

Event Planning Guide

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DAVENPORT HOTELS
THE DAVENPORT GRAND

DAVENPORT SIGNATURE PLATED BREAKFAST MEALS

Guest minimum for each plated breakfast: 10

Your Choice Plated Breakfast \$22.95 per person

Included with breakfast: Freshly brewed Starbucks regular and decaffeinated coffee, selection of Teavana 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 \$14.95 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

Breakfast Sandwich, croissant, egg, cheese, ham, served with whole fruit and fruit juice

Breakfast Burrito, egg, cheese, potato, ham, served with whole fruit and 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.

BREAKFAST STATIONS

Guest minimum: 20

Waffle and Pancake Station \$10 per person
Fresh fruit, almonds**, walnuts**, whipped cream, maple syrup, butter

Omelet and Frittata Station \$10 per person GF
Cooked to order with a fresh variety of toppings

Bacon Carving Station \$10 per person GF
House smoked pork belly (bacon) with maple glaze

BREAK ENHANCEMENTS AND A LA CARTE ITEMS

Granola** and nutri-grain bars ** \$3.95 each

Flavored sparkling and mineral waters \$4.95 each

Assorted Pepsi soft drinks \$4 each

Assorted fruit juices \$4.5 each

Freshly brewed Starbucks regular and decaffeinated coffee \$48 per gallon

Regular and strawberry lemonade \$38 per gallon

Infused waters: citrus, cucumber, raspberry \$38 per gallon

Davenport freshly baked cookie assortment** \$40 per dozen (individually wrapped)

Davenport freshly baked assorted brownies \$40 per dozen (individually wrapped)

Tim's Cascade potato chips \$3.95 each

Ice cream treats \$3.95 each

Sweet and Spicy packaged snack mix** \$4.95

Gourmet packaged mixed nuts** \$4.95 each

Popcorn, assorted flavors, individual bags \$3.95 each

Chocolate dipped rice crispy treats \$38.95 per dozen (individually wrapped)

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DAVENPORT SIGNATURE PLATED LUNCH MEALS

Guest minimum: 10

Boxed Lunches \$22.95 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 \$20.95 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. GF V

Plated Salad Lunch

Included with lunch: Freshly brewed Starbucks regular and decaffeinated coffee,
selection of Teavana 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
Passion fruit white chocolate mousse with a Raspberry cremeux center on yellow chiffon with Chantilly cream and almond** crunch
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
Milk chocolate panna cotta, hazelnut** and chocolate cake crust, crème anglaise and chocolate sauce
Berry mascarpone parfait with fresh berries, raspberry coulis, chocolate garnish

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DAVENPORT SIGNATURE PLATED LUNCH MEALS

LUNCH THREE COURSE PLATED

Included with lunch: Freshly brewed Starbucks regular and decaffeinated coffee, selection of Teavana 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 \$31.95 per person GF

Seared free range chicken breast, potato purée, roasted eggplant and squash compote, sauce diable \$34.95 per person GF

Pacific Chinook King salmon*, braised fennel, olive oil roasted fingerling potato, horseradish cream \$38.95 per person

Wild halibut filet* with basil butter \$46.95 per person GF

Local IPA braised beef short ribs, celery root potato purée, fresh seasonal vegetables \$31.95 per person

Beef filet*, herbed fingerling potatoes, mushroom reduction, fresh seasonal vegetables \$41.95 per person GF

Quinoa, spinach and mushroom stuffed tomatoes, red pepper purée \$30.95 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

Passion fruit white chocolate mousse with a raspberry cremeux center on yellow chiffon with Chantilly cream and almond** crunch

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

Milk chocolate panna cotta hazelnut** and chocolate cake crust, crème anglaise and chocolate sauce (GF upon request)

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

Berry mascarpone parfait with fresh berries, marionberry coulis, chocolate garnish (GF)

Triple chocolate mousse cylinder layered with white, milk and dark chocolate mousse, raspberry puree and crème anglaise

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HORS D'OEUVRES STATIONS

COLD HORS D'OEUVRES

Guest Minimum: 24 pieces (each)

Dates stuffed with almonds** and blue cheese, wrapped in prosciutto \$3.5 each

Curried chicken salad on phyllo with raisin relish \$3.5 each

Tomato, mozzarella, and basil skewers with balsamic drizzle GF \$2.5 each

Smoked salmon crêpe, lemon cream, American caviar \$3.5 each

Seared beef tenderloin, bell pepper pesto**, potato crisp GF \$4.5 each

Seared Tuna, mango chutney, tortilla chip GF \$4.5 each

Goat cheese and onion tartelette \$2.5 each

Mini chicken lettuce wraps, hoisin ginger sauce** \$3.5 each

Vegetable spring rolls with spicy peanut sauce ** \$3.5 each

Bloody Mary gazpacho shooters with bay shrimp GF \$4.5 each

HOT HORS D'OEUVRES

Guest Minimum: 24 pieces (each)

