

events center
conference hotels
rustic retreats
quaint inns
lodging values

Meeting & Event Facilities Guide

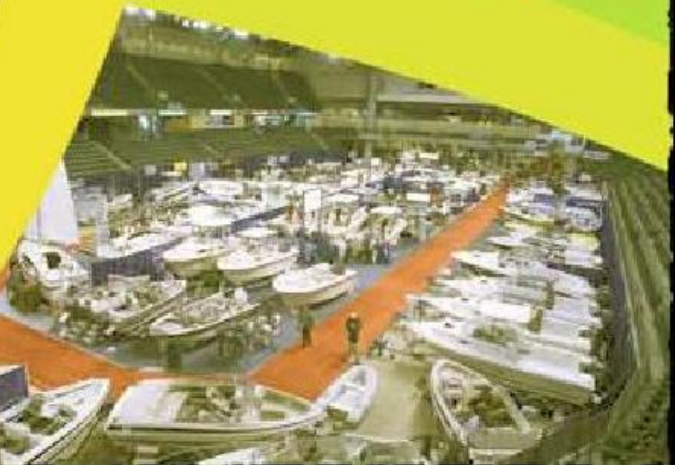
northwest
washington

snohomish
county

SNOHOMISH
COUNTY
WASHINGTON

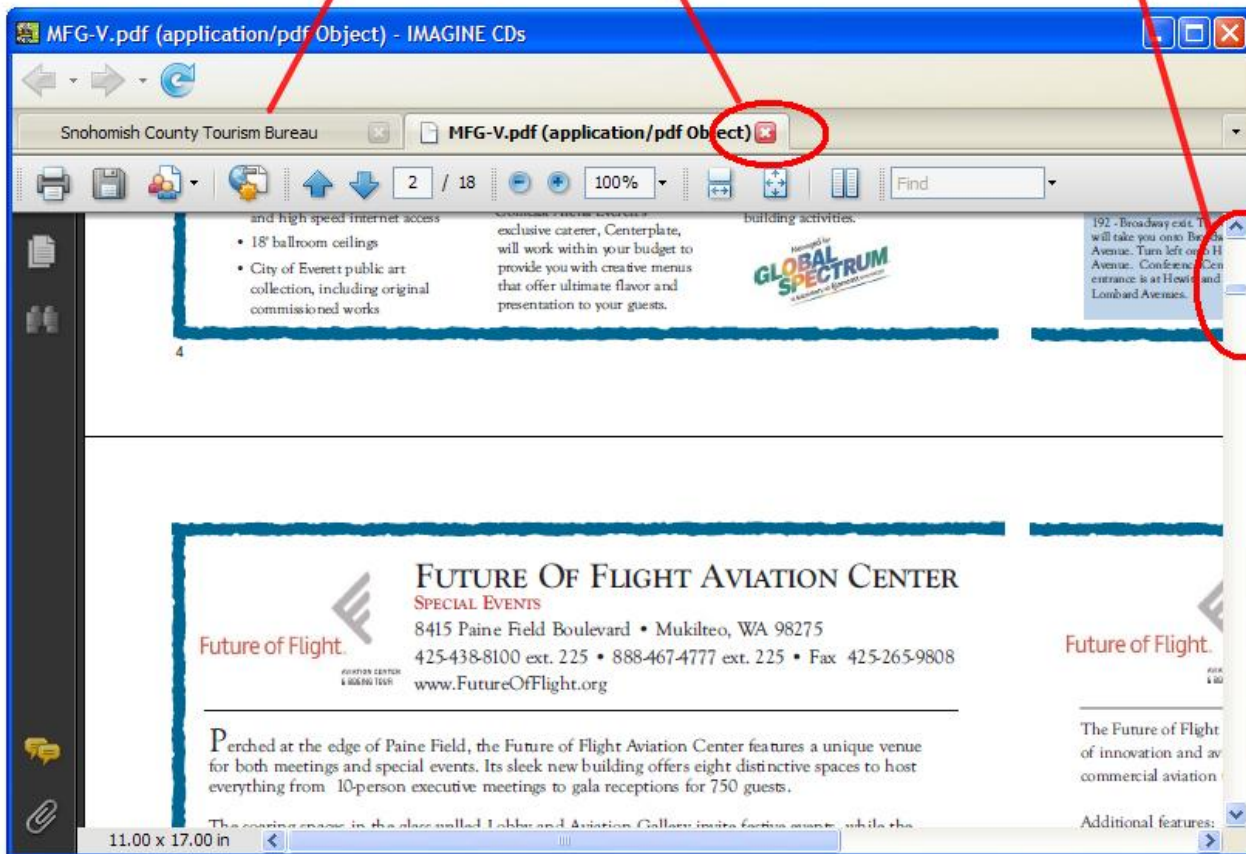


*Close to everything.
Far from ordinary.*



(1) To exit the guides simply close the tab,
or click on the "Snohomish County Tourism Bureau" tab

(2) Use the scrolling bar for best viewing of the
guides, and not the up/down page buttons .





Welcome to Snohomish County, Washington!

Snohomish County, Washington is located between Puget Sound and the Cascade Mountains and is only 12 miles north of downtown Seattle, providing a unique opportunity as an alternate lodging choice while still enjoying the Seattle attractions from your Snohomish County meeting site. Hotel rates in Snohomish County are on average 40% lower than Seattle, with an additional hotel tax savings of 5%.

Snohomish County offers first class conference hotels, Victorian manors, yacht clubs, historic buildings, quaint waterfront inns, secluded bed and breakfasts, and rustic retreats. There's something for everyone and every budget.

Conveniently located, Interstate 5 and Interstate 405 provide easy access to any of the Snohomish County meeting and retreat locations. Additionally, Snohomish County boasts two of Washington State's ferry routes with ports of entry at Edmonds and Mukilteo with easy access to the Kitsap and Olympic Peninsulas and Whidbey Island. With these transportation routes, attendees from all over Washington State and the western provinces of Canada arrive at your Snohomish County meeting site easily.

In this guide, the event facilities are listed by size—starting with conference centers and finishing with intimate inns. Additionally, there are many facilities that specialize in the wedding market, outdoor venues, community centers and halls that are not listed within this guide. For details on those facilities, please visit our web site at www.Snohomish.org and click on "Meeting Planning", or visit www.SnohomishCountyWeddings.com.

Our Group Tour Guide details the many group tours, activities and attractions that your event attendees may want to explore and enjoy. From the world-famous Future of Flight Aviation Center & Boeing Tour to whale watching, performing arts to casino gaming, river rafting to shopping....all surrounded by some of the most beautiful scenery in the United States. Please let us know how we can assist you in making group arrangements.

We look forward to working with you and welcoming you and your group to Snohomish County, Washington....*Close to Everything. Far from Ordinary.* ®

Anne Clarke, Group Sales
Tammy Dunn, Sports Marketing
Snohomish County Tourism Bureau

DRIVING INFORMATION

Accessibility

12 miles north of downtown Seattle via Interstate 5

187 miles north of Portland, Oregon via Interstate 5

120 miles south of Vancouver, British Columbia, Canada via I-5

148 miles west of Spokane, WA via I-90

46 miles west of Leavenworth, WA via U.S. 2

72 miles north of Olympia, Washington via I-5

Serviced by Amtrak, Greyhound Bus Lines, and public transit throughout the county.

Made possible in part by the Snohomish County Hotel/Motel Tax Fund.

The Snohomish County Tourism Bureau appreciates the participation of our advertisers and vendors. However, the Snohomish County Tourism Bureau does not endorse or recommend any businesses. The Snohomish County Tourism Bureau cannot be liable for any unsatisfactory products or services delivered by such advertisers or vendors. Please ask for references and business license numbers when doing business with any of those companies or individuals listed herein.

For further information contact: SNOHOMISH COUNTY TOURISM BUREAU

1133 164th Street SW, #204 • Lynnwood, WA 98087

425-348-5802 • 888-338-0976

Fax 425-348-5701

email: Meetings@snohomish.org

SNOHOMISH
COUNTY
WASHINGTON



*Close to everything.
Far from ordinary.*®



Look for the "Green" symbol. Many of our venues, hotels, & B&B's practice sustainability and energy conservation. From water and energy conservation, recycling to reducing waste. If you are looking for environmentally friendly businesses, check out our "Green" facilities.

