

• DAVENPORT HOTELS •

Event Planning Guide

• CATERED DINING MENU •

• CATERING ADD-ONS •

• HOTEL PROPERTY FLOOR PLANS •

• HOTEL PROPERTY MEETING ROOM SPECS •

• HOTEL PROPERTY AUDIO/VISUAL PLANS •

• EVENT GUIDELINES •



DAVENPORT
HOTELS

AUTOGRAPH COLLECTION®
HOTELS

DAVENPORT SIGNATURE BUFFETS

BREAKFAST BUFFETS

Classic Continental \$12.95 per person; Guest minimum: 10

Freshly brewed Starbucks regular and decaffeinated coffee
Selection of Tazo hot teas
Chilled fruit juices
Housemade pastries**, sliced breakfast breads**, and coffee cake**

The Grand Continental \$16.95 per person; Guest minimum: 10

Freshly brewed Starbucks regular and decaffeinated coffee
Selection of Tazo hot teas
Chilled fruit juices
Housemade pastries**, sliced breakfast breads**, and coffee cake**
Sliced fresh fruit and seasonal berries
Individual cereals with 2%, whole, and almond milk**
Individual assorted yogurts

The Palouse \$24.95 per person; Guest minimum: 25

Freshly brewed Starbucks regular and decaffeinated coffee
Selection of Tazo hot teas
Chilled fruit juices
Housemade pastries**, sliced breakfast breads**, and coffee cake**
Sliced fresh fruit and seasonal berries and whole fruit
Fresh scrambled eggs
Roasted Yukon Gold potatoes with herbs and red onions
Smoked bacon OR pork sausage links

The Healthy \$27.95 per person; Guest minimum: 25

Freshly brewed Starbucks regular and decaffeinated coffee
Selection of Tazo hot teas
Naked brand fruit juices and smoothies
Sliced organic fruits and berries
Walnut** and Apple granola parfait with pomegranate **
Assorted whole wheat and grain cereals
Organic milk, Soy and almond milk**
Whole grain and Bran muffins **
Butter and fruit preserves

The Lilac City \$30.95 per person; Guest minimum: 25

Freshly brewed Starbucks regular and decaffeinated coffee
Selection of Tazo hot teas
Chilled fruit juices
Housemade pastries**, sliced breakfast breads**, and coffee cake**
Sliced fresh fruit and seasonal berries
Assorted Individual Frittatas and Quiches
Apple and Walnut** Pancakes
Snoqualmie Falls oatmeal with dried fruit and brown sugar. 2%, whole, and almond milk** GF
Roasted Yukon Gold potatoes with herbs and red onions
Smoked bacon and pork sausage links

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

DAVENPORT SIGNATURE BUFFETS

"Your Choice" Breakfast Buffet \$30.95 per person; Guest minimum: 25

Freshly brewed Starbucks regular and decaffeinated coffee

Selection of Tazo hot teas

Chilled fruit juices

Housemade pastries**, sliced breakfast breads**, and coffee cake**

Sliced fresh fruit and seasonal berries

The Eggs: (choose one)

Scrambled with shredded cheese

"Ranchero" style with corn tortilla, peppers and Jack cheese

Baked with organic spinach and Boursin cheese GF

Baked Egg White Frittata with chard, tomatoes and Feta cheese GF

The Meats: (choose two)

– Smoked bacon –

– Pork sausage links –

– Chicken-Apple sausage –

– Turkey sausage –

– Canadian bacon –

– Honey cured ham –

The Potatoes: (choose one)

– Roasted Yukon Gold potatoes with herbs and red onions –

– Seasoned hash browns –

– Roasted red potatoes with fresh herbs –

– Breakfast potato hash with corned beef and onions –

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

DAVENPORT SIGNATURE PLATED MEALS

BREAKFAST OFFERINGS

Guest minimum for each plated breakfast: 10

Your Choice Plated Breakfast \$20.95 per person

Included with breakfast: Freshly brewed Starbucks regular and decaffeinated coffee, selection of Tazo hot teas, chilled orange juice and housemade pastries**
Served with Yukon Gold potatoes, fresh seasonal fruit

Choose One

- Bacon and Swiss Quiche –
- Egg and Cheese Strata –
- Asparagus and Brie Frittata – GF
- Crème Brûlée French Toast with Grand Marnier syrup –
- Caramel and Apple Pancakes with maple cream –

Choose One

- Smoked bacon –
- Pork sausage links –
- Chicken-Apple sausage –
- Turkey sausage –
- Canadian bacon –
- Honey cured ham –

Grab and Go Boxed Breakfast \$12.95 per person

Hard-boiled egg, sliced cheddar cheese, crackers and peanut butter**, dried fruit, juice

Hard-boiled egg, cottage cheese, sliced salami, crackers and peanut butter**, grapes, fruit juice

Hard-boiled egg, yogurt and granola**, whole fruit, fruit juice

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

CHEF ACTION STATIONS

Guest minimum: 25

Waffle and Pancake Station \$8 per person

Fresh fruit, almonds**, walnuts**, whipped cream, maple syrup, butter

Omelet and Frittata Station \$8 per person GF

Cooked to order with a fresh variety of toppings

Bacon Carving Station \$10 per person GF

House smoked pork belly with maple glaze

Breakfast Sandwich and Burrito station \$10 per person

Fresh made croissant sandwiches, English muffin sandwiches, and scrambled egg burritos

BREAKFAST ENHANCEMENTS

Housemade Cinnamon rolls** with cream cheese icing \$3 each; Guest minimum: 12

Cereal Bar \$6 per person; Guest minimum: 12

Cheerios, Rice Chex, Raisin Bran, Frosted Flakes with 2%, whole and almond milk**

Oatmeal on the Go \$6 each GF, V; Guest minimum: 12

Individual oatmeal with 2%, whole, almond milk** and hot water station.

Quinoa Oatmeal \$7 per person GF, V; Guest minimum: 12

Served with blackberry-apple compote, brown sugar, 2% milk and almond milk**

Bagel Bar \$7 per person; Guest minimum: 12

Assorted bagels, flavored cream cheeses and spreads, peanut butter** and jam

Breakfast Sandwiches \$8 per person; Guest minimum: 20

Assorted croissant and English muffin sandwiches.