Pork pot-stickers with plum sauce \$3.5 each

Crab cakes with spicy remoulade \$3.5 each

Crispy vegetable spring rolls with sweet chili sauce \$3.5 each

Risotto fritters with carrot cream \$2.5 each

Garbanzo bean falafel with spicy yogurt \$2.5 each

Grilled chicken and mushroom skewers with chimichurri \$3.5 each

Beef tenderloin and blue cheese potato cups \$4.5 each

Grilled wild Gulf jumbo prawns and pickled apple skewers with cilantro cream \$4.5 each

Mini Cuban sandwiches with shaved ham, swiss cheese and pickle chip \$3.5 each

Crispy chicken caprese skewers \$4.5 each

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RECEPTION & ACTION STATIONS

Guest minimum: 20

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 \$12.95 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 \$19.95 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

Asian Bar \$20.95 per person

Assorted dumplings and pot-stickers

California sushi roll display

Spicy noodle boxes and fresh vegetable spring rolls**

Condiments and sauces

Slider Station \$15.95 per person

Assorted beef, turkey, and veggie slider display, served with mustard and mayonnaise

Pub Crawl \$15.95 per person

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

APPETIZER PLATTER STATIONS

Guest Minimum: 24

Seafood display GF

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

Poached jumbo gulf shrimp \$3.5 each

Alaskan snow crab claws \$6.5 each

Oyster shooters \$5.5 each

Cheese Board \$10 per person

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

Fresh Seasonal and Tropical Fruit \$7 per person

Served with honey-mint greek yogurt

Classic crudité \$7 per person GF

Seasonal vegetables served with ranch dressing and hummus

Charcuterie display \$14 per person

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

Mediterranean display \$12 per person

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

Served with pita chips and lavosh

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DAVENPORT SIGNATURE PLATED DINNER MEALS

Guest minimum: 10

Dinner - Three Course Plated

Included with dinner: Freshly brewed Starbucks regular and decaffeinated coffee, selection of Teavana 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 beef filet* \$52.95 per person

Wild Gulf jumbo prawns and beef filet* \$51.95 per person GF

8 oz. beef filet* \$51.95 per person GF

Local IPA braised beef short ribs \$46.95 per person

Mustard crusted rack of lamb \$49.95 per person

Roasted chicken breast with tarragon jus \$39.95 per person GF

Seared free range chicken breast with sauce diable \$41.95 per person GF

Roasted pork tenderloin with pumpkin seed crust and mustard demi \$42.95 per person GF

Pacific Chinook King salmon* with horseradish cream \$44.95 per person GF

Wild halibut filet* with basil butter \$46.95 per person GF

Pancetta wrapped wild Gulf jumbo prawns with spicy Pomodoro \$41.95 per person

Ratatouille stuffed bell pepper over quinoa \$32.95 per person GF V

Roasted vegetable and polenta with tomato emulsion \$32.95 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

Passion fruit white chocolate mousse with a raspberry cremeux center on yellow chiffon with Chantilly cream and almond** crunch

Signature cheesecake whipped cream, chocolate-dipped wafer and strawberry sauce

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

Milk chocolate panna cotta, hazelnut and chocolate cake crust, crème anglaise and chocolate sauce (GF upon request)

Berry mascarpone parfait with fresh berries, marionberry coulis, chocolate garnish (GF)

Triple chocolate mousse cylinder layered with white, milk and dark chocolate mousse, raspberry puree and crème anglaise

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Lunch & Dinner Action Stations

Spice and herb crusted prime rib* with au jus \$725 serves 50 guests

Mesquite smoked turkey breast with wild berry reduction \$238 serves 25 people

Maple glazed pork loin with apple-pecan** chutney \$285 serves 30 people

Roast steamship of beef* with rosemary jus \$1,020 serves 120 people

Pacific Chinook King Salmon "West Side" style hot smoked with honey-ginger BBQ sauce - \$315 serves 30 people

Smoked beef tenderloin* with natural jus \$735 serves 30 people

Lunch & Dinner Buffet Enhancements

Tuna salad with basil pesto** \$5.95 per person GF

Individual chicken salad with walnuts ** and grapes \$5.95 per person GF

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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 \$34

