



THE CENTENNIAL BY DAVENPORT HOTELS

EVENT PLANNING GUIDE

- CATERED DINING MENU
- CATERING ADD-ONS
- HOTEL PROPERTY FLOOR PLAN
- HOTEL PROPERTY MEETING ROOM SPECS
- HOTEL PROPERTY AUDIO/VISUAL PLAN
- EVENT GUIDELINES

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.

BREAK ENHANCEMENTS AND A LA CARTE

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 each

Gourmet packaged mixed nuts** \$4.95 each

Popcorn, assorted flavors, individual bags \$3.95 each

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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
Milk chocolate panna cotta hazelnut** and chocolate cake crust, crème anglaise and chocolate sauce (GF upon request)
Signature cheesecake whipped cream, chocolate-dipped wafer and strawberry sauce

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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

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

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

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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

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 PLATTERS STATION

Guest Minimum: 24

Seafood Display GF

Served with classic cocktail sauce, Louie dressing,
tarragon remoulade

Poached jumbo gulf shrimp \$3.50 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 lavash

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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

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

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

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

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

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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 beef top sirloin* \$325 serves 40 people GF

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 Savignon 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.

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 hotel.com.

MEETING & CATERED EVENTS

CAPACITY

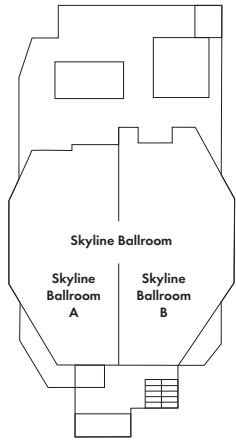
ROOM	DIMENSIONS	SQUARE FEET	THEATER	CLASSROOM 3 PER 6 FT	CLASSROOM 2 PER 6 FT	BANQUET ROUNDS	CONFERENCE	U-SHAPE
Skyline Ballroom	62' x 70' x 16'	4340	300	192	128	192	-	48
Skyline A	62' x 34' x 16'	2108	130	96	64	88	42	36
Skyline B	62' x 34' x 16'	2108	130	96	64	88	42	36
Riverfront Ballroom	141' x 60' x 11.5'	8460	900	498	310	552	-	-
Audubon Room	25' x 27' x 11.5'	675	48	27	18	40	18	15
Manito Room	25' x 27' x 11.5'	675	48	27	18	40	18	15
Ballroom A	60' x 28' x 11.5'	1680	120	96	64	96	46	48
Ballroom B	60' x 28' x 11.5'	1680	120	96	64	96	46	48
Ballroom C	60' x 60' x 11.5'	3600	312	216	144	192	52	84
Ballroom D	32' x 45' x 11.5'	1440	120	72	48	64	36	48
Finch Room	49' x 29' x 9'	1421	120	69	38	56	30	24
Liberty Room	28' x 15' x 9'	420	36	18	12	16	24	15
Corbin Room	28' x 44' x 9'	1232	90	63	44	64	36	30
Grant Room	53' x 36' x 9'	1908	162	72	48	80	42	39
Franklin Board Room	12' x 12' x 9'	144	-	-	-	-	8	-
Cannon Hill Room	29' x 19' x 9'	551	50	30	20	32	20	22
Comstock Room	29' x 19' x 9'	551	50	30	20	32	20	22
Willow A	26' x 15' x 10'	390	35	24	16	32	20	21
Willow B	26' x 15' x 10'	390	35	24	16	32	20	21
Willow Board Room	24' x 12' x 9'	288	-	-	-	-	8	-
Pavilion Room	63' x 33' x 9.5'	2124	100	75	50	64	36	30

NEARBY ATTRACTIONS

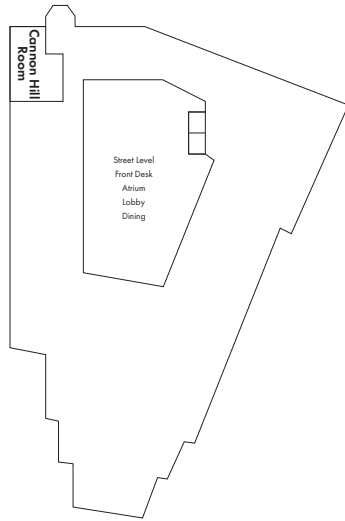
- Riverfront 100 acre park
- Spokane River
- Centennial Trail
- River Park Square Mall
- Spokane Arena
- Cork District
- Ale Trail
- Golf Courses
- Adventure Sports
- 50+ restaurants within walking distance
- First Interstate Bank Center for The Arts
- Spokane Convention Center