Assorted Breakfast Burritos \$8 per person; Guest minimum: 20

Assorted sausage, bacon, and cheese burritos

The Donut Shop \$5 per person; Guest minimum: 20

Assorted donuts** and donut holes**

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

BREAKS

(2 Hour Break); Guest minimum: 10

Energize \$19.95 per person

Organic apples, oranges, and bananas
Oatmeal raisin cookies, pistachio biscotti**, matcha brownies, chocolate covered almonds**
Blueberry-green tea smoothies, cucumber-lemon infused water,
Freshly brewed Starbucks regular and decaffeinated coffee and selection of Tazo hot teas

Refresh \$16.95 per person

Selection of dried fruit, trail mix**, granola** topped muffins
Assorted Naked brand juices
Assorted mineral and sparkling waters
Freshly brewed Starbucks regular and decaffeinated coffee and selection of Tazo hot teas

Apple Orchard \$14.95 per person

Fresh apples, apple pie, apple crumb cake**
Fresh apple cider
Freshly brewed Starbucks regular and decaffeinated coffee and selection of Tazo hot teas

Bake Shop \$8.95 per person

Selection of pastries ** and breakfast breads ** from the bake shop served with butter and preserves
Freshly brewed Starbucks regular and decaffeinated coffee and selection of Tazo hot teas

Candy Land \$14.95 per person

Assorted hard candies
Red vines, gummi bears, salt water taffy
Dark and white chocolate bark**
Reese's Pieces and M&M's**
Assorted soft drinks
Assorted mineral and sparkling waters

The Donut Wall \$11.95 per person

Assorted Donut** display
Freshly brewed Starbucks regular and decaffeinated coffee and selection of Tazo hot teas

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

BREAK ENHANCEMENTS AND A LA CARTE ITEMS

- Assorted cold cereals \$2.95 ea
- Chocolate, whole, and 2% milk \$3.95 each
- Granola** and nutri-grain bars ** \$3.95 each
- Flavored sparkling and mineral waters \$3.95 each
- Assorted Pepsi soft drinks \$3 each
- Assorted fruit juices \$3.5 each
- Freshly Brewed iced tea \$39.95 per gallon
- Freshly brewed Starbucks regular and decaffeinated coffee \$39.95 per gallon
- Regular and strawberry lemonade \$35 per gallon
- Infused waters: citrus, cucumber, raspberry \$35 per gallon
- Davenport freshly baked cookie assortment** \$37.95 per dozen
- Davenport freshly baked assorted brownies** \$40 per dozen
- Assorted mini desserts** \$10.95 per person
- Tim's Cascade potato chips \$2.95 each
- Ice Cream treats \$3.95 each
- Sweet and Spicy snack mix** \$20 per pound
- Gourmet packaged mixed nuts** \$4.95 each
- Popcorn, assorted flavors, individual bags \$3.95 each
- Chocolate dipped rice crispy treats \$38.95 per dozen
- Fiesta bar: tortilla chips, red and green salsa, guacamole, sour cream \$7.95 per person
- Fresh vegetable display with Point Reyes cheese dip and ranch dip \$5 per person
- Housemade soft peanut brittle** \$4 per person
- Imported and domestic cheese platter with gourmet crackers \$8 per person
- Freshly baked Danish**, pastries**, and muffins** \$6 per person
- Fruit kabobs with mint-honey yogurt \$6 per person
- Whole fruit \$5 per person

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

DAVENPORT SIGNATURE BUFFETS

LUNCH BUFFETS

Guest minimum: 25

Included in each buffet

Freshly brewed Starbucks regular and decaffeinated coffee
Selection of Tazo hot teas
Housemade baked breads** and butter
Sliced fresh fruit and seasonal berries
Davenport brownies** and assorted cookies**

Soup and Salad \$24.95 per person

Dressings include: Buttermilk ranch, balsamic vinaigrette, apple cider vinaigrette or Caesar dressing

Soups: (choose one)

Curry Lentil soup GF
Tomato bisque GF
French onion soup GF
Mushroom soup GF

Salads:

Butter lettuce and Arugula with roasted apples, candied walnuts**, goat cheese GF
Kale, dried apricot, Feta GF
Baby lettuce, cucumber, grape tomato GF V
Yukon Gold potato salad, sour cream dressing GF
Shredded cabbage, shaved vegetables, apple cider dressing GF V

The Deli Table \$27.95 per person

Tomato bisque GF V
Red skin potato salad with fresh dill GF
Yellow Beet, green bean and grape tomato salad with candied walnuts** GF
Sliced roast beef, smoked turkey and honey ham
Tillamook cheddar, Swiss cheese, Gruyère, and Pepper jack cheese
Kaiser rolls, rye, sourdough, and pretzel rolls
Herbed mayonnaise and Dijon
Local chips

Mediterranean \$32.95 per person

Tomato Bisque GF V
Caprese salad with mozzarella, tomatoes, basil and balsamic GF
Classic Caesar with romaine, parmesan, and olive oil croutons
Seared chicken breasts with cacciatore style tomato sauce GF
Roasted Pacific Chinook King Salmon filets* with roasted vegetable couscous and garlic cream
Cheese tortellini with asiago-basil cream **
Tiramisu shooters

The Lusso \$32.95 per person

Dressings include: Buttermilk ranch, balsamic vinaigrette, apple cider vinaigrette

Curry Lentil soup GF V
Spring greens salad with cucumbers, tomatoes, and bell peppers
Carrot and kale slaw with chickpeas and apple cider vinaigrette GF V
Yukon Gold potato salad with dill and shaved red onion GF
IPA braised short ribs, polenta, and mushrooms
Roasted chicken breast, wild rice and squash pilaf, shallot pan sauce GF
Buttered fresh seasonal vegetables GF
Petite desserts

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

DAVENPORT SIGNATURE PLATED MEALS

LUNCH OFFERINGS

Guest minimum: 10

Boxed Lunches \$21.95 per person

Served with bottled water, coleslaw, fruit salad, and housemade brownie**

Select up to two options

Sliced Roast Beef, smoked Gouda, arugula, horseradish cream, Kaiser roll

Smoked Turkey, provolone, Bibb lettuce, roasted red pepper mayo, sourdough

Ham and Swiss cheese, Dijon aioli, Bibb lettuce, pretzel roll

Grilled vegetables, spring mix, creamy hummus, pita pocket V

Boxed Salads \$19.95 per person

Served with bottled water, granola** bar and mini lady apple

Select up to two options

Roasted chicken breast, chopped romaine, olive oil croutons, shredded parmesan

Asian chicken salad with lettuce wraps, rice noodle salad, pickled vegetables

Quinoa and brown rice salad with roasted vegetables, lemon-tahini dressing GFV

Plated Salad Lunch

Included with lunch: Freshly brewed Starbucks regular and decaffeinated coffee, selection of Tazo hot teas, housemade breads** and butter

