



**Edward D. Hansen  
Conference Center**

# **CATERING MENU**







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# WELCOME

## to the Edward D. Hansen Conference Center

Oak View Group Hospitality, welcomes you to the Edward D. Hansen Conference Center. Our Executive Chef Michael Ruthruff created a menu featuring a selection of chef designed packages including regional and local favorites.

As the exclusive provider of food and beverage for the Edward D. Hansen Conference Center, we are committed to the highest standards of quality and service. We eagerly await the opportunity to create a new and incomparable experience for your event. We believe in the quality of your experience, the finest food and beverage complimented by efficient and gracious service. Our OVG (Oak View Group) culinary team sources our ingredients locally whenever possible: "From our state to your plate!"

Additionally, if you have any dietary restrictions, please let our Premium Services Manager know so she can help tailor a menu to fit your guests' needs. Our catering menu features a wide array of foods from breakfast, a la carte, boxed and plated lunches, appetizers, full buffet dinners, plated meals, decadent desserts, and complete beverage service.

### TO PLACE AN ORDER OR FOR ANY ADDITIONAL QUESTIONS

#### PLEASE CONTACT:

Jayci Koning | 425-322-2727  
Jayci.Koning@oakviewgroup.com





# BREAKFAST

All breakfasts include Seattle's Best Coffee, hot teas, water service, and orange juice. Minimum of 20 people. Prices are per person. Please contact your catering representative for specialty requests or dietary restrictions.

## BUFFETS

### CONTINENTAL

**\$19** PER PERSON

fresh fruit display  
assorted mini pastries and bagels  
butter, cream cheese and preserves

### SUNNY MORNING

**\$24** PER PERSON

fresh fruit display  
scrambled eggs with chives  
O'Brien country potatoes  
applewood smoked bacon

### COUNTRY STYLE

**\$26** PER PERSON

fresh fruit display  
scrambled eggs with chives  
buttermilk biscuits with sausage gravy  
sausage patty

### GREAT START

**\$27** PER PERSON

fresh fruit display  
assorted mini pastries  
scrambled eggs with chives  
O'Brien country potatoes  
applewood smoked bacon  
breakfast sausage

### ROLLED OMELET BREAKFAST

**\$30** PER PERSON

LORRAINE - Bacon, onion, and Swiss cheese  
MUSHROOM - Herb roasted mushroom with tri-color bell pepper blend  
VEGGIE - Egg white roll with asparagus, roasted tomato, and spinach  
Tri-color potato and turkey sausage hash  
Fresh fruit display  
Pastries

### STRATTA'S PHERE BREAKFAST

**\$33** PER PERSON

fresh fruit display  
assorted mini pastries  
scrambled eggs with chives  
O'Brien country potatoes  
applewood smoked bacon  
breakfast sausage

## BUFFET ENHANCEMENTS

### OATMEAL BAR

**\$7.50** PER PERSON

| oatmeal | strawberry | brown sugar | walnut | milk

### OMELET STATION

**\$24** PER PERSON

egg | cheddar | Swiss | spinach | mushroom | tomato  
onion | roasted pepper | ham | bacon





# BREAKFAST

All breakfasts include Seattle's Best Coffee, teas, orange juice and an assortment of fresh fruit. Prices are per person. Minimum of 20 people. Please contact your catering representative for specialty requests or dietary restrictions.

## PLATED

**CLASSIC** **\$28 PER PERSON**  
scrambled eggs with chives, O'Brien country potatoes, choice of applewood smoked bacon or breakfast sausage

**WAFFLE** **\$30 PER PERSON**  
waffle with berry compote, scrambled eggs with chives, choice of breakfast meat

**BISCUITS AND GRAVY** **\$33 PER PERSON**  
buttermilk biscuits with sausage gravy, scrambled eggs with chives, sausage patty

**BREAKFAST CUP** **\$34 PER PERSON**  
Baked egg cup – with choice of breakfast meat, veggie and cheese red potato and gruyere gallette – drizzled with blackberry/cognac gastrique