SNOHOMISH COUNTY TOURISM MEETING PLANNERS GUIDE

PROPERTY NAME	MAX SQ. FT.	MAX. BANQUET	PAGE
CONFERENCE CENTERS			
EVERGREEN EVENTS CENTER, MONRE	36,000	4,700	79
EDWARD D. HANSEN CONF. CENTER, EVERETT	57,000	800	6-7
LYNNWOOD CONVENTION CENTER, LYNNWOOD	34,000	730	10-11
WARM BEACH CONFERENCE CENTER, STANWOOD	24,260	300	16-17
EDMONDS CONFERENCE CENTER, EDMONDS	6,410	240	34-35
ROSEHILL COMMUNITY CENTER, MUKILTEO	29,000	216	24-25
BLUE HERON ROOM, EVERETT	3,000	200	45
EDMONDS PLAZA ROOM, EDMONDS	2,336	150	60
WILLIS TUCKER COMMUNITY PARK, SNOHOMISH	3,354	100	42-43
VIGILANT CONFERENCE CENTER, EVERETT	2,631	80	28-29
HOTELS			
TULALIP RESORT CASINO & SPA, TULALIP	26,924	672	12-13
HOLIDAY INN DOWNTOWN EVERETT, EVERETT	11,000	550	18-19
EMBASSY SUITES, LYNNWOOD	10,000	450	32-33
HILTON GARDEN INN,-BOTHHELL	5,514	400	38-39
MEDALLION HOTEL, ARLINGTON	14,422	280	14-15
BEST WESTERN TULALIP INN, TULALIP	2,850	200	56-57
HILTON GARDEN INN, MUKILTEO	2,628	195	46
BEST WESTERN CASCADIA INN, EVERETT	2,342	120	52-53
STAYBRIDGE SUITES, MUKILTEO	2,244	100	36-37
HOLIDAY INN EXPRESS HOTEL & SUITES, MARYSVILLE	2,000	80	72
HAMPTON INN AND SUITES, LYNNWOOD	2,290	50	54-55
BEST WESTERN EDMONDS HARBOR INN & SUITES, EDMONDS	2,520	50	48-49
INN AT PORT GARDNER, EVERETT	1,630	50	66-67
HOLIDAY INN EXPRESS HOTEL & SUITES, EVERETT	1,000	40	70
COURTYARD BY MARRIOTT, LYNNWOOD	1,230	40	64-65
RESIDENCE INN BY MARRIOTT, LYNNWOOD	1,091	35	68-69
HOLIDAY INN EXPRESS, LYNNWOOD	400	40	22-23
SPRINGHILL SUITES, BOTHHELL	552	24	58

SNOHOMISH COUNTY TOURISM MEETING PLANNERS GUIDE

PROPERTY NAME	MAX SQ. FT.	MAX. BANQUET	PAGE
UNIQUE VENUES			
LORD HILL FARMS, SNOHOMISH	12,000	450	81
PAC RIM RESTAURANT, TULALIP	2,800	400	76
THE MANOR, EVERETT	5,650	400	81
FUTURE OF FLIGHT AVIATION CENTER, MUKILTEO	50,697	350	8-9
EDMONDS YACHT CLUB, EDMONDS	5,400	280	20-21
HOT ROD GALLERY MUSEUM & EVENTS CENTER, MONROE	5,500	250	77
GLENEAGLE GOLF COURSE, ARLINGTON	1,875	224	78
ECHO FALLS COUNTRY CLUB, SNOHOMISH	3,400	200	44
MILL CREEK COUNTRY CLUB, MILL CREEK	4,000	200	77
BLACK BOX THEATRE, LYNNWOOD	4,065	200	47
EDMONDS CENTER FOR THE ARTS, EDMONDS	5,400	200	30
FRENCH CREEK MANOR, SNOHOMISH	2,500	160	50
EVERETT STATION- WEYERHAEUSER ROOM, EVERETT	2,688	160	59
IMAGINE CHILDREN'S MUSEUM, EVERETT	2,190	155	62-63
CRAVEN FARM, SNOHOMISH	2,400	150	74
RUSSELL'S RESTAURANT, BOTHELL	4,000	150	31
BELLE CHAPEL, SNOHOMISH		150	75
HISTORIC MONTE CRISTO BALLROOM, EVERETT	4,154	140	80
SCHACK ART CENTER, EVERETT	2,700	135	40-41
BALLINGER LAKE GOLF COURSE, MOUNTLAKE TERRACE	25,000	130	61
WALTZ BUILDING, SNOHOMISH	1,250	125	76
EVERETT PERFORMING ARTS CENTER- VILLAGE THEATRE, EVERETT	3,950	125	80
A CHAPEL AT SWANS TRAIL, SNOHOMISH		125	79
NORTHWEST STREAM CENTER, EVERETT	2,500	100	51
HIBULB CULTURAL CENTER, TULALIP	23,000	100	26-27
COLLECTOR'S CHOICE, SNOHOMISH		90	74
RIVER ROCK INN & RETREAT CENTER, ARLINGTON		50/80	73
WALLACE FALLS LODGE, GOLD BAR		45/125	71
COUNTRYMAN BED & BREAKFAST, SNOHOMISH	400	30	75



EDWARD D. HANSEN CONFERENCE CENTER

2000 Hewitt Avenue • Everett, WA 98201
425-322-2600 • www.ComcastArenaEverett

Featuring fabulous cuisine created with local ingredients and enhanced by breathtaking views of the Cascade Mountain range, the brand new Edward D. Hansen Conference Center at the Comcast Arena Everett offers event planners the most spectacular location for their next gathering in the heart of Snohomish County.

GREAT SPACE!

- Accommodating groups from 10 to 10,000
- 11,385 square foot ballroom divisible into 4 rooms
- Executive Boardroom
- 2 Break Out Rooms
- 10,000 seat arena
- 57,000 square feet of space for hosting trade shows, expositions, consumer shows and special events

GREAT AMENITIES!

- Ample electrical outlets, phone and high speed internet access
- 18' ballroom ceilings
- City of Everett public art collection, including original commissioned works

GREAT LOCATION!

- Right off of Interstate 5, the Comcast Arena Everett is located in downtown Everett, Washington, just 20 miles north of Seattle
- 3 blocks from the Everett Station, including bus, train and taxi service. Shuttle service available
- Near many local attractions, such as the Boeing Tour Center, the Everett waterfront, the new Tulalip Casino, and Everett Performing Arts Theatre

GREAT FOOD!

- Comcast Arena Everett's exclusive caterer, Centerplate, will work within your budget to provide you with creative menus that offer ultimate flavor and presentation to your guests.

GREAT FUN!

- The Comcast Arena Everett, a \$71.5 million multi-purpose complex, was developed by the City of Everett Public Facilities District. The 10,000-seat main arena hosts a



myriad of events including concerts, rodeos, circuses, ice skating, sporting events, family shows and the record breaking Everett Silvertips hockey team.

- The COMCAST COMMUNITY ICE RINK is a regulation ice rink, adjacent to the conference center, that is available for group skating and team building activities.

DIRECTIONS

From the North

Take I-5 South to Exit number 194 - US-2/ Everett Avenue. Take the Everett Avenue ramp towards the City Center. Turn right onto Everett Avenue. Turn left onto Broadway Avenue. Turn right onto Hewitt Avenue. Conference Center entrance is at Hewitt and Lombard Avenues.

From the South

Take I-5 North to exit number 192 - Broadway exit. The exit will take you onto Broadway Avenue. Turn left onto Hewitt Avenue. Conference Center entrance is at Hewitt and Lombard Avenues.





EDWARD D. HANSEN CONFERENCE CENTER

2000 Hewitt Avenue • Everett, WA 98201
425-322-2600 • www.ComcastArenaEverett

MEETING AND BANQUET FACILITIES

Grand Ballroom

- 800 guests for banquets or meetings
- 87 booths for tradeshow
- Divisible into 4 sections
- Boasts breathtaking views of the Cascade Mountain range

Exhibition Floor

- 57,000 square feet
- Executive Boardroom
- Executive seating for 24
- Table divisible into 8 pieces for flexible set up
- State of the art built in LCD projector, projection screen and DVD and VHS player, all programmed and operated by remote control

Conference Rooms

- Two additional conference rooms for small groups or breakout sessions



Room	Dimensions	Sq. Ft.	Ceiling Height	Banquet	Theatre	Classroom	Conference	Reception	Exhibit 8x10
Executive Board-Room	17x41	697	8'	N/A	N/A	N/A	24	49	N/A
Conference Room 1	21x38	798	8'	49	49	40	34	49	N/A
Conference Room 2	23x38	874	8'	49	49	40	34	49	N/A
Grand Ballroom	69x165	11,385	16'	800	720	504	N/A	720	87
Ballroom 1	69x72	4,968	16'	350	338	264	N/A	338	31
Ballroom 2	69x47.5	3,284	16'	200	246	216	N/A	222	24
Ballroom 3	69x43	2,967	16'	180	222	204	N/A	246	17
Ballroom 3 North	22.5x43	971	16'	60	66	48	40	66	N/A
Ballroom 3 South	46.5x43	2,003	16'	100	135	96	52	135	12





Future of Flight.

AVIATION CENTER
& BOEING TOUR

FUTURE OF FLIGHT AVIATION CENTER

SPECIAL EVENTS

8415 Paine Field Boulevard • Mukilteo, WA 98275
425-438-8100 ext. 225 • 888-467-4777 ext. 225 • Fax 425-265-9808

www.FutureOfFlight.org

Perched at the edge of Paine Field, the Future of Flight Aviation Center features a unique venue for both meetings and special events. Its sleek new building offers eight distinctive spaces to host everything from 10-person executive meetings to gala receptions for 999 guests.

The soaring spaces in the glass-walled Lobby and Aviation Gallery invite festive events, while the meeting rooms ensure productive business. And the outdoor Strato Deck delights with its panoramic Cascade vista from Mt. Rainier to Mt. Baker.



Complete audio visual services from basic microphones to video-conferencing ensure your group has everything it needs for a successful meeting or event. All equipment is state-of-the-art, and on-site technicians are available to keep it operating smoothly.

Whether a function involves one or several of this premier facility's event spaces, guests will enjoy a truly memorable experience at the Future of Flight.