Entrée (choose one)

Roasted turkey cobb salad with egg, bacon, tomato and blue cheese \$27.95 per person

Classic chicken Caesar salad with roast chicken breast, baguette croutons, and parmesan tuile \$29.95 per person

Desserts (choose one)

Housemade Washington Apple Crisp fresh Washington gala apples baked and topped with a crispy cinnamon streusel

Crème Brûlée rich egg custard topped with caramelized sugar

Linzer lemon Tart Lemon cream cheese mousse sugar cookie crust, raspberry puree and toasted almonds**

Signature Cheesecake whipped cream, chocolate-dipped shortbread and strawberry sauce

Caramel Peanut Tart chocolate shortbread crust, peanut brittle caramel**, chocolate ganache, crème anglaise and caramel sauce

Martini Pyramid mini chocolate flourless cake, crème anglaise, fresh raspberries, served in a martini glass

Fresh Fruit Tart shortbread cookie shell, mascarpone cream, seasonal fruit and berries, crème anglaise and strawberry puree

Duo of Desserts

(This dessert option comes with our two house specialty desserts, presented together

An additional \$3per person will be added if chosen as the dessert option)

Signature Cheesecake whipped cream, chocolate-dipped shortbread and strawberry sauce

Chocolate Ganache covered flourless cake chocolate-dipped shortbread, crème anglaise sauce

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

DAVENPORT SIGNATURE PLATED MEALS

LUNCH THREE COURSE PLATED

Included with lunch: Freshly brewed Starbucks regular and decaffeinated coffee, selection of Tazo hot teas, iced tea, housemade breads** and butter

Starter Course (choose one)

Includes choice of salad dressing (one dressing for all salads): buttermilk ranch, balsamic vinaigrette, apple cider vinaigrette or Caesar dressing

- Caesar salad, cut romaine, olive oil croutons, shredded parmesan –
- Spinach with sliced strawberries, toasted walnut**, crumbled feta GF –
- Farm green salad with spinach, arugula and kale GF V –
- Boston Bibb, endive, roasted radish, cucumber GF V –

Entrées (up to two selections)

When more than one entrée has been selected for a plated meal, the higher of the entrée prices will be charged for each selection

- Roasted Chicken Breast, au gratin potato, spinach flan, tarragon jus \$29.95 per person GF
- Seared Free Range Chicken Breast, potato purée, roasted eggplant and squash compote, sauce diable \$32.95 per person GF
- Pacific Chinook King Salmon*, braised fennel, olive oil roasted fingerling potato, horseradish cream \$36.95 per person
- Seared Sea Bass, lentil cake, snap peas, carrot nage \$39.95 per person
- Local IPA Braised Beef Short Ribs, celery root potato purée, fresh seasonal vegetables \$29.95 per person
- USDA Prime Grade Beef of Filet*, herbed fingerling potatoes, mushroom reduction, fresh seasonal vegetables \$39.95 per person GF
- Quinoa, Spinach and Mushroom Stuffed Tomatoes, red pepper purée \$29.95 per person GF V

Desserts (choose one)

- Housemade Washington Apple Crisp fresh Washington gala apples baked and topped with a crispy cinnamon streusel
- Crème Brûlée rich egg custard topped with caramelized sugar
- Linzer lemon Tart Lemon cream cheese mousse sugar cookie crust, raspberry puree and toasted almonds**
- Signature Cheesecake whipped cream, chocolate-dipped shortbread and strawberry sauce
- Caramel Peanut Tart chocolate shortbread crust, peanut brittle caramel**, chocolate ganache, crème anglaise and caramel sauce
- Martini Pyramid mini chocolate flourless cake, crème anglaise, fresh raspberries, served in a martini glass
- Fresh Fruit Tart shortbread cookie shell, mascarpone cream, seasonal fruit and berries, crème anglaise and strawberry puree

Duo of Desserts

(This dessert option comes with our two house specialty desserts, presented together
An additional \$3per person will be added if chosen as the dessert option)

- Signature Cheesecake whipped cream, chocolate-dipped shortbread and strawberry sauce
- Chocolate Ganache covered flourless cake chocolate-dipped shortbread, crème anglaise sauce

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

HORS D'OEUVRES

COLD HORS D'OEUVRES

Guest Minimum: 24 pieces (each)

- Dates stuffed with almonds** and blue cheese, wrapped in prosciutto \$3 each
 - Curried chicken salad on phyllo with raisin relish \$3 each
 - Tomato, mozzarella, and basil skewers with balsamic drizzle GF \$2 each
 - Smoked salmon crêpe, lemon cream, American caviar \$3 each
 - Seared beef tenderloin, bell pepper pesto**, potato crisp GF \$4 each
 - Seared Tuna, mango chutney, tortilla chip GF \$4 each
 - Goat cheese and onion tartelette \$2 each
 - Mini chicken lettuce wraps, hoisin ginger sauce** \$3 each
-

HOT HORS D'OEUVRES

Guest Minimum: 24 pieces (each)

- Pork pot-stickers with plum sauce \$3 each
 - Crab cakes with spicy remoulade \$3 each
 - Crispy vegetable spring rolls with sweet chili sauce \$3 each
 - Risotto fritters with carrot cream \$2 each
 - Garbanzo bean falafel with spicy yogurt \$2 each
 - Grilled chicken and mushroom skewers with chimichurri \$3 each
 - Beef tenderloin and blue cheese potato cups \$4 each
 - Grilled Wild Gulf jumbo prawns and pickled apple skewers with cilantro cream \$4 each
-

RECEPTION & ACTION STATIONS

Guest Minimum: 25 Guests

Pasta Bar \$14.95 per person

Gemelli with classic Bolognese

- Orrechiette with asparagus, pancetta, extra virgin olive oil, and charred tomatoes
 - Cavatappi with shrimp cream, bay shrimp, and tomato concassee
-