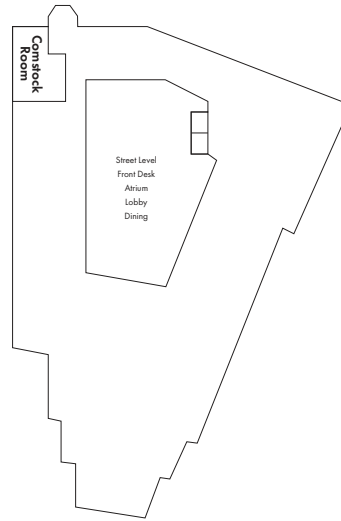
Floor 12 West Tower



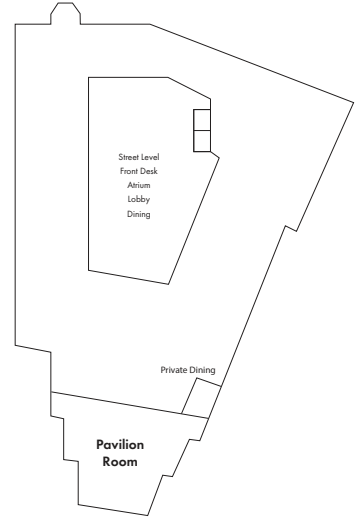
Floor 5 Atrium



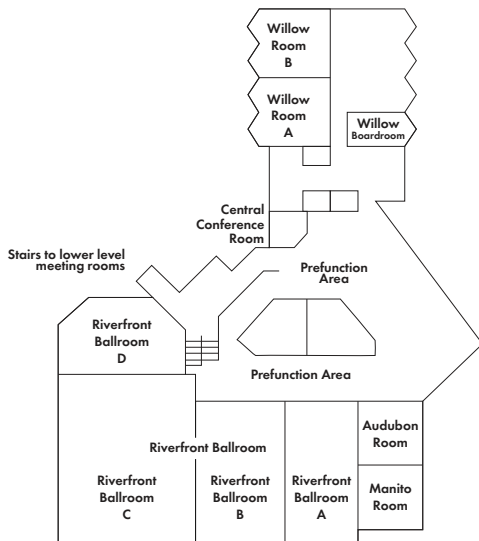
Floor 4 Atrium



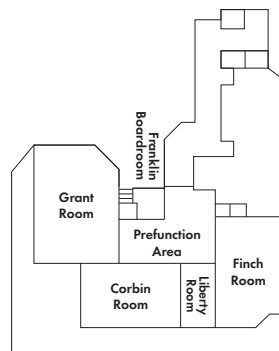
Lobby Level Floor 2 Atrium South



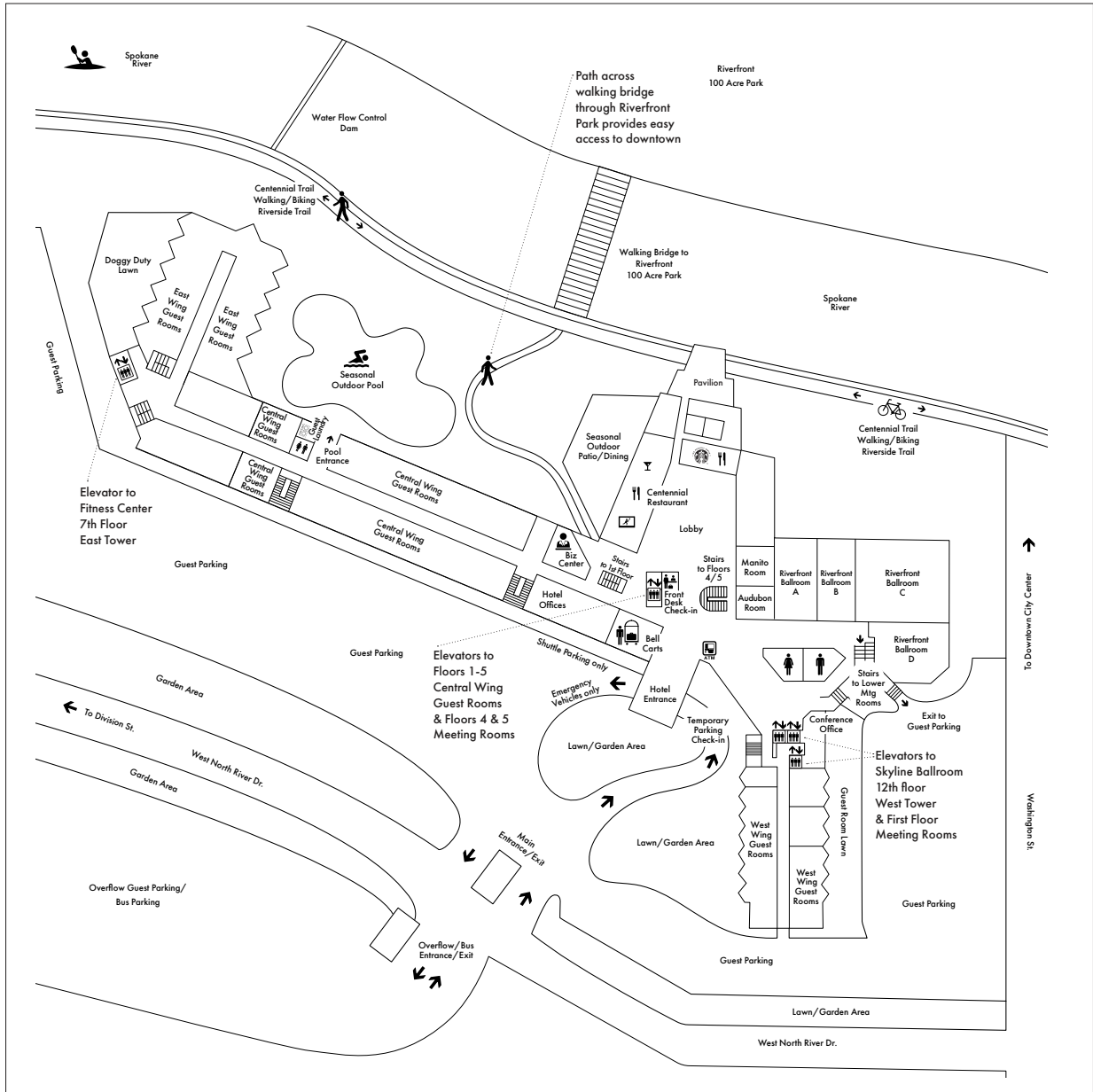
Lobby Level Floor 2 Atrium



Lower Level Floor 1



HOTEL AREA MAP



DINING

- Centennial Restaurant 6 am - Midnight
- Outdoor Patio 11 am -10 pm (Seasonal, weather permitting)
- Espresso Stand 5 am - 5 pm
- Room Service 6 am -10 pm
- Poolside Service 10 am -10 pm

AMENITIES

- Outdoor Pool 9 am - Dusk (Seasonal, weather permitting, guest keycard entry access)
- Fitness Center 6 am - 10 pm (Guest keycard entry access)
- Business Center 24 hour (Guest keycard entry access)
- Wifi "Guest Access" (No password required)
- Bike Rentals 8 am - Dusk (2-hour limit)
- Overnight Parking \$12 per night

- Check in 4 pm
- Check out Noon
- Phone 509.326.8000
- Fax 509.325.7329

The Centennial Hotel by Davenport Hotels
 303 West North River Drive
 Spokane, WA 99201
 centennialhotelspokane.com

AUDIO VISUAL RENTAL & SERVICES GUIDE

Packages

3000 Lumen Presentation	\$350
Riverfront Ballroom Screen 3000 Lumen XGA Projector Audio Patch Cabling	
4000 Lumen Presentation	\$500
Riverfront Ballroom Screen 4000 Lumen XGA Projector Audio Patch Cabling	
Riverfront Ballroom A/B/C Presentation	\$1250
Riverfront Ballroom A/B/C Screens 3 4000 Lumen XGA Projector Audio Patch Cabling	

Video / Data Projectors

XGA Video/Data Projector - 3000 Lumen	\$225
XGA Video / Data Projector - 4000 Lumen	\$375

Televisions & Accessories

50" LED Monitor / Television	\$225
32" Television	\$70
DVD/CD Player	\$70

Microphones & Audio Accessories

Lavalliere Wireless System	\$95
Handheld Wireless System	\$95
Handheld Microphone - Wired	\$25