## GRAB & GO Minimum of 12 people. Prices are per person. All items are individually packaged

**BREAKFAST BOX** **\$10.50 PER PERSON**  
hard boiled eggs, mini pastries, assorted fruit

**BERRY PARFAIT** **\$7.50 PER PERSON**  
fresh berries atop vanilla yogurt with granola

**BREAKFAST SANDWICH** **\$10 PER PERSON**  
choice of egg, sausage and cheese croissant or egg white, Canadian bacon and cheese muffin

**BREAKFAST LOLLIPOP** **\$10 PER PERSON**  
Bacon wrapped house made sausage lollipop with whiskey maple reduction

**BREAKFAST SHOOTER** **\$10 PER PERSON**  
Scalloped hash brown potato shooter – with candied bacon stick

**FRESH FRUIT CUP** **\$6.25 PER PERSON**

**WHOLE FRUIT** **\$3.00 PER PERSON**

**YOGURT CUP** **\$3.00 PER PERSON**

**HARD BOILED EGGS** **\$3.00 PER PERSON**

**BAGEL AND CREAM CHEESE** **\$7.50 PER PERSON**



# LUNCH

Available 11am-3pm. Includes Seattle's Best Coffee, teas, water service, and iced tea or lemonade. Prices are per person.  
Minimum of 20 people. Prices are per person.

## BUFFETS

### THE EBEL

**\$29** PER PERSON

seasonal house made soup  
romaine lettuce, spinach  
cheddar cheese, dried cranberry, crouton, tomato, carrot,  
onion  
herb grilled chicken  
chef's choice of 4 dressings  
chocolate chunk brownies

### MT. BAKER BUFFET

**\$30** PER PERSON

garden salad with raspberry vinaigrette  
turkey, ham, roast beef  
provolone, cheddar, Swiss  
tomato, red onion, lettuce, pickle  
garlic mayo aioli, mustard  
assorted deli bread  
kettle chips  
assorted cookies

### ENSENADA

**\$40** PER PERSON

Mexisalat with charred corn, black beans, tomato, tortilla  
strips, parmesan cheese  
pork carnitas  
chicken fajitas with peppers and onion  
Spanish rice  
refried beans with melted cotija  
flour tortillas  
sour cream, house salsa, Verde salsa, guacamole, tortilla  
chips  
cinnamon dusted churros  
|add on corn tortillas \$1 per person

### THE MAUI

**\$43** PER PERSON

Mixed green salad with tomatoes, cucumbers, onion, and  
shredded carrots  
Huli Huli chicken  
Miso glazed grilled salmon  
Herb jasmine farro rice pilaf  
Garlic mashed potatoes  
Bok choy slaw  
Assorted cookies and chocolate chunk brownies or  
pineapple upside down cake

### THE RIVERFRONT

**\$41** PER PERSON

kale slaw tossed in poppy seed dressing  
rosemary and garlic chicken breast  
pan seared nw steelhead salmon with lemon and dill  
herb roasted baby red potatoes  
seasonal vegetables  
assorted rolls with butter  
assorted dessert bars





# LUNCH

Available 11am-3pm. Minimum of 20 people. All boxes are individually packaged and labelled. Prices are per person. Includes whole fruit, bag of chips (sandwich) or roll (salad), grandma's cookie and a bottle of water. Please contact your catering representative for specialty requests or dietary restrictions. Gluten free bread is available.

## BOXED LUNCH

### PLEASE CHOOSE FROM THE FOLLOWING

**\$24** PER PERSON

#### **TURKEY**

roasted turkey breast, provolone, lettuce, tomato, onion, pesto mayo, hoagie roll

#### **HAM**

house sliced ham, cheddar, lettuce, tomato, onion, Dijon mustard, hoagie roll

#### **ROAST BEEF**

sliced roast beef, Swiss, tomato, onion, horseradish mayo, hoagie roll

#### **CHICKEN SALAD**

chicken salad made with apples, tarragon and green onions, lettuce, tomato, croissant

#### **VEGETARIAN WRAP**

quinoa, kale, cucumber, carrot, avocado chickpea spread, spinach wrap

#### **GRILLED CHICKEN SALAD**

grilled herb chicken, spring mix with red onion, cherry tomatoes, cheddar cheese  
served with raspberry vinaigrette and croutons on the side

ALL CATERED EVENTS ARE SUBJECT TO A 20% MANAGEMENT CHARGE & SALES TAX.