Risotto Bar \$10.95 per person GF

Classic risotto with a choice of toppings to include peas, basil, mushrooms, pancetta, asparagus, goat cheese, parmesan, and gorgonzola

Street Taco Bar \$18.95 per person GF

- Braised beef brisket with salsa roja, cilantro, and pickled onions
 - Shredded ancho chile braised chicken thighs with cabbage slaw and Mexican crema
 - Grilled portobello, shaved squash, bell pepper slaw, and chipotle crema
-

Sushi Bar \$19.95 per person

Freshly made sushi rolls and maki sushi with condiments

Slider Station \$14.95 per person

Assorted beef, turkey, and veggie sliders with lettuce, tomato, onion and pickles. Mustard and mayonnaise

Pub Crawl \$14.95 per person

Crispy mac and cheese bites, fried pickles, potato wedges and spicy chicken wings

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

APPETIZER PLATTERS

Guest Minimum: 24 Guests

Seafood display GF

Served with classic cocktail sauce, Louie dressing, tarragon remoulade, soy-wasabi aioli, and tabasco mignonette

Poached jumbo gulf shrimp \$3 each

Alaskan snow crab claws \$6 per dozen

Oyster shooters \$5 each

Cheese Board \$8 per person

Selection of cheeses from around the world, served with gourmet crackers, lavash and sliced baguette

Fresh Seasonal and Tropical Fruit \$5 per person

Served with honey-mint greek yogurt

Classic crudité \$5 per person GF

Seasonal vegetables served with ranch dressing and hummus

Charcuterie display \$12 per person

Salami, prosciutto, mortadella, and capicola served with pickled vegetables and mustards

Mediterranean display \$10 per person

Lemon hummus, red pepper hummus, stuffed olives, marinated artichokes, almonds**, carrot and celery sticks

Served with pita chips and lavash

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

DAVENPORT SIGNATURE BUFFETS

DINNER BUFFETS

Guest minimum for each dinner buffet: 25

Included in each buffet

Freshly brewed Starbucks regular and decaffeinated coffee
Selection of Tazo hot teas, housemade baked breads and butter

The Tower \$42.95 per person

Dressings include: buttermilk ranch, balsamic vinaigrette, apple cider vinaigrette

Curry Lentil soup GF

Spring greens salad with cucumbers, tomatoes, and bell peppers GF V

Carrot and kale slaw with chickpeas and apple cider vinaigrette GF V

Yukon Gold potato salad with dill and shaved red onion GF

Port wine braised beef ragu, egg noodle, and mushrooms

Roasted chicken breast, wild rice and squash pilaf, shallot pan sauce GF

Buttered fresh seasonal vegetables GF

Display of mini desserts

The Grand Buffet \$50.95 per person

Dressings include: Apple cider vinaigrette and Caesar dressing

Tomato bisque GF V

Caprese salad with mozzarella, tomatoes, basil and balsamic GF

Classic Caesar with romaine, parmesan, and olive oil croutons

Seared chicken breasts with cacciatore style tomato sauce GF

Roasted Pacific Chinook King Salmon filets* with roasted vegetable couscous and garlic cream

Cheese tortellini with asiago-basil cream **

Tiramisu shooters and amaretto cookies

The Historic

Dressings include: buttermilk ranch, balsamic vinaigrette

Soup du jour

Crisp romaine hearts and spring greens

Dill cucumber salad GF V

Couscous salad with Kalamata olive, roasted green pepper and tomato V

Seasonal market vegetables, herbed wild rice pilaf, and thyme roasted red potatoes GF, V

Selection of housemade sweets

Choice of Entrées:

Choose Two proteins: \$59.95 per person

Choose Three proteins: \$65.95 per person

- Roast Strip Loin of beef* with cremini bacon sauce –
- Pacific Chinook King Salmon sesame crusted with cilantro-chili relish GF –
- Roasted Chicken Breast with white wine shallot glaze GF –
- Flank Steak with a cabernet mushroom sauce GF –
- Apple Almond Chicken** with peppercorn sauce –
- Wild Gulf Jumbo Prawns with tortellini, herb butter and garlic –
- Roast Pork Loin with apple cider reduction GF –

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

DAVENPORT SIGNATURE PLATED MEALS

DINNER OFFERINGS

Guest minimum: 10

Dinner - Three Course Plated

Included with dinner: Freshly brewed Starbucks regular and decaffeinated coffee, selection of Tazo hot teas, housemade baked breads** and butter. Chefs selection of starch and fresh seasonal vegetables

STARTER COURSE: SOUP – or – SALAD

Soups (choose one)

- French Onion soup GF –
- Tomato Bisque GF V –

Salads (choose one)

Includes: choice of salad dressing (one dressing for all salads) buttermilk ranch, balsamic vinaigrette, apple cider vinaigrette or Caesar dressing

- Farm Greens salad with shaved radish, fennel, and grape tomato GF V –
- Caesar salad with romaine hearts, parmesan, olive oil croutons, and lemon –
- Kale and Arugula salad with quinoa, shaved asparagus, citrus segments –
- Bibb lettuce salad with blue cheese, tomatoes and pancetta –

Entrées (up to two selections)

When more than one entrée has been selected for a plated meal, the higher of the entrée prices will be charged for each selection

- Fresh Dungeness crab cake and USDA Prime Grade beef of filet* \$50.95 per person
- Wild Gulf jumbo prawns and USDA Prime Grade beef of filet* \$50.95 per person GF
- 8 oz. USDA Prime Grade beef filet* \$50.95 per person GF
- Local IPA braised beef short ribs \$44.95 per person
- Mustard crusted rack of lamb \$49.95 per person
- Roasted chicken breast with tarragon jus \$37.95 per person GF
- Seared free range chicken breast with sauce diable \$39.95 per person GF
- Roasted pork tenderloin with pumpkin seed crust and mustard demi \$39.95 per person GF
- Pacific Chinook King Salmon* with horseradish cream \$42.95 per person GF
- Wild Halibut filet* with basil butter \$44.95 per person GF
- Pancetta wrapped Wild Gulf jumbo prawns with spicy Pomodoro \$39.95 per person
- Ratatouille stuffed bell pepper over quinoa \$29.95 per person GF V
- Roasted vegetable and polenta with tomato emulsion \$29.95 per person V

Desserts (choose one)

