

WENATCHEE CONVENTION CENTER

AUCTION/ BANQUET GUIDELINES

Welcome to the Wenatchee Convention Center!

We are so excited to work with you to make your special event become exactly what your organization has envisioned. With our stunningly renovated rooms, state of the art technology, delicious cuisine & dedicated, experienced staff, we take great pride in the work we do & are here with you every step of the way.

WENATCHEE
CONVENTION CENTER

Wenatchee Convention Center
509-662-4411
121 N. Wenatchee Avenue
Wenatchee, WA 98801
www.wenatcheeconventioncenter.com

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DEPOSIT/ GUARANTEE

We reserve the right to reassign specific meeting space with comparable accommodations based on requirements and counts of specific function.

A \$500.00 deposit and a signed BEO Confirms your space/ date

HOURS

Load in: 8am (loading/set up times may vary depending on additional events in facility).
Day Before Set up : 5 hours max set up time can be reserved the day before. This will be based on availability.

DESSERT DASH

\$2.00 per person fee for groups less than 300

\$1.00 per person fee for groups over 300

All desserts must be prepared in a licensed commercial kitchen.

Documentation must be presented .

NO homemade desserts.

Forks and plates will be provided for the count.

guest must provide cutting and serving utensils

BAR

\$200 charge for each bar.

1 bar for every 150 people.

Bar sales end 30 minutes before your schedule end time.

CORKAGE FEES

\$ 40.00 Per Bottle

WCC will take possession of the wine and keep an accurate count.

we will charge the number of wine bottles opened.

FOOD

All food and beverage will be provided by the Wenatchee Convention Center.

NO OUTSIDE FOOD OR BEVERAGE IS ALLOWED WITH THE EXCEPTION OF DESSERT DASH.

NO FOOD OR BEVERAGE IS ALLOWED TO LEAVE THE PREMISSES

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BANQUET GUIDELINES

MEAL GUARANTEES

A minimum meal guarantee is required 72 hours (three business days) prior to your scheduled function.

The WCC will be pleased to set for and prepare to serve 5% over your reported guaranteed number of guests. If a meal guarantee is not given, the center will consider the number indicated on the function sheet to be the correct guaranteed number. The guarantee can be increased, but cannot be lowered within **two** business days prior to the function. You will be charged for the minimum guarantee or the actual number of guests in attendance, whichever is greater.

MENU SELECTION

To assure that your menu selections can be made available, please submit them at least one month prior to your function. Custom menus should be discussed directly with your Conference Planning Manager. Prices may be subject to change or substitutions may be necessary due to current prevailing market conditions at the time of the planned event.

Buffet Meals will have one (1) double sided buffet line per 150 guests.

buffet menu will be displayed with all meal selections labeled as GF/VEGAN/VEG/DF

Served Meals will require meal choices be reported 1 week prior to the event. Check ins will be done every 2 days leading up to the event. We will accommodate 1 regular entree plus a vegetarian option for each group.

We will accommodate for GF/VEGAN/VEG/DF meal preferences.

Guests will be required to present a meal card to their served with their meal choice.

Served Meals with Multiple Entrees are subject to an additional \$2.00 per person charge.

A minimum of 30 meals per entree is required.

Sides for all the entrees will be the same.

Pricing for the meal will be that of the higher priced entree.

WINE PULL GUIDELINES



Wine bottles can be covered or uncovered.

There must be someone from your group at the Wine Auction Table to oversee it.

Each bottle that is part of the Wine Pull will need to be clearly labeled with a distinct marker once it has been uncovered:
BIG BOW, DIFFERENT COLORED TOPPER, ETC.

The wine bottles must be picked up from a designated area at the conclusion of your event.

At **NO** point are any wine bottles from the Wine Pull able to be brought back to the table or opened. **ANY** open bottles will be confiscated by staff.

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EVENT INSURANCE

INSURANCE

MUST BE LICENSE AND BONDED.

MUST HAVE \$1 MILLION INSURANCE RIDER.

MUST LIST WENATCHEE CONVENTION CENTER AS ADDITIONAL INSURED ON POLICY & TURN IN A COPY TO THE WENATCHEE CONVENTION CENTER THE MONDAY PRIOR TO THE EVENT.