

General Information

Banquets, Receptions & Unique Events

At the Seattle Convention Center, we do much more than conventions.

Clients appreciate the flexibility provided by our tastefully appointed, configurable space and how many services and special touches, which might cost extra elsewhere, are included. With a commitment to local, seasonal ingredients and sustainability, our chefs prepare regionally inspired dishes in our on-site kitchen and bakery. Plus, our diverse and attentive team has been supporting the needs of awards celebrations, fundraising functions, auction galas, business luncheon programs, corporate holiday parties, and an array of unique events for more than 30 years.

Your vision and goals are as important to us as they are to you, and together, we can create a memorable experience.

Features & Capabilities

- Flexible/configurable event space
- Exceptional, regionally inspired catering
- Advanced production support from experienced service partners
- Ample parking and public transportation
- Digital wayfinding and meeting room signage
- Complimentary WiFi in public/common areas
- 19 covered bays at Arch and 18 covered bays at Summit

Versatile Event Space

- 45,000 sq. ft. of divisible, carpeted ballrooms with banquet seating for 300-1,500 guests
- 2 junior ballrooms with banquet seating for up to 150 guests
- Spacious lobby and pre-function areas
- Adjacent, carpeted meeting rooms for VIP or sponsor functions, silent auctions and other event support needs
- 205,700 sq. ft. of heavy-load exhibit space divisible into six sections with drive-on access for large sets and unique event purposes

Included with Rental

- Event room sets with in-house equipment, presentation risers, lecterns and head tables
- Seated banquet tables include choice of house linen and napkin colors, bud vase with seasonal stem, and votive candles for dinner events
- Dressed tables for auction displays
- Adjacent registration space
- Adjustable lighting and climate controls
- In rooms with house sound, the first wired microphone is complimentary with use of in-house audiovisual provider
- (2) 20-amp electrical outlets per space

*Current as of March 29, 2022. Services will be refined and updated as CDC, governmental and industry best practices evolve.
Contact your Sales Manager or visit seattleconventioncenter.com for current information.*



- On-site support staff including building electricians, engineers, house sound system technicians, set-up crews and custodians
- Essential level of access/transportation control staff
- Emergency medical services when provided per internal guidelines
- Self-service coat check

Safety First

- GBAC STAR™ Facility Accreditation underway
- Modified catering and banquet services which exceed local, state and government guidelines and requirements
- Clear communication throughout logistics planning to ensure a safe and comfortable event

Expert In-House Service Partners

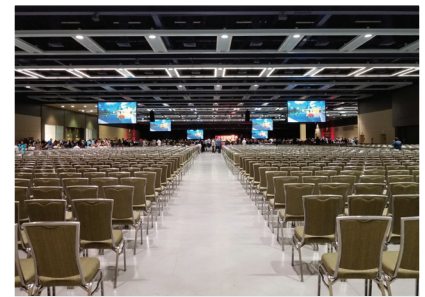
- Catering – Exclusive
- Audiovisual – Preferred
- Ballroom Rigging – Exclusive
- Temporary Electrical – Exclusive
- Voice/Data/Network – Exclusive
- Air/Water/Drain – Exclusive
- Emergency Medical Services – Exclusive

Budgeting for Additional Expenses

- ☐ Catering services
- ☐ Audiovisual equipment or sound system usage fees
- ☐ Supplemental power for event production/audiovisual, entertainment, registration, etc.
- ☐ Wired or wireless internet access, or other data and network requirements
- ☐ Space and dressed tables for sponsor displays
- ☐ Validated parking
- ☐ Event or sponsor signage
- ☐ Labor fees for event-related staff positions (i.e. door monitors, coat check, ticket takers)
- ☐ Daytime room conversions and/or one-time fee for large exhibit hall or ballroom sets when applicable
- ☐ Operable wall transitions to a new configuration
- ☐ Room re-keying for additional security

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our commitment

To provide the highest level of service to make your next event a safe and unforgettable experience.