- Housemade Washington Apple Crisp fresh Washington gala apples baked and topped with a crispy cinnamon streusel
- Crème Brûlée rich egg custard topped with caramelized sugar
- Linzer lemon Tart Lemon cream cheese mousse sugar cookie crust, raspberry puree and toasted almonds**
- Signature Cheesecake whipped cream, chocolate-dipped shortbread and strawberry sauce
- Caramel Peanut Tart chocolate shortbread crust, peanut brittle caramel**, chocolate ganache, crème anglaise and caramel sauce
- Martini Pyramid mini chocolate flourless cake, crème anglaise, fresh raspberries, served in a martini glass
- Fresh Fruit Tart shortbread cookie shell, mascarpone cream, seasonal fruit and berries, crème anglaise and strawberry puree

Duo of Desserts

(This dessert option comes with our two house specialty desserts, presented together
An additional \$3per person will be added if chosen as the dessert option)

- Signature Cheesecake whipped cream, chocolate-dipped shortbread and strawberry sauce
- Chocolate Ganache covered flourless cake chocolate-dipped shortbread, crème anglaise sauce

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

Lunch & Dinner Action Stations

Spice and herb crusted USDA Prime Grade Prime Rib* with au jus \$675 serves 50 guests

Mesquite smoked turkey breast with wild berry reduction \$200 serves 25 people

Maple glazed pork Loin with apple-pecan** chutney \$260 serves 30 people

Slow roasted leg of lamb with mint jus \$400 serves 30 people

Chimichurri flank steak with parsley pesto \$400 serves 30 people

Roast steamship of beef* with rosemary jus \$900 serves 120 people

Pacific Chinook King Salmon "West Side" style hot smoked with honey-ginger BBQ sauce - \$275 serves 30 people

Smoked USDA Prime Grade Beef of Tenderloin* with natural jus \$700 serves 30 people

Lunch & Dinner Buffet Enhancements

Fresh sliced fruit and berries \$4.95 per person

Mexican Tortilla Soup \$3.95 per person GF V

Tuna Salad with Basil Pesto** \$4.95 per person GF

Individual Chicken Salad with Walnuts ** and Grapes \$4.95 per person GF

(GF) This item is prepared gluten free. Please inform your server if a person in your party has a food allergy or special dietary need (e.g., gluten intolerance).

(V) This item is Vegan

* This item may be served raw or under cooked. Consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

** This item contains nuts or nut products.

Wine List

Our comprehensive wine list is available at your request. Wines listed are subject to change.

Champagne

G.H. Mumm, France \$120
Veuve Clicquot Yellow Label Brut, France \$141

Sparkling Wines

JP Chenet Blanc de Blanc Brut, France \$30
Chateau St. Michelle Brut, Columbia Valley, WA \$27
Argyle Blanc de Blanc, Willamette Valley, OR \$66

White Wines

Arbor Crest Riesling Columbia Valley, WA \$31
Arbor Crest "Connor Lee" Chardonnay Columbia Valley, WA \$31
Kendall-Jackson Chardonnay, CA \$43
Duckhorn Chardonnay, CA \$51
Rombauer Vineyards Chardonnay Carneros, CA \$59
Santa Cristina Pinot Grigio Delle Venezie, Italy \$35
Cakebread Cellars Sauvignon Blanc, CA \$52
Brancott Sauvignon Blanc New Zealand \$39

Red Wines

Arbor Crest "Four Vineyard" Merlot Columbia Valley, WA \$31
Arbor Crest "Five Vineyard" Cabernet Sauvignon \$31
Barrister Winery "Rough Justice" Red Blend Columbia Valley, WA \$51
L'Ecole No. 41 Winery Cabernet Sauvignon Columbia Valley, WA \$55
Stags Leap Winery Merlot Napa Valley, CA \$62
Meiomi Pinot Noir Sonoma County, CA \$51
Erath Pinot Noir Dundee Hills, OR \$47
Château St. Michelle Syrah Columbia Valley, WA \$43

Non Alcoholic

Martinellis Sparkling Cider \$18

Banquet Bar

Bar service is available for a maximum of 5 hours. Our standard for staffing is one bartender for each 100 guests. Additional bars and bartenders may be arranged. A bartender fee of \$75 per bar, per hour will apply. This fee of \$75 will be waived with a revenue minimum of \$200 per bar, per hour.

All beverages stocked in each banquet bar

Premium House Wines by the Glass \$7.75 each / By the Bottle \$31 each (unless noted below)

Arbor Crest Riesling
Arbor Crest "Connor Lee" Chardonnay
Arbor Crest "Four Vineyard" Merlot
Arbor Crest "Five Vineyard" Cabernet Sauvignon
JP Chenet Blanc de Blanc Brut \$30

Our comprehensive wine list is available at your request. Wines listed are subject to change.

Premium Cocktails \$9.75 each / As Martinis \$11.75 each

Grey Goose vodka
Maker's Mark bourbon whiskey
Pendleton whiskey
Hendrinks gin
Glenlivet 12 yr scotch
Mount Gay rum
Patron Silver tequila

Select Cocktails \$7.75 each / As Martinis \$9.75 each

Fris vodka
Crown Royal whiskey
Jim Beam bourbon
Bombay Sapphire gin
Johnnie Walker Red Label scotch
Captain Morgan rum
Lunazul 100% Agave tequila

Bottled Beer Imports

Kokanee \$4.5 each
Corona \$4.5 each
Stella Artois \$6 each

Craft/Northwest brews

Alaskan Amber \$5.5 each
Widmer Hefeweizen \$5.5 each
Deschutes Mirror Pond Pale Ale \$6 each
No-Li Born & Raised IPA \$6 each
Iron Horse Irish Death \$6 each

Domestic Beer

Coors Light \$4.5 each
O'Douls NA \$4.5 each

Assorted PEPSI Brand Soft Drinks \$3 each

Mineral and Sparkling Water \$3.5 each

Banquet Bar – Enhancements

Add-on the following beverages to the banquet bar selections above

Cordials \$9.75 each

Frangelico
Grand Marnier
Courvoisier VS
Amaretto DiSaronno
Drambuie

Signature Cocktails \$10 each

Huckleberry Heaven Martini 44° North Huckleberry vodka, white cranberry juice, splash of sour, garnished with huckleberries

Stiletto Manhattan Makers Mark Bourbon, Amaretto DiSaronno, Bitters

French 75 Gin, Lemon, Simple Syrup, Champagne

Huckleberry Moscow Mule Fris vodka, ginger beer, lime juice, garnished with huckleberries

ADDITIONAL CATERING SERVICES

LINENS

The hotel offers all white linen overlays and napkins as well as cream or black floor length underlays based upon availability.