Chateau St. Michelle Brut, Columbia Valley, WA \$35

Argyle Blanc de Blanc, Willamette Valley, OR \$66

White Wines

Arbor Crest Riesling Columbia Valley, WA \$35

Arbor Crest "Connor Lee" Chardonnay Columbia Valley, WA \$35

Kendall-Jackson Chardonnay, CA \$50

Duckhorn Chardonnay, CA \$54

Santa Cristina Pinot Grigio delle Venezie, Italy \$42

Brancott Sauvignon Blanc, New Zealand \$46

Rombauer Sauvignon Blanc, CA \$50

Red Wines

Arbor Crest "Four Vineyard" Merlot Columbia Valley, WA \$35

Arbor Crest "Five Vineyard" Cabernet Sauvignon \$35

Barrister Winery "Rough Justice" Red Blend Columbia Valley, WA \$62

L'Ecole No. 41 Winery Cabernet Sauvignon Columbia Valley, WA \$62

Boen Russian River Valley, CA \$54

Erath Pinot Noir Dundee Hills, OR \$50

Château St. Michelle Syrah Columbia Valley, WA \$42

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 \$8.75 each / **By the Bottle** \$35 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 \$34

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

Premium Cocktails \$10.75 each / **As Martinis** \$12.75 each

Grey Goose vodka
Maker's Mark bourbon whiskey
Pendleton whiskey
Tanqueray 10 gin
Glenlivet 12 yr scotch
Pussers British Navy rum
Patron Silver tequila

Select Cocktails \$8.75 each / **As Martinis** \$10.75 each

Fris vodka
Crown Royal whiskey
Jim Beam bourbon
Bombay Sapphire gin
Johnnie Walker Red Label scotch
Captain Morgan rum
Jose Cuervo Tradicional tequila

Bottled Beer Imports

Corona \$5 each • Stella Artois \$6.5 each

Craft/Northwest Brews

Alaskan Amber \$6 each • Widmer Hefeweizen \$6 each • Deschutes Mirror Pond Pale Ale \$6.5 each
No-Li Born & Raised IPA \$6.5 each • Iron Horse Irish Death \$6.5 each

Domestic Beer

Coors Light \$5 each • O'Douls NA \$5 each

Assorted PEPSI Brand Soft Drinks \$4 each • **Mineral and Sparkling Water** \$4.95 each

Banquet Bar – Enhancements

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

Cordials \$10.75 each

Frangelico • Grand Marnier • Courvoisier VS • Amaretto DiSaronno • Drambuie

Signature Cocktails \$11 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

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 (Historic Hotel Only)

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@thedavenport.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

Ground Floor Lobby

	SQUARE FEET	DIMENSIONS	THEATER	CLASSROOM	ROUNDS OF 10	CONFERENCE	U-SHAPE	HOLLOW SQUARE	RECEPTION	10' X 10s	8' X 8s
Grand Ballroom	18,079	101' x 179'	1,956	1,152	1,200	•	•	•	2000	92	109
Grand Ballroom A	6,161	101' x 61'	633	384	380	•	•	•	680	30	35
Grand Ballroom B	5,757	101' x 57'	630	384	380	•	•	•	640	31	37
Grand Ballroom C	6,161	101' x 61'	693	384	400	•	•	•	680	31	37
Birch Ballroom	2,450	50' x 49'	250	140	120	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	120	32	48	64	230	8	16
Meeting Room 1	1,316	47' x 28'	124	64	80	32	36	40	150	•	•
Meeting Room 2	1,316	47' x 28'	110	64	80	32	36	40	140	•	•
Meeting Room 3	1,316	47' x 28'	110	64	80	32	36	40	140	•	•
Meeting Room 4	1,248	39' x 32'	128	60	60	28	32	40	140	•	•
Meeting Room 5	1,248	39' x 32'	128	60	60	28	32	40	140	•	•
Meeting Room 6	744	24' x 31'	68	40	30	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	•	•

