

WENATCHEE CONVENTION CENTER

WEDDINGS & QUINCEAÑERAS

Welcome to the Wenatchee Convention Center! We are so excited to work with you to make your special day become exactly what you have been dreaming it would. 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
509-662-4411
121 N. Wenatchee Avenue
Wenatchee, WA 98801
www.wenatcheeconventioncenter.com

CELEBRATION PACKAGES

ALL CELEBRATION PACKAGES INCLUDE:

Event setup & clean up by our staff

Ivory, black or white table cloths

Napkins in a variety of colors

Skirted tables for DJ &/or gifts

Cake &/or guest book tables

All china, glassware & silverware

Round, vinyl centerpiece mats

Risers, tables & chairs

Elevated head table or sweetheart table

Stage for band/DJ

Dance floor

Black pipe & drape across stage

PAYMENT

DEPOSIT

\$500 deposit holds your space.

\$400 Non-refundable cleaning deposit is required to cover the costs of carpet cleaning, gum removal, etc.

PAYMENT FOR EVENT

A deposit of estimated food & beverage charges must be paid to the Wenatchee Convention Center. A payment of 100% of the remaining estimated charges is due no later than 5 business days prior to the contract event date. Any on-site adjustments, additions or replenishment of the contracted catering services will be reflected in a final invoice, payable at the conclusion of the event.

When Paying with CREDIT CARD there will be a FEE.

Checks are preferred and are to be brought in one (1) week before the event to be processed; please make all checks payable to Wenatchee Convention Center.

Cash payments will be accepted the day before your event.

SETUP/ SECURITY/

INSURANCE

SETUP

Set up is for a max of 8 hours to be done the day before or split between day before & day of.

RECEPTION

You will have access to your space from 8am – 12 midnight on the day of your event. All items from vendors must be removed by no later than 1 am at the conclusion of your event. A \$150.00/ per hour fee will be added on for every hour staff is required past 1am.

SECURITY

Security is required for events with a guest count larger than 150 people. 2 security personnel will be required, one from 6pm-12am & another from 8pm-12am. We will arrange this for you & include it in the final billing.

INSURANCE

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.

FOOD & BEVERAGE

FOOD & BEVERAGE

We have a full-service catering department, therefore we **do not** allow you to bring any food or beverage into your event. We will be glad to arrange any food/beverage items you wish to provide for your guests.

Attendance/meal numbers must be definitely specified 72 hours prior to your event. This number will be considered a guarantee, not subject to reduction & charges will be made accordingly.

Wenatchee Convention Center adheres to state & local health guidelines which dictate that food items may not be taken off the premises. Accordingly, all food & beverage prepared and provided by Wenatchee Convention Center must be consumed during the specific event & may not be taken off property.

Buffet Lines will be out for 1 hour with a maximum of 1.5 hours.

Current Washington State sales tax is 8.8%.

A 19.5% service charge will be added to all food/beverage purchases.

LIQUOR

LIQUOR POLICIES

Wenatchee Convention Center aims to provide one (1) bar per 150 guests. Wenatchee Convention Center sets policies to abide within Washington State Liquor Control Board (WSLCB) regulations & to ensure the safety of all guests.

THESE POLICIES INCLUDE:

All bars closing at least 30 minutes prior to the scheduled event end time

Each bar has a \$200.00 set up fee

Wenatchee Convention Center reserves the right to close bars at any time during the event for violations to policies or laws

No outside alcohol is permitted inside the building (with the exception of wine within certain parameters including written authorization by Wenatchee Convention Center)

Alcoholic beverages may **not** be removed from the premise

No serving of alcohol to intoxicated or underage guests