CHIAVARI CHAIRS

Chiavari chairs no sash \$4/chair

Chiavari chairs with white sash, black sash or maize lamour sash \$6/chair

CUSTOM GUESTROOM KEYS

Set the tone and promote your event at check-in with customized room keys for your group attendees. The keys can be printed with your logo or a personalized image. They are printed with 256 colors, high resolution quality and can print with an image to the edge of the card. All requests for custom printed guestroom keys must be coordinated with the hotel at least 14 days prior to arrival. \$3/key

DAVENPORT SPA AND SALON

Choose from an extensive selection of Forbes Four-Star spa and salon services. An intimate environment located within The Historic Davenport Hotel, the Davenport Spa and Salon is the perfect way to pamper yourself during your group event stay. To schedule your appointment, book online, or a Guest Service representative can assist you before or when you arrive on property by calling 509.789.7300. We can also be reached by email at davenportspa@thedavenporthotel.com.

THE DAVENPORT GRAND MEETING ROOM SPECIFICATIONS

HOTEL FACTS

716 GUEST ROOMS

- 338 King
- 342 King/King
- 13 Jr Suites
- 21 Penthouse Suites
- 1 Governor Suite
- 1 Presidential Suite

30 MEETING ZONES

- 1 Grand Ballroom
- 3 Sub Grand Ballrooms A/B/C
- 3 Jr Ballrooms
- 12 Meeting Rooms
- 2 offices
- 2 Boardrooms
- 2 Terrace Rooms
- 5 Pre-Function Areas

6 DINING AREAS

2 Restaurants

- The Grand Restaurant
- Table 13

3 Lounges

- Table 13 Whiskey Bar
- The Grand Terrace Bar
- The Grand Lounge

1 Espresso/Small Bites

- Starbucks

HEALTH

Glass Wall Fitness Center

- State-of-the-Art Cardio Machines
- Free Weights
- Stretching/Yoga Space

BUSINESS CENTER

- Computer/FAX/Printer
- Wi-fi
- Internet

RETAIL

Davenport Home

- Davenport Bed
- Fine Frette Linens
- Designer Jewelry
- Sundries

MEETING SPACE	SQUARE FEET	DIMENSIONS	THEATER	CLASSROOM	ROUNDS OF 10	CONFERENCE	U-SHAPE	HOLLOW SQUARE	RECEPTION	10' X 10's	8' X 8's
Ground Floor Lobby											
Grand Ballroom	18,079	101' x 179'	1,956	1,152	1,350	•	•	•	2000	92	109
Grand Ballroom A	6,161	101' x 61'	633	384	450	•	•	•	680	30	35
Grand Ballroom B	5,757	101' x 57'	630	384	450	•	•	•	640	31	37
Grand Ballroom C	6,161	101' x 61'	693	384	450	•	•	•	680	31	37
Birch Ballroom	2,450	50' x 49'	250	140	180	40	48	64	270	8	16
Cedar Ballroom	2,880	60' x 48'	280	152	180	48	56	72	320	11	19
Maple Ballroom	2,116	46' x 46'	216	112	140	32	48	64	230	8	16
Meeting Room 1	1,316	47' x 28'	124	76	80	32	36	40	150	•	•
Meeting Room 2	1,316	47' x 28'	110	52	70	32	36	40	140	•	•
Meeting Room 3	1,316	47' x 28'	110	52	70	32	36	40	140	•	•
Meeting Room 4	1,248	39' x 32'	128	72	70	28	32	40	140	•	•
Meeting Room 5	1,248	39' x 32'	128	72	70	28	32	40	140	•	•
Meeting Room 6	744	24' x 31'	68	40	40	16	24	32	80	•	•
Meeting Room 7	680	20' x 34'	•	•	•	24	•	•	•	•	•
Office 1	90	10' x 9'	•	•	•	•	•	•	•	•	•
Office 2	420	30' x 14'	•	•	•	•	•	•	•	•	•
Grand Ballroom Pre-function 1	3,360	24' x 140'	•	•	•	•	•	•	•	8	10
Grand Ballroom Pre-function 2	2,222	101' x 22'	•	•	•	•	•	•	•	7	10
Pre-function 3	2,112	96' x 22'	•	•	•	•	•	•	•	8	10
Pre-function 4	2,324	166' x 14'	•	•	•	•	•	•	•	•	•
Mezzanine											
Terrace Room West	1,566	27' x 58'	140	72	90	48	52	56	160	•	•
Terrace Room East	2,052	27' x 76'	170	100	110	64	68	72	190	•	•
Meeting Room 8	486	27' x 18'	•	•	•	16	•	•	•	•	•
Meeting Room 9	360	20' x 18'	32	8	10	8	•	•	15	•	•
Meeting Room 10	1,296	48' x 27'	134	64	80	32	36	40	150	•	•
Meeting Room 11	1,269	47' x 27'	134	64	80	32	36	40	150	•	•
Meeting Room 12	1,269	47' x 27'	134	64	80	32	36	40	150	•	•
Redwood Boardroom	518	14' x 37'	•	•	•	24	•	•	•	•	•
Skybridge Boardroom	403	31' x 13'	•	•	•	24	•	•	•	•	•
Pre-function 5	2,397	17' x 141'	•	•	•	•	•	•	•	15	20
Terrace	5,220	36' x 145'	•	•	340	•	•	•	348	•	•
17th Floor											
Governor Suite Parlor	1043		•	•	•	•	•	•	30	•	•
Presidential Suite Parlor	1385		•	•	•	•	•	•	50	•	•
Total Sq. Ft.	63,177										