The Future of Flight Aviation Center & Boeing Tour is a unique interpretive facility designed to let visitors experience the marvel of commercial jet aviation and production. It celebrates the historic accomplishments of the last 50 years - since the first flight of the Boeing 707 - and highlights the technological possibilities for powered, winged flight during the next 50 years. The goal of the Future of Flight Aviation Center & Boeing Tour is to educate, entertain and engage our global community to inspire innovation.





AVIATION CENTER
& BOEING TOUR

FUTURE OF FLIGHT AVIATION CENTER

SPECIAL EVENTS

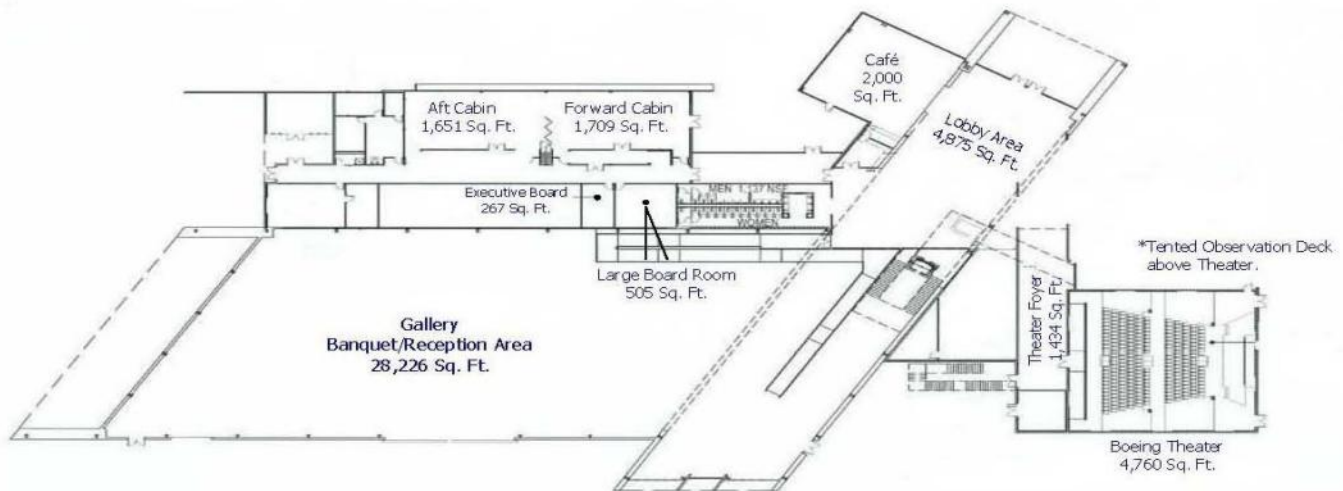
8415 Paine Field Boulevard • Mukilteo, WA 98275
425-438-8100 ext. 225 • 888-467-4777 ext. 225 • Fax 425-265-9808

www.FutureOfFlight.org

The Future of Flight Aviation Center & Boeing Tour is an interactive center showcasing the art and science of innovation and aviation's profound impact on the world. Home of the Boeing Tour, the Center features a commercial aviation technology gallery, conference facilities, theater, café and gift shops.

ADDITIONAL FEATURES:

- Total Square Footage- 40,625
- Maximum Banquet Capacity- 600
- Aviation venue conference and special event space for groups from 10 to 999
- Overlooks Snohomish County Airport at Paine Field
- 125-seat café
- Free on-site parking
- Wireless capabilities in main meeting rooms



Function Space	Sq. Ft.	Dimensions	Ceiling Height	Classroom	Banquet	Theater	Reception	Conference	U-Shape
Gallery	28,226	104' x 271'	35'	—	350	—	600	—	—
Lobby Area	4,875		26'	—	250	—	350	—	—
Tented Observation	4,416	96' x 46'	8'	100	250	250	499	50	50
Executive Boardroom	267	20' x 13'	9'	—	—	—	—	10	—
Flight Deck	505	20' x 25'	9'	20	30	40	50	12	15
Aft Cabin	1,651	32' x 52'	10'	70	80	180	170	40	30
Forward Cabin	1,709	32' x 53'	10'	70	80	180	175	40	30
Plaza of the Planes		Grassy Area							



LYNNWOOD CONVENTION CENTER

3711 196th St SW • Lynnwood, WA 98036

425-778-7155 • Fax 425-778-7965

www.Lynnwoodcc.com

MEEETINGS MADE EASY!

At the Lynnwood Convention Center we want to make your job as a meeting planner as easy as possible.

That means providing you with 34,000 square feet of flexible and functional meeting space, state-of-the-art amenities, customized services, innovative cuisine, and flexible rates - all within 15 minutes of downtown Seattle. Capable of accommodating meetings of 10 to 1300, we have on-site AV, electrical and telecommunications support, with FREE wireless internet access available in the public concourses. And oh yeah, the parking is FREE!



ONE STOP SHOPPING

Once your event is contracted, you will be assigned a personal event manager who will be your single point of contact throughout your event planning process.

INNOVATIVE CUISINE

Whether it is a simple coffee service, a general session luncheon or a festive black tie affair, our team of culinary experts will meet your needs. With a focus on local produce and Northwest wines, we pride ourselves on customizing menus to match personal tastes or themed occasions. We also offer an outstanding variety of menu options.

UNPARALLELED SERVICE

Your satisfaction is job one! We will focus our efforts on ensuring that you and your guests have a truly pleasant meeting experience. We start with "Yes" and go from there.

ECO-FRIENDLY

Whether it is our fully compostable coffee stations, Green certified cleaning products, or storm water filtration systems, the Lynnwood Convention Center is fully committed to practices that respect and protect the environment. We are proud to be a Green Facility!



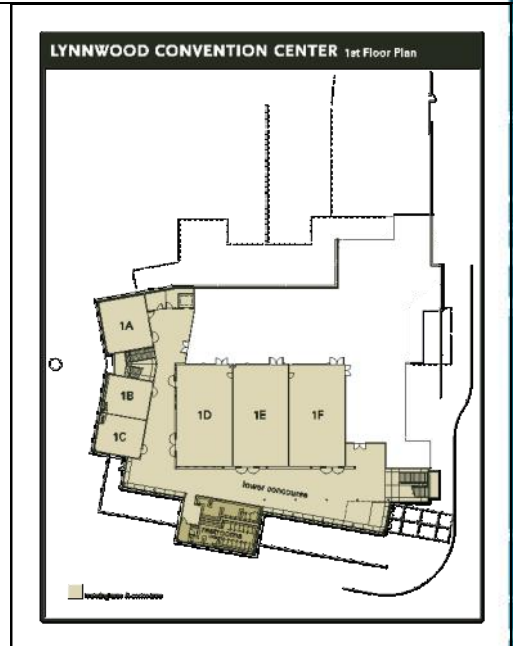


LYNNWOOD CONVENTION CENTER

3711 196th St SW • Lynnwood, WA 98036

425-778-7155 • Fax 425-778-7965

www.Lynnwoodcc.com



First Floor with Maximum Seating Capacity									
room	square footage	dimensions	height	theater	banquet rounds	classroom	reception	hollow square	10'x10' exhibits
I-A	780	26'x30'	10' 5"	60	40	40	84	28	
I-B	550	22'x25'	10' 5"	50	30	24	58	20	-
I-C	572	22'x26'	10' 5"	50	30	24	63	20	-
I-BC	1122	22'x51'	10' 5"	100	60	56	121	44	-
I-D	1980	33'x60'	15'	210	100	100	211	60	8
I-E	1980	33'x60'	15'	210	100	100	211	60	10
I-F	1980	33'x60'	15'	210	100	100	211	60	10
I-DE	3960	66'x60'	15'	450	250	242	425	92	20
I-DEF	5940	99'x60'	15'	672	400	340	639		31
I-EF	3960	66'x60'	15'	450	250	242	425	92	20
Lower Concourse	6472	-	-	-	-	-	695	-	-

Second Floor with Maximum Seating Capacity									
room	square footage	dimensions	height	theater	banquet rounds	classroom	reception	hollow square	10'x10' exhibits
2-A	780	26'x30'	10' 5"	60	40	40	84	28	
2-B	550	22'x25'	10' 5"	50	30	24	58	20	-
2-C	572	22'x26'	10' 5"	50	30	24	63	20	-
2-BC	1122	22'x51'	10' 5"	100	60	56	121	44	-
2-D	4717	53'x89'	25'	540	250	270	513		23
2-E	7031	79'x89'	25'	810	420	450	764	-	35
2-DE	11,748	132'x89'	25'	1391	730	833	1211	-	57
Upper Concourse	6123	-	-	-	-	-	658	-	-





TULALIP RESORT CASINO & SPA

10200 Quil Ceda Blvd. • Tulalip, WA 98271

360-716-6000 • Fax 360-716-6509

Toll Free Reservations: 1-866-716-7162

www.TulalipResort.com

WELCOME TO TULALIP

It may be the awe-inspiring 25-foot house posts-hand-carved from a 1000-year-old cedar-that greet you upon arrival. Or seeing world-class entertainment under the stars. Perhaps it will be guest rooms so spacious they defy expectation. Or having brand name designer outlets a short stroll away. It could be the spa serenity or casino excitement, 24-hour fitness center or indoor Oasis pool. Or maybe it will be the award-winning dining, bridal amenities, meeting facilities or any one of hundreds of other incredible experiences. But make no mistake. The Tulalip Resort will cause one word to reside on your lips countless times during your stay: Wow!