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# PLATED LUNCH

Available 11am-3pm. Minimum of 50 people. Prices are per person. Includes assorted bread & butter. Seattle's Best Coffee, water service, a choice of iced tea or lemonade and choice of dessert. Please contact your catering representative for specialty requests or dietary restrictions.

## COLD OPTIONS

### CLASSIC GRILLED CHICKEN CAESAR \$30

grilled chicken, grilled romaine heart with cherry tomatoes, garlic croutons, parmesan cheese and lemon wedges served with creamy Caesar dressing on the side

### CHOPPED GRILLED CHICKEN SALAD \$30

herb grilled chicken, romaine lettuce with cucumbers, cherry tomatoes, blue cheese  
choice of dressing | choice of blue cheese, ranch, balsamic, or raspberry vinaigrette on the side

### SEARED SESAME CRUSTED AHI \$39

Sliced sesame crusted ahi, rice noodle, carrot, cabbage, green onion, served with sweet chili soy lime vinaigrette on the side

### GRILLED FLANK STEAK SALAD \$39

Herb marinated grilled flank steak served over chopped romaine and spring mix with tomato, pickled red onion, radish slices, avocado and champaign vinaigrette

### GREEK SALMON \$40

lemon basil grilled salmon, romaine lettuce, cherry tomatoes, cucumber, red onion, black olives, feta cheese tossed with garlic and herb dressing

## HOT OPTIONS

### TERIYAKI CHICKEN \$33

teriyaki grilled chicken thigh meat, vegetable stir fry, steamed ginger-scented rice

### SAGE CHICKEN \$36

seared chicken breast wrapped with prosciutto and a sage cream sauce, wild rice, seasonal veggies

### TANDOORI CHICKEN SATAY \$37

Tandoori chicken skewer with mint scented basmati rice and stir-fried veggies

### SEARED SALMON \$37

seared steelhead salmon, cilantro lime butter, cilantro wild rice, seasonal veggies

### THE OFFICE PARTY \$38

Jenga platter, crusty crunchy and gooey grilled three cheese sandwiches cut and stacked in a jenga style game set, served with smokey tomato broth and pasta salad

## DESSERTS Please choose one of the following

### NEW YORK STYLE CHEESECAKE

choice of chocolate, raspberry, or strawberry drizzle

### DOUBLE CHOCOLATE BROWNIE

rich, dense chocolate brownie with chocolate chunks, dusted with powdered sugar

### APPLE CRUMBLE BAR

shortbread crust with spiced apple filling and streusel crumb topping

\*GLUTEN FREE/VEGAN DESSERTS AVAILABLE AT AN ADDITIONAL CHARGE\*

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# SNACK

Available All Day. Minimum of 12 people. Prices are per person. All items are individually packaged. Please contact your catering representative for specialty requests or dietary restrictions.

## GRAB & GO

<b>SMARTFOOD WHITE CHEDDAR POPCORN</b>	<b>\$4.25</b> PER PERSON	<b>TRAIL MIX</b>	<b>\$4.25</b> PER PERSON
<b>CHEX SNACK MIX</b>	<b>\$5.75</b> PER PERSON	<b>WHOLE FRUIT</b>	<b>\$3.25</b> PER PERSON
<b>STACY'S PITA CHIPS</b>	<b>\$4.75</b> PER PERSON	<b>GRANDMA'S ASSORTED COOKIES</b>	<b>\$3.25</b> PER PERSON
<b>ASSORTED CHIPS</b>	<b>\$4.25</b> PER PERSON	<b>FRUIT CUP WITH YOGURT</b>	<b>\$8.50</b> PER PERSON
<b>GOLDFISH CHEDDAR CRACKERS</b>	<b>\$2.00</b> PER PERSON	<b>VEGGIE CUP</b>	<b>\$8.00</b> PER PERSON
<b>GRANOLA BARS</b>	<b>\$3.25</b> PER PERSON	ranch dipping	

ALL CATERED EVENTS ARE SUBJECT TO A 20% MANAGEMENT CHARGE & SALES TAX.