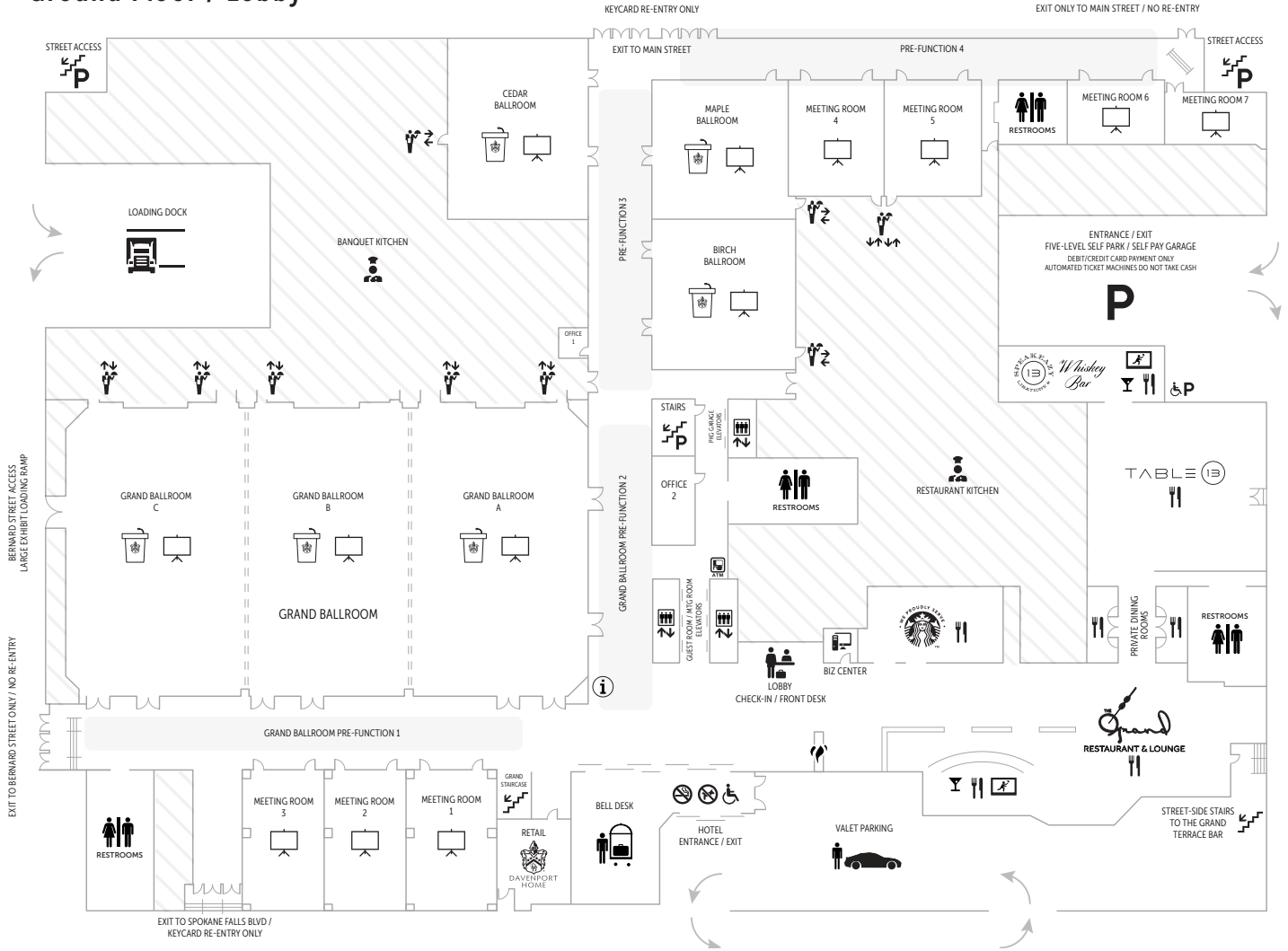
17th Floor

Governor Suite Parlor	1043		•	•	•	•	•	•	30	•	•
Presidential Suite Parlor	1385		•	•	•	•	•	•	50	•	•

