

GREEN RIVER CONFERENCE CENTER POLICIES

75-person minimum is required for a Monday through Thursday catered event

100-person minimum is required for a Friday evening catered event

150-person minimum is required for a Saturday catered event

1. The selection of banquet or meeting room is based on the anticipated number of guests and the function requirements at the initial booking. In the event such requirements change, we reserve the right to transfer the function to a room of more suitable size.
2. All food and beverage, except spirits, must be supplied by and consumed at Green River Community College. The College is prohibited from preparing food that is not provided by a recognized purveyor.
3. A guaranteed number of guests, not subject to reduction, must be submitted seven (7) business days prior to the date of the event. You will be charged for the number guaranteed, plus any additional guests served. In the event no guaranteed number of guests is provided to the Conference Center, we reserve the right to use the estimated attendance provided by the client as the guarantee.
4. All arrangements are considered tentative until a \$500.00 deposit has been paid. The deposit is nonrefundable and is applied to the balance of the invoice. Final payment must be received 2 weeks prior to your event or a credit card on file for guaranteed payment. Balance due is based on the estimated attendance provided by client. Any additional costs incurred will be billed after the event.
5. Bar services may be provided with the purchase of a Banquet permit by the group, as a hosted bar; or with the purchase of a Special Occasion License, which allows a no-host bar (guests purchase drink tickets), Special Occasion License's are only available to non-profit organization per WSLCB requirements. State Liquor license/permit must be provided to the college 3 days prior to event. Our staff will assist you with the License arrangements.
6. Additional charges may be assessed for special requests such as audiovisual equipment, supervision, security, special room arrangements, etc.
7. Rental fees include a five-hour event plus two-hours for decorating. If the group requires additional time, arrangements may be made through the Scheduling Office. An additional fee will be assessed.
8. A service fee of 18% will be charged on catering items excluding the catering tax.

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