# HORS D'OEUVRES

Available 11am-3pm. Minimum of 50 people. Prices are per person. Includes assorted bread & butter. Seattle's Best Coffee, water service, a choice of iced tea or lemonade and choice of dessert. Please contact your catering representative for specialty requests or dietary restrictions.

## BUFFET STATIONS

All reception style buffets will be individually plated. Minimum of 25 people. Prices are per person.

<b>CRUDITÉ PLATTER</b> fresh vegetables, ranch dip	<b>\$8 PER PERSON</b>	<b>CHEESE BOARD</b> assorted artisan cheeses, grapes, dried fruit, crackers tomato basil and mozzarella bruschetta   \$9 per person freshly diced tomatoes, basil, and mozzarella with herbed crostini	<b>\$13 PER PERSON</b>
<b>FRESH FRUIT DISPLAY</b> sliced seasonal fruit, balsamic yogurt	<b>\$9.50 PER PERSON</b>	<b>SPINACH AND ARTICHOKE DIP</b> house made spinach and artichoke dip with grilled pita	<b>\$10 PER PERSON</b>
<b>ANTIPASTO DISPLAY</b> chef's selection of Italian cold cuts, cheeses, olives, veggies, crostini	<b>\$13 PER PERSON</b>	<b>OLD BAY SHRIMP COCKTAIL</b> old bay poached shrimp served with house cocktail sauce and lemon	<b>\$13 PER PERSON</b>

## COLD HORS D'OEUVRES

Minimum of two dozen per order. Priced per dozen pieces.

<b>BELGIAN ENDIVE SPEARS WITH SMOKED TROUT</b> herbed chevre and smoked trout on an endive spear	<b>\$38</b>	<b>BERRY AND BOURSIN</b> Berry reduction, boursin cheese, hazelnut on focaccia toast	<b>\$36</b>
<b>CAPRESE SKEWERS</b> grape tomato, basil oil, mozzarella	<b>\$38</b>	<b>FIG AND BRIE TOAST</b> fig jam paired with brie cheese on toasted bread	<b>\$37</b>

## HOT HORS D'OEUVRES

<b>TERIYAKI MEATBALLS</b> oven roasted meatballs served with teriyaki sauce, garnished with green onion	<b>\$40</b>	<b>SPANAKOPITA</b> spinach, feta, herbs folded in a phyllo triangle	<b>\$42</b>
<b>SOY-GINGER AND CHILI CHICKEN SKEWERS</b> soy-ginger marinated chicken skewer served with a soy-chili sauce	<b>\$41</b>	<b>ARANCINI RISOTTO</b> classic parmesan risotto balls coated in panko with a pesto drizzle	<b>\$39</b>
<b>VEGETABLE SPRING ROLL</b> mixed vegetables spring roll served with a sweet chili sauce	<b>\$38</b>	<b>ARTICHOKE FRITTER</b> breaded quartered artichoke hearts with goat cheese	<b>\$37.50</b>
<b>TRI-COLOR SOUTHWEST VEGETABLE QUESADILLA</b> sweet and hot chilis with roasted corn blended with jack cheese, rice, and black beans	<b>\$42</b>	<b>CRAB RANGOON</b> crabmeat and cream cheese in a wonton wrapper	<b>\$43</b>
		<b>EDAMAME POTSTICKER</b> garden mix of edamame, napa cabbage, sweet corn, shiitake mushrooms	<b>\$39</b>

ALL CATERED EVENTS ARE SUBJECT TO A 20% MANAGEMENT CHARGE & SALES TAX.





# DINNER

Available after 3pm. Minimum of 50 people. Prices are per person. Includes assorted bread & butter. Seattle's Best Coffee, water service, a choice of iced tea or lemonade. Please contact your catering representative for specialty requests or dietary restrictions.