THE DAVENPORT GRAND AV SPECIFICATIONS / PLANS

Projectors/Monitors	
LCD Projector (5000 Lumens)	\$395
90" LCD TV	\$300
80" LCD TV	\$250
50" LCD TV	\$150
SKYBRIDGE OR REDWOOD BOARDROOM:	
80" wall mounted LCD TV	\$200
BALLROOM PROJECTOR PACKAGES	
GRAND BALLROOM FULL	\$3,500
Includes six 14,000 lumen ceiling mounted LCD Projectors with six 20-foot ceiling mounted drop-down screens	
GRAND BALLROOM A, B OR C	
Includes one 14,000 lumen projector and ceiling mounted drop-down screen	\$650
PROJECTOR SCREENS	
8' Tripod screen with skirt	\$65
10' X 7.5' (16:9 ratio) Fast Fold screen	\$150
PRESENTATION TECHNOLOGY	
Wireless presenter (PowerPoint slide advancer)	\$25
DVD player	\$40
Roland 4 HDMI input video switcher	\$250
Roland 8 SDI input video switcher	\$350
Technician labor, per hour (2 hour minimum)	\$50
AUDIO EQUIPMENT	
Wireless microphone, lavalier or handheld	\$75
Audio Patch connection for laptop or audio device	\$75
8 Channel Audio Mixer	\$75
16 Channel Audio Mixer	\$150
Small PA system	\$150
Large PA system	\$300
Computer speakers	\$20
MEETING ACCESSORIES	
Easel whiteboard with markers	\$35
Easel w/flipchart paper and markers	\$45
Easel w/Post-It pad and markers	\$55
6' X 3' Whiteboard	\$75
Extension cord & power strips	\$10
TELEPHONE PRODUCTS	
Polycom speaker phone	\$75
Gentner phoneinterface	\$150
Outside phone line	\$50

THE HISTORIC DAVENPORT HOTEL MEETING ROOM SPECIFICATIONS

HOTEL FACTS

**THE HISTORIC DAVENPORT HOTEL
THE DAVENPORT TOWER
THE DAVENPORT LUSO**

660 GUEST ROOMS TOTAL

- 389 King
- 209 Queen
- 12 Penthouse Rooms
- 7 Honeymoon Suites
- 41 Suites
- 1 Governor Suite
- 1 Presidential Suite

23 MEETING ZONES

35,000 SQ. FT.

- 1 Grand Ballroom
- 3 Sub Grand Ballrooms A/B/C
- 2 Jr Ballrooms
- 14 Meeting Rooms
- 1 Boardroom
- 1 Outdoor Terrace
- 1 Presidential Suite
- 5 Pre-Function Areas

4 DINING AREAS

4 Restaurants

- Palm Court Grill
- Peacock Room
- Post Street Ale House
- Safari Room Fresh Grill

4 Lounges

- Palm Court Lounge
- The Peacock Room Lounge
- The Safari Room Bar
- Post Street Ale House Bar

2 Espresso/Small Bites

- Starbucks

HEALTH

3 Fitness Centers

- State-of-the-Art Cardio Machines
- Free Weights
- Stretching/Yoga Space
- 2 Indoor Pools

3 BUSINESS CENTERS

- Computer/FAX/Printer
- Wi-fi
- Internet

RETAIL

Davenport Home

- Davenport Bed
- Fine Frette Linens
- Designer Jewelry
- Sundries

Davenport Flowers

- Event
- Personal

Davenport Spa

- Forbes Four-Star

MEETING SPACE	SQUARE FEET	DIMENSIONS	CEILING HEIGHT	THEATER	CLASSROOM	CONFERENCE	HOLLOW SQUARE	RECEPTION	ROUNDS OF 10 10 X 10s	
First Floor										
Isabella Ballroom	3,139	73' x 43'	14'	300	150	40	50	300	190	•
Second Floor										
Marie Antoinette Ballroom	3,066	42' x 73'	21'	300	150	50	60	300	220	13
Marie Antoinette Balcony	1,300	•	11"	•	•	•	•	130	80±	•
Elizabethan Room	2,175	75' x 29'	11'	180	110	42	52	220	120	12
Elizabethan Room A	1,305	45' x 29'	11'	120	72	30	40	150	80	•
Elizabethan Room B	870	30' x 29'	11'	60	38	20	30	40	40	•
Flowerfield Room	1,305	45' x 29'	10'	110	40	24	40	80	60	6
Porter Room	868	29' x 31'	9'	60	30	16	30	70	40	4
John Reed Boardroom	585	45' x 13'	10'	•	•	26	•	•	•	•
Cutter Room	406	29' x 14'	9'	30	16	16	•	40	20	•
Roosevelt Room	406	29' x 14'	9'	30	16	20	•	40	20	•
Matador Room	195	15' x 13'	9'	15	•	8	•	20	10	•
Lincoln Room	660	15' x 44'	9'	49	24	24	•	49	30	•
State Suite A	308	14' x 22'	9'	15	•	10	•	20	10	•
State Suite B	195	15' x 13'	9'	•	•	8	•	•	•	•
Worthy Room	660	15' x 44'	9'	49	24	24	•	49	30	•
Mezzanine	3400	•	•	•	•	•	•	•	•	20
Pennington Wing										
Grand Pennington Ballroom	6,240	65' x 96'	21'	620	320	•	•	625	460	38
Pennington A	1,950	65' x 30'	21'	200	100	40	50	200	150	14
Pennington B	2,210	65' x 34'	21'	221	120	42	52	325	180	12
Pennington C	1,950	65' x 30'	21'	200	100	40	50	200	150	12
Pennington Ballroom Balcony	253	11' x 23'	•	•	•	•	•	•	20	•
Hall of the Doges Foyer	2,992	68' x 44'	18'	300	130	30	•	300	140	18
Lower Lobby Level										
Early Bird Room	2,736	72' x 38'	9'	250	120	40	50	220	140	•
4th Floor Roof										
Roof Garden Terrace	7,050	150' x 47'	•	•	•	•	•	•	•	•
14th Floor Roof										
Presidential Suite Parlor	1,500	•	•	•	•	•	•	50	•	•

