheddar Green Onion Compound Butter, Sherry-Demi Reduction

Peppered New York Strip | \$78 per person **GF**

Potato Leek Strata, Gorgonzola Compound Butter, Red Wine Demi

Plated Dinner Salads

Select one of the following salads to complement your entrée selection.

Mixed Green Salad **GF V**

Radish, Fennel, Carrot, Marcona Almonds, Feta Cheese, White Balsamic Vinaigrette

Kale, Mixed Green Salad **GF V**

Cucumber, Carrot, Chickpeas Lemon-Garlic Tahini Dressing

House Greens **GF V**

Mixed Greens, Endive, Thyme Roasted Pears, Toasted Walnuts, Blue Cheese, Cider Dressing

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Bar Packages

Here at the Lynnwood Event Center, we are reminded that locally sourced spirits are in ever-increasing demand due to the quality of the spirits and ingredients, supporting our local economy, and giving 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

\$45 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

<i>(by the bottle)</i>	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*	No-Host**
\$10.00	\$11.00

Liquor

(by the drink)

Hosted*	No-Host**
\$14.00	\$15.00

Bar Service

A \$350 per bar minimum sales guarantee will apply for up to four (4) hours of service. An additional \$150 minimum per bar will be charged for each additional hour of service. All sales go towards the bar minimum guarantee. If cash sales meet or exceed the minimum guarantee, these changes will be refunded.

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 \$70.00 per hour fee may apply for wine attendants when not associated with standard bar service.

**Hosted prices are subject to tax and administrative charge.*

***No-Host prices include sales tax.*

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.

Food & Beverage Guidelines (cont'd)

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

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.

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.

Food & Beverage Guidelines (cont'd)

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.



offbeat
AUDIO/VISUAL
PRICE LIST

AUDIO EQUIPMENT

Audio Mixer with 4 consecutive hours for a Dedicated Tech.....	300.00
House Sound Audio Patch.....	75.00
Powered Speaker with Stand.....	75.00
Room-to-Room Audio Patch.....	50.00
Wired Handheld Microphone.....	50.00
Wireless Handheld Microphone.....	150.00
Wireless Head-worn Microphone.....	150.00
Wireless Lavalier Microphone.....	150.00

CONFERENCE AIDS

Easel - Black Metal.....	10.00
Laptop Computer.....	150.00
Wireless Remote/Laser Pointer.....	25.00

INTERNET/TELECOMMUNICATIONS

Event Premium Wireless (password protected).....	100.00
Hard Wired Internet Connection.....	100.00

PROJECTION PACKAGES

Fixed Ceiling Projector and Screen Package.....	600.00
Large Projection Package (18' Fastfold Screen).....	800.00
Medium Projection Package (15' Fastfold Screen).....	800.00
Small Projection Package (8' Tripod Screen).....	700.00

PROJECTORS & SCREENS

18' Fastfold Screen.....	800.00
15' Fastfold Screen.....	800.00
8' Tripod Screen.....	700.00

VIDEO EQUIPMENT

40" LCD Confidence Monitor.....	150.00
AV Cart - 32".....	25.00
AV Cart - 42".....	25.00
Switcher/Scaler.....	200.00

LIGHTING EQUIPMENT

Fixed Spotlight.....	150.00
House Gobo.....	25.00
LED Uplight.....	25.00
1st Floor Lighting Package (Rooms 1D, 1E, 1F).....	200.00
2nd Floor Lighting Package (Rooms 2D, 2E).....	400.00

*Offbeat Audio/Visual is the preferred Audio/Visual service provider for the Lynnwood Event Center.
The above prices are premised on orders placed 7 days in advance.
Please call 425-778-7155 for a customized and comprehensive quote.*