## THEMED BUFFET DINNERS

**ROMA** **\$53 PER PERSON**  
romaine lettuce, peppers, artichoke, feta, olives served with balsamic dressing  
baked Italian sausage, sun dried tomato cream penne  
pesto grilled chicken with cavatappi alfredo  
roasted basil asparagus  
garlic bread  
mini cheesecake assortments

**ENSENADA** **\$52 PER PERSON**  
Caesar salad with charred corn, tomato, tortilla strips and parmesan cheese, southwest Caesar dressing  
chipotle marinated beef fajitas with peppers and onions  
cilantro lime chicken fajitas with peppers and onions  
Spanish rice  
refried beans with melted cotija  
flour tortillas, tortilla chips  
sour cream, guacamole, salsa trio: house, Verde, spicy  
dulce de leche cake  
[add on corn tortillas \$1 per person]

**NORTHWEST** **\$57 PER PERSON**  
mixed green salad, cucumber, tomato, dried cranberries served with raspberry vinaigrette  
nw steelhead salmon with dill, lemon beurre Blanc  
oven roasted chicken breast, blueberry cream sauce  
roasted red potatoes  
roasted seasonal vegetables  
assorted bread and butter ball  
mixed berry cobbler

**THE SOUND** **\$60 PER PERSON**  
fresh greens, chickpeas, pumpkin seeds, green peas, carrots with ranch dressing  
Memmi braised boneless short ribs, braising jus  
honey garlic chicken  
garlic mashed potatoes  
roasted seasonal vegetables  
assorted bread and butter  
mini assorted dessert bars

**BUILD YOUR OWN BUFFET** **\$50 PER PERSON**  
Customize your own buffet with the assistance of our Chef and Catering Supervisor. Includes bread and butter, Seattle's Best Coffee, water service, a choice of iced tea or lemonade.

## BUFFET ENHANCEMENTS

Minimum of 25 people. Prices are per person. Chef attendant action stations are subject to a \$100 attendant fee.

**POLENTA BAR** **\$15 PER PERSON**  
creamy polenta | roasted mushrooms | bacon bits  
green onion | parmesan | spinach

**SHREDDED BEEF SHORT RIBS** **\$6.50 PER PERSON**

**BASIL AND BUTTER SHRIMP** **\$6.50 PER PERSON**

**NORTHWEST BOIL** **MARKET PRICE**  
head on shrimp | mussels | clams  
andouille sausage | corn | potatoes

**HERBED PRIME RIB** **\$30 PER PERSON**  
horseradish cream, thyme au jus

**ROASTED BEEF SIRLOIN** **\$26 PER PERSON**  
horseradish cream, thyme au jus

**ROASTED TURKEY BREAST** **\$20 PER PERSON**  
apricot cranberry au jus, sage gravy

**DESSERT SAMPLER** **\$22 PER PERSON**  
cream puffs | mini cheesecake | chocolate truffle  
traditional petit fours

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# DINNER

Minimum of 50 people. Prices per person. All plated meals are complemented by seasonal vegetables. Includes bread and butter, Seattle's Best Coffee, water service, a choice of iced tea or lemonade. Please contact your catering representative for custom menus, special requests, or dietary restrictions.

## PLATED DINNER | BUILD YOUR OWN

### SALADS | choose one

#### CLASSIC CAESAR

romaine, shaved parmesan, herb crouton, Caesar dressing

#### SPRING MIX

mixed green, cucumber, carrot, grape tomato, onion, balsamic dressing

#### KALE SLAW

kale, cabbage, broccoli, pumpkin seed, dried cranberry, poppy seed dressing

#### QUINOA

quinoa, chickpeas, cucumber, red bell pepper, chopped red onion, parsley, tossed in an olive oil blend

### ENTRÉE | choose one

#### TUSCANY CHICKEN

\$52

pan seared chicken, topped with balsamic Dijon sauce, grape tomatoes, capers, herb roasted potatoes

#### CHICKEN MARSALA

\$52

roasted chicken, with blue berry cream sauce, garlic mashed potatoes

#### BLACKENED HONEY GLAZED SALMON

\$55

pan seared salmon with Cajun spice, sweet honey glaze, rice pilaf

#### HERB ROASTED SALMON

\$55

roasted salmon in a lemon beurre Blanc, creamy garlic mashed potatoes

#### SUN-DRIED TOMATO CRUSTED MAHI

\$57

sun-dried tomato crusted mahi, mango beurre Blanc, herb roasted baby potatoes

#### PORK TENDERLOIN

\$52

pork tenderloin rubbed with stone ground mustard, apricot demi-glaze, garlic mashed potatoes