TULALIP COMFORT

Part of Tulalip hospitality is making you feel right at home. Perhaps we've done our job too well. After all, our guests never want to leave. And no wonder. Our 370 rooms are luxuriously spacious, a perfect balance of contemporary style and traditional Northwest Coast Salish artwork and textures. With king-sized beds and 47-inch HD TVs, bathrooms with Italian tile and granite counter tops, it's easy to get lost in all this comfort. Still, we encourage guests to explore the rest of the resort!

TULALIP MEETINGS

Two words will sum up your next meeting at the Tulalip Resort: Truly successful. With 30,000 square feet, our thirteen meeting and event spaces are orchestrated to ensure productive, efficient and trouble-free sessions, whether for a committee of ten in a well appointed boardroom, or a conference for 1,000 in the largest Ballroom North of Seattle. Rooms combine Coast Salish art with complimentary state-of-the-art presentation technology to offer distinctly elegant, highly functional spaces. Add to this luxurious rooms, spa and gaming facilities, and nearby shopping, golf and entertainment and it's easy to see why the Tulalip Resort is regarded as one of the most outstanding meeting venues in the Pacific Northwest



TULALIP RESORT CASINO & SPA

10200 Quil Ceda Blvd. • Tulalip, WA 98271

360-716-6000 • Fax 360-716-6509

Toll Free Reservations: 1-866-716-7162

www.TulalipResort.com



TULALIP DINING

From sumptuous culinary artistry to traditional open fire pit cooking, the Tulalip Resort offers a variety of incredible dining experiences. Our Tulalip Bay Restaurant has garnered the prestigious Wine Spectator Award of Excellence and the coveted DiRoNa Award, granted to the most distinguished fine dining establishments of North America. Blackfish Wild Salmon Grill & Bar features traditional tribal cooking techniques such as salmon roasted over an open fire pit with ironwood sticks, while Eagles Buffet presents a mouth-watering selection of international dishes plus fresh seafood and a carving station of succulent meats and Mongolian grill. Cedars Café offers casual dining 24 hours a day and, should you desire, dine in your guest room at whatever time you please.

Tulalip Resort Casino Meeting Facilities										
Room Name	Sq. Ft.	Dimensions	Ceiling	Theatre	Classroom	Conference	Hollow Sq	U-Shape	Ovals	Reception
First Floor										
Orca Ballroom	15,000	100'x150'	18' / 20'	1,600	900	-	-	-	1,170	1,665
Orca 1	5,000	100'x50'	18' / 20'	500	240	80	120	100	380	555
Orca 2	5,000	100'x50'	18' / 20'	500	240	80	120	100	380	555
Orca 3	5,000	100'x50'	18' / 20'	500	240	80	120	100	380	555
Orca 1 & 2	10,000	100'x100'	18' / 20'	1,000	500	120	200	160	760	1,110
Orca 2 & 3	10,000	100'x100'	18' / 20'	1,000	500	120	200	160	760	1,110
Orca Foyer	4,800									
Chinook (All)										
Chinook 1	1,196	46'x26'	11'	100	60	36	44	40	80	130
Chinook 2	1,196	46'x26'	11'	100	60	36	44	40	80	130
Chinook 3	1,196	46'x26'	11'	100	60	36	44	40	80	130
Chinook 4	1,196	46'x26'	11'	100	60	36	44	40	80	130
Chinook 1 & 2	2,392	46'x52'	11'	200	120	46	72	56	160	260
Chinook 2 & 3	2,392	46'x52'	11'	200	120	46	72	56	160	260
Chinook 3 & 4	2,392	46'x52'	11'	200	120	46	72	56	160	260
Chinook 1 & 2 & 3	3,588	46'x78'	11'	375	180	62	90	74	250	390
Chinook 2 & 3 & 4	3,588	46'x78'	11'	375	180	62	90	74	250	390
Oasis Pool	1,850	74'x25' approx.	26'	150	-	-	-	-	120	200
Second Floor										
Alder Boardroom	490	15'9"x31'3"	10'	-	-	16	-	-	-	-
Birch	485	15'6"x31'3"	10'	40	24	20	24	20	30	50
Cedar	485	15'6"x31'3"	10'	40	24	20	24	20	30	50
Douglas Boardroom	490	15'9"x31'3"	10'	-	-	16	-	-	-	-
Evergreen	890	21'11"x41'5"	10'	70	50	26	30	28	50	90
Bridal Lounge	600	45'9"x16'8"	10'	Lounge seating for approximately 12.						

Orca Ballroom - Take 6 oval tables out for a dance floor
Take 3 oval tables for a stage
Take 4 tables out for a buffet table

Chinook Room - Take 4 oval tables for a dance floor
Take 6 oval tables out for a stage
Take 3 oval tables for a buffet table





MEDALLION HOTEL

16710 Smokey Point Blvd. • Arlington, WA 98223

360-657-0500 • Fax 360-657-0555

www.MedallionHotel.com

Experience Medallion Hotel Luxury and comfort.

The Medallion Hotel offers exceptional guest service & comfort with a wide array of amenities and services.

This beautiful hotel is located just off I-5, Exit 206, a short 45 minutes North of Seattle and one hour South of Vancouver Canadian Border.

The Medallion Hotel consists of 97 spacious, comfortable and clean guest rooms and suites, 7 Conference/Banquet rooms with over 10,000sf of meeting space, and a beautiful full service restaurant and lounge

“**The Cellar**” that is a culinary delight! Also, relax in our on-site European Day Spa.



SUITES AND GUEST ROOMS

Are all equipped with:

- Refrigerators
- Microwaves,
- Iron & Ironing Board
- Coffee Maker
- Hair Dryer,
- 42” LCD TV and DVD Players



MEDALLION HOTEL

16710 Smokey Point Blvd. • Arlington, WA 98223

360-657-0500 • Fax 360-657-0555

www.MedallionHotel.com

CONFERENCE & BANQUET FACILITIES

- Special Event and Conference Coordinators
- Full Service Catering
- A/V Equipment Available
- Wedding and Holiday Packages
- Full Service Bars Available



Room/ Rate	Size	Square Feet	Classroom	Banquet	Theatre
Ballroom \$950.00	110' x 42'	4620	180	280	400
Pilchuck \$350.00	43' x 42'	1806	60	100	125
Olympic \$300.00	33' x 42'	1386	40	70	90
Cascade \$300.00	34' x 42'	1428	40	70	90
Baker \$450.00	49' x 73'	3400	80	150	250
Shuksan \$275.00	43' x 27'	1100	40	48	90
Executive Board- room \$175.00	16' x 28'	470	N/A	12	N/A
Ramo Board- room \$150.00	12' x 17'	212	N/A	8	N/A

AUDIO / VISUAL EQUIPMENT

- Ceiling Screen
- Portable Screen
- LCD Projector
- Overhead Projector
- Easels
- Flip Charts
- TV/DVD/VCR
- Portable PA System with Wired and Wireless Mic



WARM BEACH CHRISTIAN CAMPS AND CONFERENCE CENTER

20800 Marine Drive • Stanwood, WA 98292
360-652-7575 • 1-800-228-6724 (Toll-Free in WA)

www.WarmBeach.com

Warm Beach Camp is the Northwest's premier camp, conference and retreat facility. Unmatched natural beauty, friendly personal service, great home-style meals, exciting recreation and a variety of comfortable lodging and meeting facilities all combine to make Warm Beach Camp the most complete facility of its kind in the Northwest.

Exclusively serving the non-profit community, discover what Warm Beach Christian Camps & Conference Center has to offer you, your church, school or non-profit organization. Three hundred acres of scenic beauty include a panoramic view of Puget Sound and both Olympic and Cascade Mountain Ranges.

Acres of cedar and evergreen forest with miles of meandering trails invite you to explore the beauty of God's creation.



Delicious home-style meals are served in the Cedar Lodge dining room. Friendly and attentive servers make every meal an enjoyable experience.

Recreational opportunities abound. The sights and sounds of a guided horseback trail ride along the beach or down a wooded ravine provide a memorable experience. Two heated swimming pools, climbing tower, high ropes course, recreation fields, tennis courts, sand volleyball courts, a self-guided nature trail, and a host of other options provide something for everyone.

Motel, lodge, family, dorm and rustic-style lodging are all available. Comfortable meeting areas include custom set-up, complete audio/visual equipment, and complimentary coffee service, all at no additional cost.

Warm Beach Christian Camps and Conference Center is your "Complete Camp, Conference, and Retreat Facility."



"Home of The Lights of Christmas"



WARM BEACH CHRISTIAN CAMPS AND CONFERENCE CENTER

20800 Marine Drive • Stanwood, WA 98292
360-652-7575 • 1-800-228-6724 (Toll-Free in WA)

www.WarmBeach.com

CONFERENCE CENTER

Olympic View Lodge - Relax in the motel-style comfort of Olympic View Lodge. Twenty-four spacious rooms and two meeting areas make it an excellent facility for couples, adults and families.

Cascadian Lodge - Thirty comfortable rooms, a central meeting area with a fireplace and a beautiful view combine to make Cascadian a favorite facility.