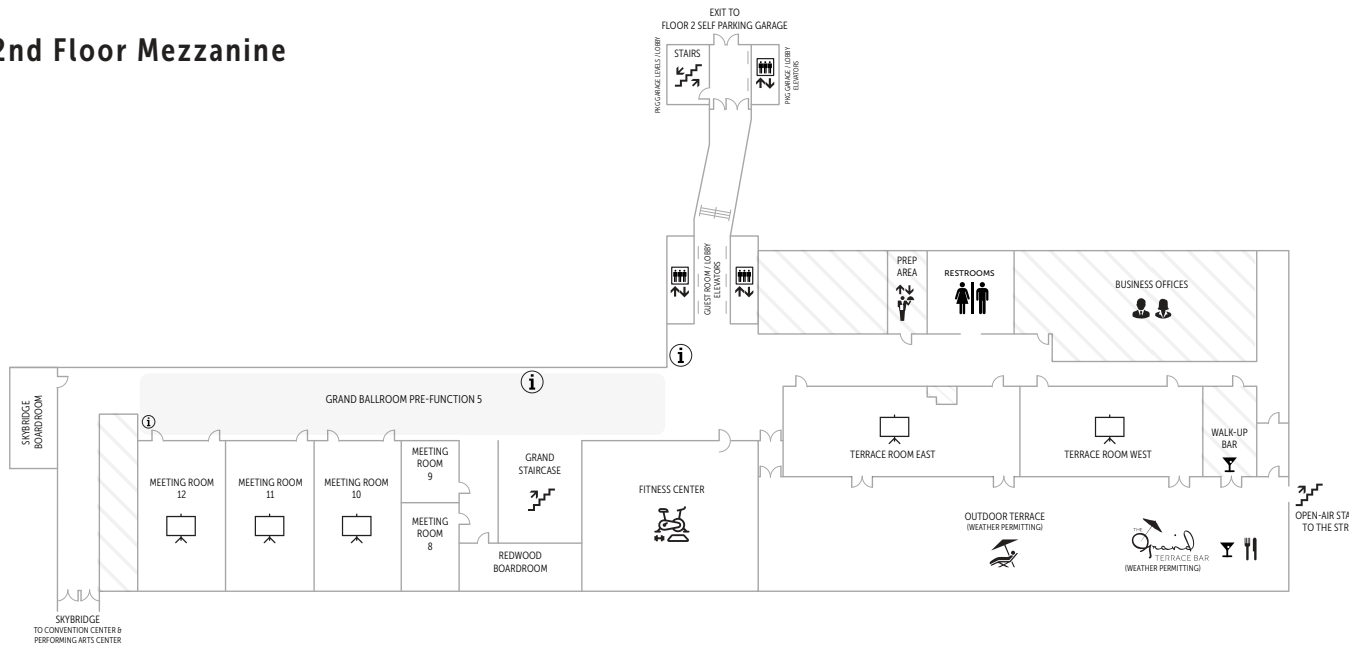
Total Sq. Ft. 63,177

THE DAVENPORT GRAND MEETING ROOM FLOOR PLANS

Ground Floor / Lobby



2nd Floor Mezzanine



THE DAVENPORT GRAND AV SPECIFICATIONS

Projectors/Monitors	
LCD Projector (5000 Lumens)	\$395
90" LCD TV	\$300
80" LCD TV	\$250
50" LCD TV	\$150
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SKYBRIDGE OR REDWOOD BOARDROOM:	
80" wall mounted LCD TV	\$200
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BALLROOM PROJECTOR PACKAGES	
GRAND BALLROOM FULL	\$3,500
Includes six 14,000 lumen ceiling mounted LCD Projectors with six six 20-foot ceiling mounted drop-down screens	
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GRAND BALLROOM A, B OR C	\$650
Includes one 14,000 lumen projector and ceiling mounted drop-down screen	
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PROJECTOR SCREENS	
8' Tripod screen with skirt	\$65
10' X 7.5' (16:9 ratio) Fast Fold screen	\$150
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PRESENTATION TECHNOLOGY	
Wireless presenter (PowerPoint slide advancer)	\$25
Laptop computer with office	195
DVD player	\$40
Roland 4 HDMI input video switcher	\$250
Roland 8 SDI input video switcher	\$350
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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
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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
Technician labor, per hour (2 hour minimum)	\$50
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TELEPHONE PRODUCTS	
Polycom speaker phone	\$75
Gentner phoneinterface	\$150
Outside phone line	\$50
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LIGHTING	
Grand Ballroom spotlights	\$200
GoBo lights	\$150

DAVENPORT HOTELS 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 AND TAX 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. 100% of the service charge goes to Davenport Hotels.

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.

ROOM SET GUEST COUNT Room Set guest count may not exceed 5% over the Guarantee. Should the Room Set guest count need to be increased beyond 5% of the guarantee, the guarantee must be increased.

ROOM SET UP: SHOULD THE ROOM SET-UP CHANGE WITHIN 24 HOURS OF EVENT, A LABOR FEE OF \$250 WILL BE ASSESSED.

TRANSPORTATION The hotel can provide transportation service for individual pickup between the hours 5am and 12am 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. Davenport Grand #509.598.4250. Centennial Hotel #509.755.665

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. The Centennial hotel self-parking is \$12 for overnight parking.

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
 - Name of Contact/Guest, Event Dates, Arrival Date
- Attention: Name of your Catering Manager or hotel contact, 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: 509.598.4328 • Number of packages: (i.e., 1 of 4)

The Centennial by Davenport Hotels, 303 West North River Drive, Spokane, WA 99201 • Phone: 509.789.0975 • Number of packages: (i.e., 1 of 4)

The Historic Davenport Hotel, The Davenport Grand and The Centennial Hotel 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

THE DAVENPORT GRAND

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

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