#### TERIYAKI SIRLOIN STRIPS, GARLIC GINGER SAUCE

\$59

sirloin strips coated in brown sugar, lime zest and soy sauce, ginger scented jasmine rice

#### MEMMI BRAISED BONELESS SHORT RIBS

\$59

boneless short ribs, pearl onions, creamy garlic mashed potatoes

#### SURF AND TURF

MARKET PRICE

Roasted root vegetable medley, parmesan au gratin potatoes herb crusted New York steak with crab butter, roasted king crab leg with garlic butter

### Vegetarian | Gluten Free | Dairy Free

#### GOURMET MUSHROOM RISOTTO

\$40

seared portobello, garlic, spinach, risotto

#### CAULIFLOWER STEAK

\$40

seared cauliflower, quinoa, roasted pepper coulis, seasonal vegetables

#### ROOT VEGETABLE CASSOULET

\$38

cannellini beans slow cooked with seasonal root vegetables, rice pilaf

### DESSERT | choose one

#### NEW YORK STYLE CHEESECAKE

choice of chocolate, raspberry, or mango drizzle

#### RASPBERRY MOUND

frosted raspberries on top of chocolate mousse with chocolate cake

#### DULCE DE LECHE

layers of caramel sponge cake with a sweet caramel mousse

#### CHOCOLATE MOUSSE

moist chocolate cake with creamy layers of chocolate mousse and coffee sabayon

\*GLUTEN FREE/VEGAN DESSERTS AVAILABLE AT AN ADDITIONAL CHARGE\*

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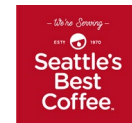
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# BEVERAGES



## NON-ALCOHOLIC BEVERAGES 1 GALLON SERVES 12 GUESTS

<b>SEATTLE'S BEST COFFEE SERVICE</b>	<b>\$32 PER GALLON</b>	<b>A LA CARTE</b>	
<b>HOT CHOCOLATE</b>	<b>\$20 PER GALLON</b>	<b>BOTTLED JUICES</b>	<b>\$4 PER BOTTLE</b>
<b>ORANGE JUICE</b>	<b>\$19 PER GALLON</b>	<b>CANNED SODA</b>	<b>\$4.25 PER CAN</b>
<b>LEMONADE OR ICED TEA</b>	<b>\$19 PER GALLON</b>	<b>BOTTLED WATER</b>	<b>\$4.50 PER BOTTLE</b>
<b>FRUIT INFUSED WATER</b>	<b>\$16 PER GALLON</b>		

## ALCOHOLIC BEVERAGES

OVG Hospitality is proud to offer a selection of Regional Craft Beer and Wine in addition to a variety of Spirits for your special occasion. Please discuss your selections with our Catering Representative as well as any specialty requests. Each bar will consist of 2 Domestic Beer Options, 3 Premium Beer Options, 2 White Wine Options, 2 Red Wine Options & 2 Tiers of Spirit Options. OVG and the Edward D. Hansen Conference Center take the service of alcohol very seriously. Our service Staff will verify the identification of anyone appearing under 40. Please note that a bartender fee of \$50 is applied to each bar. If the minimum sales of \$400 is met, the bar fee is waived. If bar sales do not meet the \$400 minimum, the Client is responsible for the difference.

CASH BAR PRICING		HOSTED BAR PRICING	
<b>DOMESTIC BEER</b>	<b>\$8.00</b>	<b>DOMESTIC BEER</b>	<b>\$7.50</b>
<b>PREMIUM CRAFT BEER</b>	<b>\$9.00</b>	<b>PREMIUM CRAFT BEER</b>	<b>\$8.50</b>
<b>HOUSE WINE</b>	<b>\$9.50</b>	<b>WINE</b>	<b>\$8.50</b>
<b>WELL COCKTAIL</b>	<b>\$10.50</b>	<b>WELL COCKTAIL</b>	<b>\$9.50</b>
<b>PREMIUM COCKTAIL</b>	<b>\$12.00</b>	<b>PREMIUM COCKTAIL</b>	<b>\$11.00</b>

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# CATERING INFO & POLICIES

## EXCLUSIVE CATERER

OVG Hospitality is the exclusive provider of food and beverages for the Edward D. Hansen Conference Center. We are committed to the highest standards of quality and service. All food and beverage are to be arranged through the General Manager or Catering Supervisor. No outside food or beverages of any kind are allowed into the facility by clients, guests, or exhibitors without the prior written consent of OVG Hospitality.