Mt. Baker Village - Each of the seven Mt. Baker Cabins has four sleeping rooms with private bathrooms. Connecting doors make Mt. Baker a flexible family or dorm-style facility. The Village also includes one ADA approved cabin.

Bayview Ranch House - A stylish 3-story remodeled farm house contains seven bedrooms, 6-1/2 baths, and 2 lounging rooms. A wrap around porch offers the perfect place to unwind and converse.

Mini Lodges & Mountain Cabins - Economic simplicity makes these dorm-style facilities perfect for either adult or youth events.

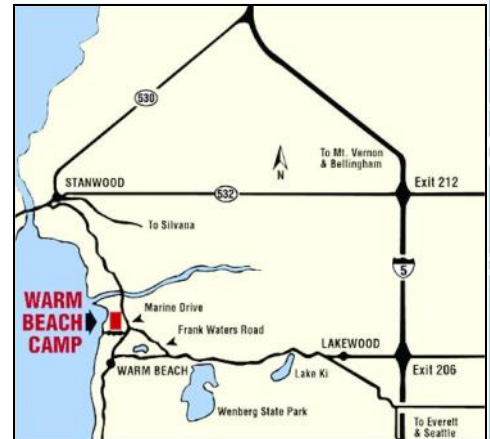
YOUTH CAMP FACILITIES

W-Bar-B Ranch - This western theme youth camp with dorm-style housing is great for kids of all ages. The "Barn" is the center of activity for meals and gatherings. Twelve bunk-house cabins and a central bath surround the campfire circle.

Chinook Village - A traditional rustic summer youth camp with all the benefits of a modern conference center, Chinook includes 12 A-Frame cabins and the multi-purpose "Longhouse." It is a perfect facility for summer camps and retreats.

CAMPING FACILITIES

R.V. Park and Campsites - For everything from motorhomes to dome tents, the RV Area offers 130 individual sites. Complete utilities, two bath houses, and a laundry are all available for campers.



Room:	Square Footage	Room Capacity
Cascadian Lobby	900'	80
Cedar Lodge Chapel	2900'	400
Cedar Lodge Conference Room ¹	200'	15
Maple Center		
Main	2000	190
East	750	80
West	750	80
Combined	3500	350
Olympic View Lobbies	550'	50
The Pines	830'	80
Program Center		
Auditorium Stage Width - 43'	7800'	850
Program Center Room A	1100'	100
Program Center Room B	1500'	150



Holiday Inn

DOWNTOWN EVERETT

HOLIDAY INN DOWNTOWN EVERETT

3105 Pine Street • Everett, WA 98201

425-339-2000 • Sales 425-789-5938

Toll Free 866-700-1188 • Fax 425-339-3333

www.HIEverett.com

ACCOMMODATIONS AND AMENITIES

The beautiful Holiday Inn offers an abundance of features, including the following:

- 243 comfortable guest rooms
- Complimentary breakfast
- Complimentary wireless Internet in all guest rooms and lobby
- Indoor pool, hot tub, and fitness room
- Pine Street Grille and Lounge - Serving contemporary and classic Northwest cuisine and beverages
- Espresso bar featuring Fidalgo Bay Coffee
- Complimentary local shuttle within 8 miles of hotel Complimentary parking, including gated garage



BANQUET SPACE

With some of the largest banquet space north of Seattle, we are able to accommodate event Needs of 10 to 800 people.

- 11,000 square feet of function space
- Executive Boardroom with wet bar
- 7,000 square foot Grand Ballroom
- Six separate meeting rooms
- Audio/Visual services available
- Full catering services



LOCAL ATTRACTIONS

- Comcast Arena, Home of Silvertips Hockey
- Comcast Community Ice Rink
- Naval Station Everett and Everett Marina
- Future of Flight Aviation Center and Boeing Tour
- Imagine Children's Museum
- Legion Memorial and Walter E. Hall Golf Courses
- Everett Memorial Stadium, Home of Aquasox Baseball
- The Village Theater and the Everett Symphony
- The Seattle Premium Outlets and Everett Mall
- Tulalip Casino





Holiday Inn
DOWNTOWN EVERETT

HOLIDAY INN DOWNTOWN EVERETT

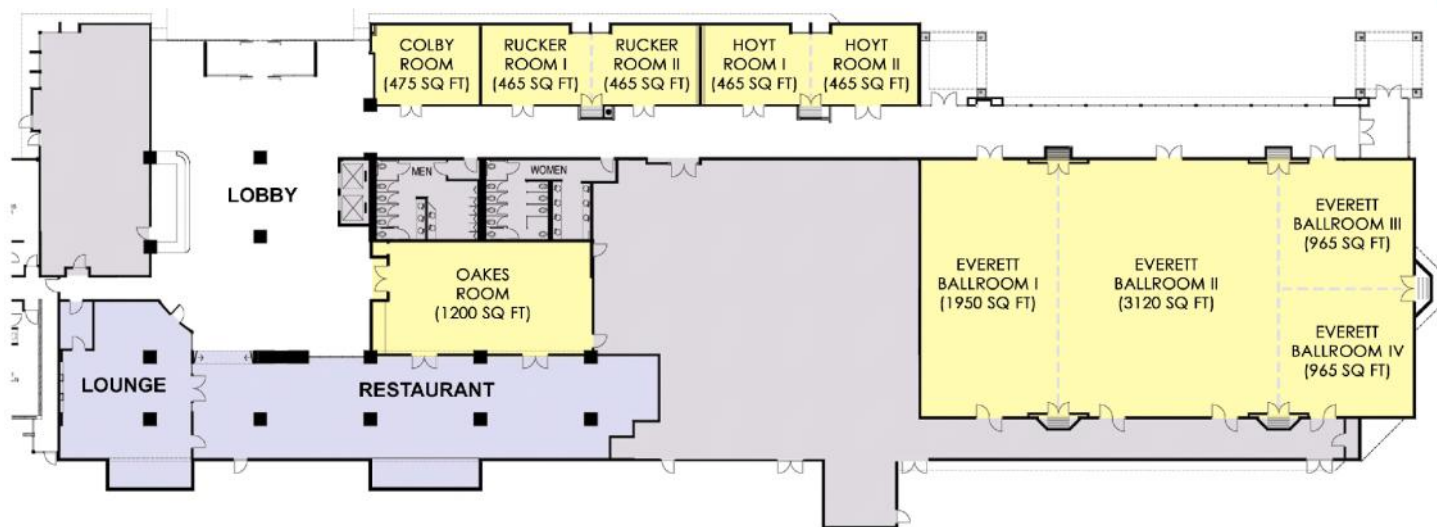
3105 Pine Street • Everett, WA 98201

425-339-2000 • Sales 425-789-5938

Toll Free 866-700-1188 • Fax 425-339-3333

www.HIEverett.com

The Holiday Inn, Downtown Everett offers meeting facilities for groups from 10 - 800.



*The Executive Boardroom is located on the 2nd Floor.

Meeting Rooms	Dimensions (L x W)	Square Footage	Ceiling Height	Theater	Classroom	Conference	Reception	Banquet (Rounds of 10)	U-Shape	Hollow Square
Colby Room	25 x 19	475	9'	40	24	20	40	20	20	20
Rucker I	25 x 19	465	9'	40	24	20	40	20	20	20
Rucker II	25 x 19	465	9'	40	24	20	40	20	20	20
Rucker I & II (Combined)	50 x 19	930	9'	80	40	40	80	50	40	40
Hoyt I	25 x 19	465	9'	40	24	20	40	20	20	20
Hoyt II	25 x 19	465	9'	40	24	20	40	20	20	20
Hoyt I & II (Combined)	50 x 19	930	9'	80	40	40	80	50	40	40
Oakes Room	25 x 48	1,200	11'	130	60	44	120	80	40	60
*Executive Boardroom	25 x 19	465	8'	-	-	12	-	-	-	-
The Everett Ballroom	116 x 61	7,000	12'	850	360	-	800	550	-	-
Everett I	32 x 61	1,950	12'	200	80	-	190	150	50	60
Everett II	52 x 61	3,120	12'	350	150	-	330	250	80	80
Everett III	32 x 30	965	12'	80	40	44	90	60	35	35
Everett IV	32 x 30	965	12'	80	40	44	90	60	35	35



EDMONDS YACHT CLUB

326 Admiral Way, Suite 100 • Edmonds, WA 98020

425-778-5499

www.EdmondsYachtClub.com

PREMIER WATERFRONT EVENT CENTER!

Located on the waterfront in the Port of Edmonds, enjoy expansive views of Puget Sound and the majestic background of the Olympic Mountains.

The Edmonds Yacht Club is the perfect place for your next event.



