

Catering Information, Policies & Standards

Exclusive Caterer

The Seattle 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 are permitted at Seattle Convention Center. Aramark is the exclusive food and beverage provider for the Seattle Convention Center. Bringing in bulk food and/or beverages that could have been purchased through exhibitor services or through Aramark Catering in advance is a direct violation of the contract and labor union staff.

Food & Beverage Specifications

Our menu package features our most popular selections, highlighting items produced in-house 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 Specialist 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 Specialist 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 business 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 multi-day events are based on the date of the first scheduled service occurring during the event. Final guarantee cannot 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.....	3 days
501 to 2,500	5 days
Over 2,500	7 days
Over 4,000	14 days

*excludes holidays and weekends

Dietary Considerations

With advance notice, our chefs are able to accommodate most special meal requests. Your Catering Specialist is available to consult with you on special dietary requests and pricing to serve vegetarian, vegan, halal, and other dietary restrictions. Certified Kosher food and beverage will be outsourced. Please consult catering specialist. Such special requests are due 14 business 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 on-site 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.

With notice, your Catering Specialist can help facilitate an over set for your plated meal service to accommodate additional guests. Additional labor and cost per setting will apply.

Alcohol Services

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

Select non-profits may be eligible to provide donated wine for their event, stipulations apply, consult your Catering Specialist. Provide 60 day notice to ensure compliance.

Catering Information, Policies & Standards

Menu Prices

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

Administrative Charges, Taxes & Additional Charges

The Licensee shall pay to the Licensor an administrative charge in an amount of the prevailing rate, currently 22%, of all charges made by the Caterer as well as state and local retail sales taxes in the amount of the prevailing rate, currently 10.55%, of all charges made by the Caterer. The Licensee shall pay to the Licensor 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. This applies to services for general attendees only during live event, and not to staff/crew services.

Sales Minimums & Labor Fees

Functions with fewer than 25 guests will be subject to a \$250 labor fee. At chef stations, there is an additional charge of \$250 for each chef. Butler service is available at an additional charge of \$250 per server/attendant. Bartenders are \$250 per bartender for up to a four hour shift. Additional hours will be subject to \$65 per bar per hour. 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 Specialist.

Any cancellation received less than 30 days prior to the first scheduled function will result in a fee equal to 50% 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 75% 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.

China Service

China and glassware are standard for seated meal services, unless otherwise specified by the client.

All services including bars, with the exception of plated meals are served with compostable wares, unless previously discussed with your Catering Specialist. Additional fees for china service may apply.

Service Times

Meal services are based on the following minimum guidelines for attendance up to 500:

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 hour minimum 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.

Table Standards

Seated meal services are planned for tables of 10 guests, with a ratio of one server per 25 guests. Buffet meals are planned for one double-sided buffet per 200 guests, with a ratio of one server per 50 guests. Receptions will vary based on the number of guests and variety of items, but generally the ratio is one server per 75 guests. A labor charge will be assessed for service that requires tables of less than 10 and butler-passed receptions.

Catering Information, Policies & Standards

Tabletop Service

Tables for seated meal functions are provided with mid-length linens and a selection of house napkin colors. Aramark provides a complimentary linen for each round dining table (color options: white or black) and a linen napkin for plated meal service (color options: white, ivory, black, or burgundy) for the Arch building. Summit is a “linen-less” venue to align with our Platinum LEED Certification. Aramark provides linens as a complimentary service on the round tables for seated banquets, such as your luncheon tables. If you would like to consider rentals or re-usable table coverings, consult your Catering Specialist. Your SCC 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 150 guests. The non-hosted bar ratio is one bar per 200 guests. The number of bars will be determined on final guarantee and style of service. If the number of bars requested exceeds our standard ratio, additional labor charges may be assessed.

Beverage Services

Complimentary bottled water is provided for all head tables and podiums. These services are provided through your SCC Event Manager and include one refresh per day. We proudly serve Coca-Cola products. Soft drinks and bottled water can be purchased on consumption, with a minimum order of 25 items. Coffee service is based on a 4 hour service time before replenishment.

A minimum of 45 minutes is required to replenish beverage services. Please consult with your Catering Specialist 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 business days: Food and Beverage Event Plan confirmed, signed, and returned. Special meal requests and deposit due.

3-14 business days: 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.