## CONFIRMATION OF ORDERS

Your Catering Contact will review your event specifications and provide you with a written confirmation of menu, service plan and number confirmation in the form of a Banquet Event Order. A copy of this form must be signed and returned 5 business days before your event day.

## DIETARY CONSIDERATIONS

With advance notice, our Executive Chef can accommodate most special meal requests. Please inform your Catering Contact of any special dietary requests for vegetarian, vegan or gluten-free and any other restrictions. Such special requests are due 10 business days in advance of your event. These special meal requests are to be included in your final guaranteed attendance and will be priced out accordingly.

## GUARANTEED ATTENDANCE

Final guarantees are due in writing, 5 business days in advance of your scheduled event. Final guarantees cannot exceed the capacity of the event space and cannot be reduced once the deadline expires. If the final guarantee increases or decreases by more than 25% from the initial estimated attendance by your final guarantee date, 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.

## OVERAGE – PLATED MEALS

For plated meals, we are prepared to serve the guaranteed attendance. Any additional meals including on-site requests will be invoiced on your Banquet Event Order and priced upon consumption. For any pre-set plated meals, meal counts must be equal to the maximum occupancy of table sets for the room.

## UNCONSUMED FOOD & BEVERAGE

The Edward D. Hansen Conference 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 must be consumed during the specific event and may not be taken off property.

## MANAGEMENT CHARGE

All catered events are subject to a 20% management charge. This charge is the sole property of the food / beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages) and is not a charge in lieu of a tip. The Management charge is not a tip, gratuity or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the management charge will be

distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.  
other services

## CATERING CART SERVICE

Hosted and Non-Hosted Catering Cart services are available exclusively through the Edward D. Hansen Conference Center. Menus are customizable and can include the following: Seattle's Best Coffee, assorted beverages, pastries, sandwiches, salads, and assorted snacks. Hosted and non-hosted concession sales are charged \$600 for a four (4) hour minimum service. Hours may be extended at a rate of \$100 per hour. All Catering Cart Services will be determined at the sole discretion of the Edward D. Hansen Conference Center.

## dessert dashes

The Edward D. Hansen Conference Center welcomes clients to host a dessert dash for their Auction or Gala. There is no fee associated with bringing in your own dessert. The Edward D. Hansen Conference Center does offer three levels of service for your Dessert Dash. Please discuss with the Catering Supervisor or General Manager to determine what works best for your event.

### Option A: Complimentary Service:

Edward D. Hansen Conference Center provides each table with utensils and plates for self-service. Client places marker indicating the winning table number at the dessert display and the winner brings dessert back to their table.

### Option B: Enhanced Service \$1.50 per person -

Client places marker indicating winning table number at the dessert display. Servers collect desserts and slice them. 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 \$3 per person -

Client places marker indicating winning table number at the dessert display. Servers collect desserts, slices, and immediately serve the sliced desserts to each winning table. Dessert Dash may be done at any time during the event.

## LINEN & DECORATIONS

Limited linen colors are available through our local AlSCO provider. Table linens and table napkins are provided free of charge. Linen options must be chosen 10 business days before your event to ensure delivery and availability. The Edward D. Hansen Conference Center has a limited selection of centerpieces and decorations for event usage. Centerpieces are subject to an additional charge based upon requested design.

## CANCELLATIONS

Cancellation of a food function must be sent in writing to your OVG Hospitality Catering contact. Any cancellation received more than 30 days prior to the scheduled event will result in a fee equal to 25% of the estimated food and beverage charges. Any cancellation received less than 30 days in advance will result in a fee of 50% of the estimated food and beverage charges. Cancellations received after the final guarantee is provided will result in a fee equal to 100% of the estimated food and beverage charges, plus any expenses incurred in preparing for the event at the time of cancellation. OVG Hospitality shall not be responsible for any losses resulting from the cancellation of an event.