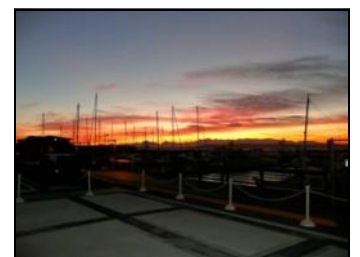
Our *beautiful, new building* offers the following amenities:

- 5,400 square feet available space
- Hardwood dance floor with a separate and convenient space for the band, ensemble, or DJ
- Large, professional kitchen with commercial appliances
- Separate bar/refreshment area with granite counter
- Carpeted area with mirrors for bridal dressing
- Built in audio system
- Capacity for 288 seated guests
- Spacious coat room
- Outside patio area
- Beaches, marina, and waterfront boardwalk
- ADA Compliant



Personalize your event:

- Select your own licensed and insured caterer
- Bring in your own food and beverages
- Decorations are allowed within the Rental Agreement and Rental Use Policies
- Choose your seating style – seated, reception, classroom or a combination of styles





EDMONDS YACHT CLUB

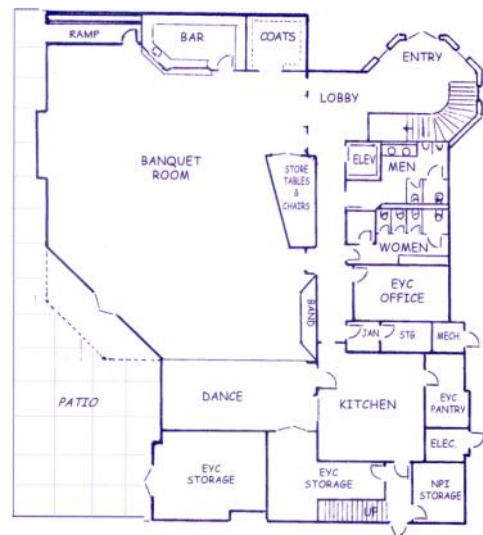
326 Admiral Way, Suite 100 • Edmonds, WA 98020

425-778-5499

www.EdmondsYachtClub.com



- Celebrate special occasions...
- Conduct business events...
- Create dream weddings...
- Reserve your date
- Schedule a tour
- Membership is not required to rent the event center



**Directions to
EDMONDS YACHT CLUB**



DRIVING DIRECTIONS: From I-5, either north or southbound, take exit #177 and head west on 205th St. N. (SR104) Follow the signs toward the Edmonds/Kingston ferry to W. Daydon St and turn left at the light just before the ferry ticket booth. Go west on Daydon across the RR tracks and turn left on Admiral Way. The clubhouse is at the head of "P" and "Q" docks, and is the first building south of Annie's restaurant.





LYNNWOOD HOLIDAY INN EXPRESS

2515 196th Street SW • Lynnwood, WA 98036

425-672-1234 • Fax 425-670-1365

www.HIExpress.com/Lynnwood

WELCOME TO HOLIDAY INN EXPRESS HOTELS & SUITES IN LYNNWOOD!

The **Holiday Inn Express**® Seattle-Lynnwood hotel not only places you within easy driving distance of the vibrant and energetic downtown area of Seattle, but also near the Pacific Northwest's most popular attractions.

Our hotel's location in Lynnwood, WA is in close proximity to businesses like Boeing, Microsoft, IBM and AT&T, and there is a **400-square-foot meeting room**, so you can host any type of event. Staying in touch with the office is simple thanks to the on-site Business Center at our hotel's property.

Lynnwood is home to Alderwood Mall, which offers a fantastic shopping experience. After spending the day searching for a great deal, enjoy a meal at the Old Spaghetti Factory. Be sure to take the time to visit the Space Needle or to tour Future of Flight: Aviation Center and Boeing Tour. And, of course, you should be sure to make the drive into Seattle to browse through the famous Pike Place Market, which is within easy driving distance of our hotel's location.

While in Lynnwood, WA, start your day off the right way with our complimentary, hot Express Start Breakfast Bar. We also offer free high-speed, wireless Internet access throughout our facilities, so you can stay connected to family and the office. Our hotel's amenities in Lynnwood, Washington include an on-site Fitness Center, a whirlpool and an indoor pool, too. Make your reservations today, and we look forward to seeing you!

FEATURES:

Indoor Heated Pool and Spa

Spacious Board Room

100% Non Smoking Hotel

Free High Speed Wireless and Wired Internet

Guest Laundry

Convenient 24 Hour Business Center

Complimentary Express Smart Start Breakfast





LYNNWOOD HOLIDAY INN EXPRESS

2515 196th Street SW • Lynnwood, WA 98036

425-672-1234 • Fax 425-670-1365

www.HIExpress.com/Lynnwood



Whether you are traveling for business or leisure, be sure to stay smart with the new Holiday Inn Express Lynnwood. We are within walking distance of a variety of restaurants, the Lynnwood Convention Center and the Alderwood Mall, and just North of Seattle.

Our friendly staff will make us your home away from home.





ROSEHILL COMMUNITY CENTER

304 Lincoln Avenue • Mukilteo, WA 98275

425-263-8180 • Fax 425-353-2457

www.ci.Mukilteo.wa.us

Rosehill Community Center is a beautiful state-of-the-art building with a sweeping view of picturesque Puget Sound. Rosehill Community Center offers guests an exceptional place to hold a wedding, reception, reunion, memorial, birthday party, recital, business meeting, retreat or any other special event. The Point Elliott Room, a large multipurpose room, can seat 400 theater style or up to 216 reception-style, sit down. Included in the rental is an outside terrace, stage, catering-ready kitchen. Tables and chairs included. Tables are 60" rounds, 24"x54" rectangles. Parking is complimentary. Facilities can be reserved up to one year in advance. Located near Clinton Ferry.



This facility can accommodate groups of 10 to 450 and has a catering-ready kitchen. Renters are allowed to choose their own caterer or bring in their own food and beverages.



ROSEHILL COMMUNITY CENTER

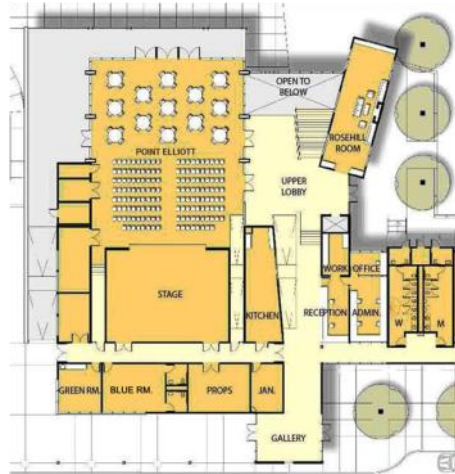
304 Lincoln Avenue • Mukilteo, WA 98275

425-263-8180 • Fax 425-353-2457

www.ci.Mukilteo.wa.us



The Rosehill Community Center is the perfect setting for business meetings, wedding, receptions, reunions, memorials, birthday parties, retreats and recitals. All rental rooms have large windows allowing guests to enjoy a beautiful view of Puget Sound.



Room Name	Dimensions	Occupancy with Round Tables & Chairs	Theater Style Occupancy	Occupancy with Rectangle Tables & Chairs	Amenities
Point Elliott – Full Room	52' x 66'	27 rounds/8 each = 216	450	200 (Rosehill has 60 rectangular tables 2' x 4.5'; each table seats 2; renter needs to provide add'l rectangular tables as needed)	Includes floor to ceiling windows, outside decks, sound and lighting systems, kitchen, stage, dressing room, and green room. Tables and chairs included in rental.
Point Elliott – Stage only	44' x 32'	No food or drink on stage.	45	No food or drink on stage.	Can be used for performance, recital; no food or drink
Pt. Elliott "A" Stage Half Only	52' x 30'	10 rounds/8 each = 80	100-125	80	Tables and chairs included in rental.
Pt. Elliott "B" Window Half only	52' x 36'	13 rounds/8 each = 104	100-125	80	Classroom includes tables and chairs.
Vancouver Room	27.5' x 32.5'	5 rounds/8 each = 40	45	3 rows of 5 tables/2 each = 30	Classroom includes tables and chairs; white board.
Frost Room	25.5' x 32.5'	4 rounds/8 each = 32	39	2 rows of 5 tables/2 each = 20	Classroom includes tables and chairs; white board.
Fowler Room	27.5' x 32.5'	5 rounds/8 each = 40	45	3 rows of 5 tables/2 each = 30	Classroom includes tables and chairs; white board.
Christiansen Room	23.5' x 35.5'	6 rounds/8 each = 48	50	45	Restroom, kitchenette, patio; tables and chairs. Mirror, sink, all purpose floor.
Green Room	15' x 15'				Restrooms, mirror, all purpose floor.
Blue Room	22' x 17'				Restrooms, mirror, all purpose floor.
Kitchen	388 sq. feet				Automatic ice maker, freezer, refrigerator, 8 burner stove/oven; coffeemaker, dishwasher, hot hold.



The Point Elliott Room can be rented by the hour on Monday-Friday. On Saturday and Sunday the Point Elliott Room is rented for a 10-hour minimum with additional hours available.

Classrooms can be rented Monday-Saturday on an hourly basis.

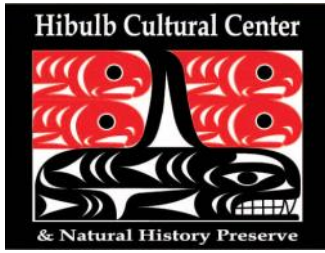
Rates are determined by whether you are a resident, nonresident, or registered nonprofit. If you are a nonprofit you will be asked to provide evidence of your status. Tables and chairs are provided. LCD projector available. Screens and white boards in all classrooms.



To check availability, request a rate sheet or request a facility rental packet which includes application and rental policies, call 425.263.8180, email recreation@ci.mukilteo.wa.us.