14 Channel Line / Microphone Audio Mixer	\$80
4 Channel Line / Microphone Audio Mixer	\$40
Digital Recorder - MP3 Format	\$75
Sound Patch Laptop or Audio Device	\$35

Technology Items

Laptop Computer - Windows w/Office	\$125
Apple MacBook	\$200
Conference Phone	\$70
3CCD MiniDV HD Camera	\$200

Projection Screens, Easels & Accessories

Riverfront Ballroom Screen with Power	\$90
70/96" Tripod Screen with Power	\$55
7 1/2' x 10' Screen Front/Rear Projection	\$110
Flip Chart Easel W/Pad and Markers	\$50
White Board Easel	\$50
Overhead Projector or Slide Projector	\$50
Flip Chart Pads	\$15
Flip Chart Easel Markers - Additional	\$15
Wireless Computer Remote w/ Laser Pointer	\$40

Carts & Cables

30" Projector Cart	\$20
A/C Extension Cord	\$30
AC Power Strip	\$35
VGA Cable	\$25

Labor Rates / General Supplies

DVD-R Media	\$15
Duct Tape 3" Wide	\$25
Technical Labor	Per Hour \$65
Video or Video Transfer	Per Hour \$65

The Centennial Hotel
 303 West North River Drive
 509.570.4665
 509.324.2037 FAX

For Info · pisco@prodigyarrow.com

Services Provided Through Prodigy Arrow Audio Visual · Prices Subject To Change

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.



THE CENTENNIAL
BY DAVENPORT HOTELS

For more information regarding our
Event Planning program,
please contact our
Sales & Catering Team
sales@centennialhotelspokane.com

509.777.6300
303 West North River Drive
Spokane, WA 99201
centennialhotelspokane.com

"Quite simply put, our event was a HUGE success!!
Thank you so much for all of your help and accommodations that we requested.
Your entire staff were all very professional and very attentive!
The food was amazing and everyone truly had a memorable event!

It is my hope to do business with your hotel again in the near future."

– C.B., *Inland Northwest Behavioral Health*