THE HISTORIC DAVENPORT HOTEL AV SPECIFICATIONS / PLANS

PROJECTORS/MONITORS	
LCD Projector (5000 Lumens)	\$295
80" LCD TV	\$300
55" LCD TV	\$150
47" LCD TV	\$150
<hr/>	
BALLROOM PROJECTOR PACKAGES	
PENNINGTON FULL ROOM	
4-6000 Lumen ceiling mounted LCD Projectors, 4 ceiling mounted drop-down screens	\$895
<hr/>	
PENNINGTON A & C	
Includes 1-6000 lumen projector and ceiling mounted drop-down screen	\$395
<hr/>	
EARLY BIRD	
Includes 1-3500 Lumen, ceiling mounted projector and ceiling mounted drop-down screen	\$395
<hr/>	
LINCOLN AND WORTHY ROOMS	
Built in 72" TV	\$50
<hr/>	
PROJECTOR SCREENS	
6' Tripod screen with skirt	\$35
7' Tripod screen with skirt	\$45
8' Tripod screen with skirt	\$65
10' X 7.5' Fast Fold screen (4:3 ratio)	\$150
<hr/>	
PRESENTATION TECHNOLOGY	
Laptop computer with Office	\$195
Wireless Presenter (PowerPoint remote)	\$25
DVD Player	\$40
Roland 4 Input HDMI video	\$250
<hr/>	
AUDIO EQUIPMENT	
Wireless Microphone, Lavalier or Handheld	\$75
Audio Patch Connection for laptop or audio device	\$75
8 Channel Audio Mixer	\$75
16 Channel Audio Mixer	\$150
Small PA System	\$150
Large PA System	\$300
Computer Speakers	\$20
<hr/>	
MEETING ACCESSORIES	
Easel Whiteboard with markers	\$35
Easel w/Flipchart paper and markers	\$45
Easel w/Post-It Pad and markers	\$55
6' X 3' Whiteboard	\$75
Extension Cord & Power Strip	\$10
Technician Labor (2 hour minimum)	\$50/hour
<hr/>	
PHONE EQUIPMENT	
Polycom Speaker Phone	\$75
Gentner phone interface (require use of microphones)	\$150
Outside phone line	\$50
<hr/>	
LIGHTING	
Pennington Spotlights w/dimmer control	\$150
Portable Spotlight	\$100

EVENT GUIDELINES

MENU PLANNING Our chefs have prepared these menus to appeal to a wide variety of tastes, but we welcome the opportunity to work with you to design a customized menu that is unique to your event. We are also pleased to provide alternatives for any guest with special dietary needs (vegetarian, allergic, diabetic, etc.).

SERVICE CHARGE A service charge of 20% will be added to all food, beverage, set-up fees, corkage and audio-visual charges and are subject to Washington state sales tax. Service charges and taxes are subject to change.

FOOD GUIDELINES All food buffets and carving stations are displayed for a maximum of 1-1/2 hours. The hotel does not permit food and beverage to be brought in or catered to the meeting rooms. • Our standard set-up for buffets is one buffet for up to 150 guests. Two buffets are standard for 150 guests or more. When two buffets are requested for fewer than 150 guests, a fee of \$250 will be assessed. • Washington state law requires that we inform you that consuming raw or under cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of contracting food-borne illness.

BEVERAGE GUIDELINES Bar service is available for a maximum of 5 hours. Our standard for staffing is one bartender for each 100 guests. Additional bars and bartenders may be arranged. A bartender fee of \$75 per bar, per hour will apply. This fee of \$75 will be waived with a revenue minimum of \$200 per bar, per hour. • **Corkage Fee** Wine and or champagne may be brought in for a \$25 per 750ml bottle corkage fee.

GUARANTEES: Final attendance must be confirmed three business days prior to your event. This number is considered a guarantee and is not subject to reduction after this time. Final charges are based on actual attendance, or the guaranteed number, whichever is greater. • When more than one entrée has been selected for a plated meal, the higher of the entrée prices will be charged for each selection. The specific number of each entrée is required at the time of guarantee. You will need to provide a ticket, sticker, name, or tent card for your guests, identifying their meal selections to the server.

TRANSPORTATION The hotel can provide transportation service for individual pickup between the hours 5 am and 12 am by appointment. This service will be available to all registered guests, based on availability. Complimentary transportation between Davenport hotels for registered guests based on availability. Airport service is \$50 round trip per room and \$25 one-way per room. These rates are subject to change. For large group arrivals/departures or special transportation to and from locations other than the airport, the associated rental vans are \$150, based on availability with a two-hour minimum and \$75 per each additional hour. These rates are subject to change. Please contact Guest Services: Historic Davenport – Davenport Tower – Hotel Lusso #509-789-7385 and Davenport Grand #509-598-4250.

PARKING: The Historic Davenport Hotel self-park garage is located on the corner of Post Street, and valet parking is located off Post Street at the main entrance. The Davenport Grand self-park garage is located on the corner of Washington Street, and valet parking is located off Spokane Falls Blvd. at the main entrance. The following prices are subject to change: Self-Parking: \$5 for hours 1-4 / \$1 each additional hour; \$17 maximum per day • Valet Parking: \$17 event valet, \$22 overnight valet.

SHIPPING, DELIVERY, AND PICK-UP: We offer full service shipping and receiving services, Monday-Friday, 8 am – 5 pm. Charges for deliveries are \$10 per box, \$300 per crate or pallet. Additional packing fees may apply, depending upon what supplies are needed (tape, new boxes, envelopes, packing materials, etc). Packages for functions may be delivered to the hotel up to one week prior to the conference/event and must be shipped out within five days following the event. Storage fees may apply beyond these dates. Please do not ship valuables; the hotel is not responsible for contents. No COD packages will be accepted.

SHIPPING TO HOTEL When shipping materials to the hotel, please include the following information on all packages:

- Name of Conference/Event
- Total Number of packages: (i.e., 1 of 4)

SHIPPING FROM HOTEL When shipping materials from the hotel, shipping labels should be marked as follows:

The Historic Davenport Hotel
10 South Post Street, Spokane, WA 99201
Phone: 509.789.6805 • Number of packages: (i.e., 1 of 4)

The Davenport Grand
333 West Spokane Falls Blvd., Spokane, WA 99201
Phone: 509.789.6805 • Number of packages: (i.e., 1 of 4)

The Historic Davenport Hotel and The Davenport Grand use Federal Express and United Postal Service for our regular shipping needs. When using the U.S. Postal Service, all postage must be pre-paid. UPS and FedEx deliver to the hotel at around 9 am, Monday-Friday, and pick up outgoing mail and packages every afternoon around 3 pm. Times are subject to change. The hotel is not responsible for items left behind. All arrangements for shipping and receiving need to be arranged through your Catering Manager or Management contact.



DAVENPORT
HOTELS

AUTOGRAPH COLLECTION®
HOTELS

For more information regarding our
Event Planning program,
please contact our
Sales & Marketing Team

800.899.1482
info@thedavenporthotel.com
111 South Post Street
Spokane, WA 99201