Room Name	Dimensions	Occupancy with Round Tables & Chairs	Theater Style Occupancy	Occupancy with Rectangle Tables & Chairs	Amenities
Art Room	20' x 46'	6 rounds/8 each = 48	50	15 rectangles/2 each = 30	Sink, tables, chairs
Dance/Aerobics Rm.	28' x 46'		29		Mirrors, ballet bars.
Weights/Fitness Room	24' x 46'		22		Cardio equipment, weight machines, mats, exercise balls.
Game Room	15' x 47'				Ping-pong table, games.



HIBULB CULTURAL CENTER

& NATURAL HISTORY PRESERVE

6410 23rd Avenue NE • Tulalip, WA 98271

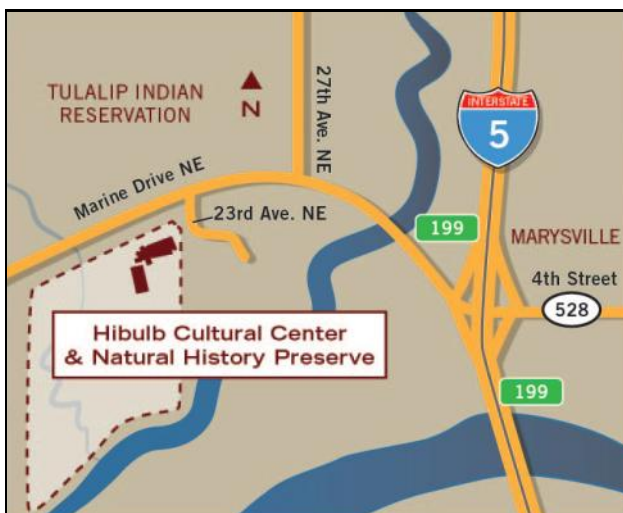
360-716-2600 • Fax 360-716-0026

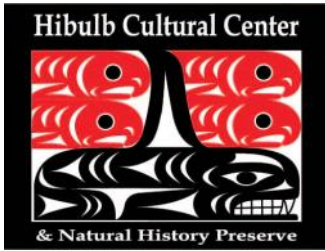
www.HibulbCulturalCenter.org



The Hibulb Cultural Center and Natural History Preserve mission is to revive, restore, protect, interpret, collect and enhance the history, traditional cultural values and spiritual beliefs of the Tulalip Tribes who are the successors in interest to the Snohomish, Snoqualmie and Skykomish tribes and other tribes and bands signatory to the Treaty of Point Elliott.

The Hibulb Cultural Center is approximately 23,000 square feet with a 50-acre natural history preserve. The interactive cultural center features a main exhibit, a temporary exhibit, two classrooms, a long house, a research library, and gift shop. It also features a fully certified collections and archaeological repository. It is the only Tribal facility certified by the state of Washington.





HIBULB CULTURAL CENTER

& NATURAL HISTORY PRESERVE

6410 23rd Avenue NE • Tulalip, WA 98271

360-716-2600 • Fax 360-716-0026

www.HibulbCulturalCenter.org

RENTALS AND EVENTS

The Hibulb Cultural Center has space available for rentals and special events. Whether you are planning a public meeting, family reunion, birthday, anniversary, wedding or some other group activity we have the space for you! Please contact our Tour Coordinator to plan your event at 360.716.2657 or by email at tours@HibulbCulturalCenter.org.



BUILDING RENTAL RATES		
EVENING RENTAL PRICING (5PM – 10PM)		
RENTAL	Capacity	Rate
Entire Building	Standing: 350	\$2,500 + \$100/hour staffing charge
Longhouse	70 seated, (Max 100)	\$1,000 + \$100/hour staffing charge
Classrooms (2 available)	30 seated	\$50/hour + \$100/hour staffing charge (2 hour minimum)
Kitchen	-----	\$150/hour + \$300 refundable deposit

DAY RENTAL PRICING (8AM – 4PM)		
2 HOUR MINIMUM REQUIRED-LIMITED AVAILABILITY		
RENTAL	Capacity	Rate
Classrooms (2 available)	30 seated	\$50/hour + \$50/hour custodial



Everything you need for a successful meeting.

- Available weekdays from 7:00 a.m. to 5:00 p.m.
- 2,631 square feet in 4 unique conference rooms
- For groups up to 120 people
- State of the art A/V and supporting technology in each room for no additional charge (excludes LCD Projector)
- Free Hi-speed Internet with Wi-Fi
- Fully equipped kitchen & beverage/serving area
- Catering choices ranging from self-catering to full service
- Outdoor function area with outdoor catering allowed
- Abundant free parking
- Handicapped accessible
- Ample natural light
- Nonglare adjustable window coverings
- Comfortable chairs



Conveniently located in Everett's booming southern business district, Vigilant's beautiful new Conference Center is ready to make your next event a business success story. Designed to take advantage of the natural light, these technologically advanced and strikingly appointed rooms have the flexibility to accommodate groups from eight to 120 people. With a fully equipped kitchen and well-designed beverage/serving area, you can self-cater, arrange your own catering, or ask us to cater your event for a nominal fee. We even have an outdoor barbecue area. And there's plenty of free parking.

For inquiries, or to book a room, contact Vigilant
e-mail – conferencecenter@vigilantcounsel.org
phone – 425.349.4477 or 800.733.8620

For information on Vigilant, visit our website: www.vigilantcounsel.org

VIGILANT CONFERENCE CENTER

6003 23rd Drive West, Suite 200 • Everett, WA 98203

425-349-4477 • 800-733-8620

www.VigilantCounsel.org

ROOM CAPACITY

ROOMS	DIEMENSIONS	SQUARE FEET	THEATER	OVALS	CLASSROOM	RECEPTION	SQUARE
Tahoma 1	28x33	924	45	32	40	65	30
Tahoma 2	28x33	924	45	32	40	65	30
Combined	28x66	1848	96	64	80	120	50
Board Rm	18x22	396		12			
Pilchuck	23x14	387		8			



CONFERENCE CENTER ACCESSORIES:

- LCD Projector w/ DVD & Internet
- Tahoma ~ 4000 lumens
- Board - 3300 lumens
- Option for screen only (client provides projector)
- Lavalier Mic
- White Board
- Handheld Mic
- Lectern Mic
- Lectern
- Flip Chart
- Laser Pointer
- Markers



EDMONDS CENTER FOR THE ARTS

410 Fourth Avenue North • Edmonds, WA 98020

425-275-4485 • Fax 425-275-4487

www.EdmondsCenterfortheArts.org

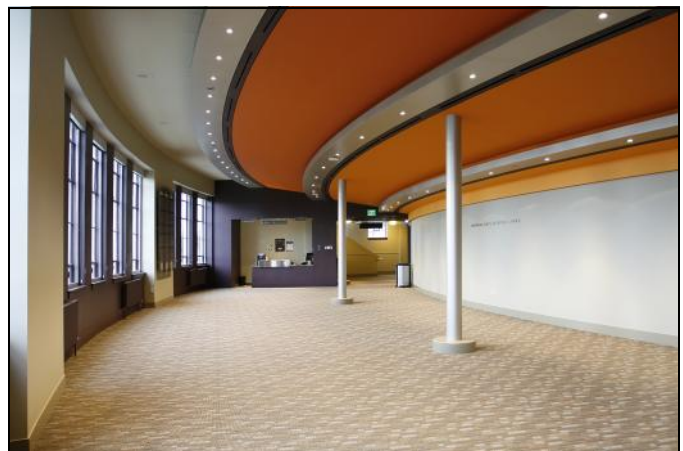
Edmonds Center for the Arts (ECA) is a 700-seat performing arts center in downtown Edmonds Washington. Housed in the historic original Edmonds High School building, ECA was remodeled and opened in October 2006. ECA's intimate facilities are complemented by landscaped grounds with sweeping views of Puget Sound as well as free parking and access to great local eateries and accommodations. Our facility also offers other spaces available to rent for your corporate meeting, professional conference, reunion, wedding, reception, sit-down or buffet dinner, and many other activities.



We have a space to meet your needs, including:

- 700 seat auditorium, fully equipped with the latest in sound and lighting.
- Theatre lobby - a flexible event space to accommodate between 60 and 200 people depending on configuration, with views of Puget Sound and the Olympic Mountains.
- Full-size basketball gymnasium, for sports events only. Bleacher seating for 500, electronic scoreboard
- Two multi-purpose meeting rooms - each 900 square feet and a maximum capacity of 49**

**The rooms have retained their original historic classroom character and are rented unfurnished and self-service. Chairs and tables are available for use with these rooms; any other equipment necessary for your event is available at additional cost.



PARKING & LOADING: Parking is available in theatre lot. Loading is slightly ramped from parking lot through double doors and is limited in size to 6'0" W X 8'0"H.



RUSSELL'S RESTAURANT

3305 Monte Villa Parkway • Bothell, WA 98021

425-486-4072 • Fax 425-486-3842

RDLcatering: 206.264.0400

www.RDLCatering.com



Russell's Restaurant and Loft host a two in one extravaganza. These two venues are both located in a beautiful historic 1927 barn, on what was once the 150 acre Monte Villa Farms property. Russell's Restaurant is fine dining at its best with a fully appointed restaurant featuring the extraordinary culinary delights of Russell dean Lowell. Enjoy a casually elegant dinner for 2 or take advantage of the semi private dining room with seating for up to 40 and its own fireplace.

Rental rates for the Loft include:

- Up to 15 - 60" round tables
- Up to 13 - 6' tables
- Up to 8 - Hi-boy cocktail tables
- China, glassware and flatware for 150



The "Loft" which is located above the restaurant houses 4000 sq. ft. of private event space. With beautiful cathedral ceilings, clear grain cedar wall boards, the refinished original fir floor and beam structures. The Loft is the perfect location for a wedding, reception, holiday events, corporate events, meeting or any event you might imagine. (It's even been the venue for a classic Hoe Down, complete with a mechanical bull).

This beautiful event space is the exclusive venue for Russell dean Lowell Catering. As a result, you and your guests will experience some of the most sought after food in the Pacific Northwest.



Directions to Russell's - From Seattle:

- I-5 North to SR 520 Eastbound
- Merge onto I-405 North towards Everett
- Exit at 195th/Beardslee Blvd. (Exit #24)
- Head East off the exit on 195th to 120th St.
- Turn left on to 120th
- Follow 120th to Monte Villa Parkway and turn LEFT
- Russell's is located at the end of the road.

Directions to Russell's - From the North

- Head South on I-5 and merge on to I-405 South.
- Exit at 195th/Beardslee Blvd. (Exit #24)
- Head East off the exit on 195th to 120th St.
- Turn left on to 120th
- Follow 120th to Monte Villa Parkway and turn LEFT
- Russell's is located at the end of the road.



EMBASSY SUITES HOTEL

SEATTLE NORTH/LYNNWOOD

20610 44th Ave West • Lynnwood, WA 98036

425-775-2500 • Fax 425-774-0485 • email: sealw_ds@hilton.com

Group Sales: 800-628-0611 • www.seattlenorthlynnwood.EmbassySuites.com

The Embassy Suites Hotel Seattle North/Lynnwood is Snohomish County's premier full-service hotel. We are situated perfectly on the King and Snohomish County lines. Just minutes from Downtown Seattle, Bothell, and Everett.

Enjoy our 5-story indoor tropical paradise with cascading waterfalls, streams and koi pond. All overnight guests are invited to our complimentary full-cooked-to-order breakfast and evening reception serving beverages* and light snacks. Our full-service restaurant, McCarthy's Bar & Grille offers hearty portions of Northwest cuisine.

With 10,000 sq ft of flexible meeting space and our attentive, professional staff, your event is guaranteed for success.

Take advantage of our indoor recreational facility, concierge, and customized transportation services.

Call now to receive a complimentary sales packet or to book your next event.

Exciting News! Meeting Planners and travelers can qualify for Hilton HHonors® Points and Miles. Call for details!

*Subject to state and local laws.



ACCOMMODATIONS

5 Floors, 240 newly renovated two room suites including:

- 158 king suites
- 66 double/double suites
- 2 Executive Conference Suites
- 1 Presidential Suite
- 13 handicap suites
- 228 non-smoking suites

SUITE FEATURES

- Each suite consists of a private bedroom with one king size or two double beds
- Separate living room with sofa bed and well-lit dining/work table
- High speed internet access
- Galley kitchen includes microwave, refrigerator and coffee maker with free coffee
- Two telephones with voice-mail and data-port
- Two remote-control color TVs with free HBO, pay movies and Nintendo

RECREATIONAL FACILITIES

- Heated indoor pool, whirlpool, sauna and fitness center. A full-service health club, golf course and driving range are within minutes.

LOCAL ATTRACTIONS

- From our front door, it is less than two miles to the Alderwood Mall; 5 miles to the Edmonds/Kingston Ferry terminal; 6 miles to the Bothell Technology Corridor; 10 miles to the University of Washington; 12 miles to the Future of Flight Aviation Center & Boeing Tour, 12 miles to the Seattle Convention Center, Safeco Field and Seattle waterfront; and only 90 minutes south of the Canadian border.





EMBASSY SUITES HOTEL

SEATTLE NORTH/LYNNWOOD

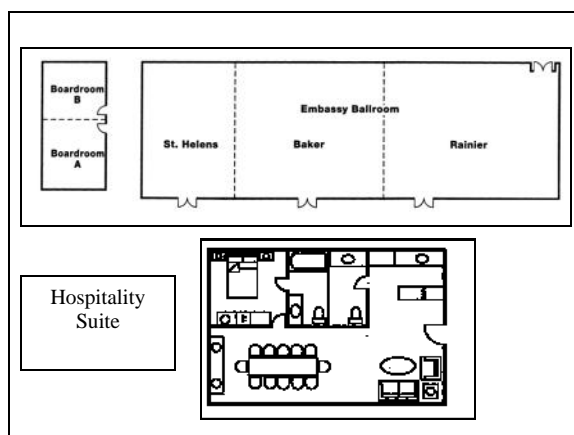
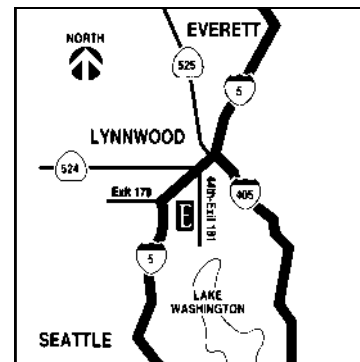
20610 44th Ave West • Lynnwood, WA 98036

425-775-2500 • Fax 425-774-0485 • email: sealw_ds@hilton.com

Group Sales: 800-628-0611 • www.seattlenorthlynnwood.EmbassySuites.com

SERVICES

- Complimentary local shuttle transportation.
- Ample free parking, complimentary morning newspaper delivered, gift shop, room service, guest laundry/valet service, espresso stand, and express checkout.
- As an in-house guest, enjoy a complimentary, cooked-to-order, breakfast and two-hour evening reception.
- 24-hour business center, exercise facility, ATM machine and concierge.



DINING AND ENTERTAINMENT

- McCarthy's Bar & Grille, features Northwest cuisine in a relaxed atmosphere.
- Malls, theaters, restaurants and more within minutes of hotel.

MEETING SPACE INFORMATION

- 10,000 square feet of meeting space, 8 rooms to choose from. Largest ballroom is 5,400 sq. ft. w/13' ceiling.

DRIVING DIRECTIONS

- I-5 Northbound: Take exit 181A; Right at foot of exit; hotel on right.
- I-5 Southbound: Exit 181; Right on 196th; go to 44th Ave, turn left; drive 5 blocks under freeway, hotel on right.
- From I-405, take southbound I-5 and follow directions for I-5 Southbound.

Room	Dimensions	Sq. Feet	Reception	Banquet	Theatre	Class Room	Conference
Embassy Ballroom	131x42	5,400	600	450	525	375	
Rainier	55x42	2,210	250	190	225	155	50
Baker	47x42	1,950	200	150	200	130	44
St. Helens	29x42	1,218	120	100	100	80	30
Board Room A	17x19	323					16
Board Room B	17x19	306					16
South Atrium		2,000	230	170	150		30
Hospitality Ste 301	13x36	468	40	30	40		30
Hospitality Ste 401	13x36	468	40	30	40		30



EDMONDS CONFERENCE CENTER

201 Fourth Avenue North • Edmonds, WA 98020

425-640-1808 • Fax 425-640-1024

www.EdmondsConferenceCenter.com

Welcome to the Edmonds Conference Center!

Our 10,000 square foot Center, located in the charming community of Edmonds, is flooded with natural light, features beautiful vaulted ceilings and offers a variety of thoughtfully designed meeting space for:

- Seminars
- Conferences
- Retreats
- Product Introductions
- Fundraising Events
- Workshops
- Banquets
- Training Programs
- Trade Shows
- Employee or Client Recognition Events
- Social Events



Away from the hustle and bustle, yet only minutes north of Seattle, the Center offers complimentary parking, on-site and nearby, increasing the convenience of your event.

Premier service is our most important priority. A professional, experienced Client Services Representative will treat your event with care and attention to detail. Our goal is to provide you with a flawless, successful event.



EDMONDS CONFERENCE CENTER

WHERE IDEAS AND RESULTS MEET





EDMONDS CONFERENCE CENTER

201 Fourth Avenue North • Edmonds, WA 98020

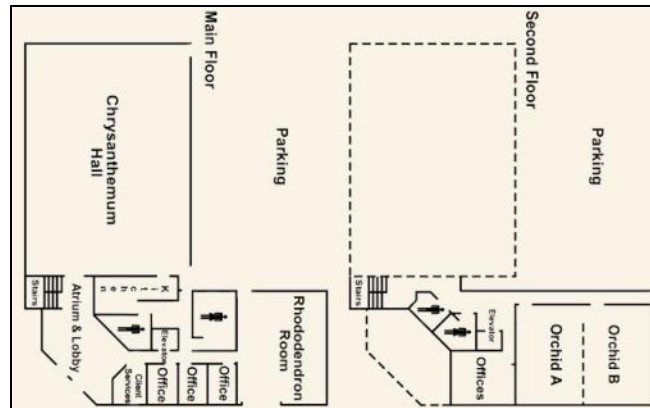
425-640-1808 • Fax 425-640-1024

www.EdmondsConferenceCenter.com



EDMONDS CONFERENCE CENTER						
	Dimensions	Sq. Feet	Theater	Classroom	Conference	Reception
Chrysanthemum Room	62x55	3,410	400	180		240
Rhododendron Room	31x30	930	60	36	30	48
Orchid Room	46x30	1,380	96	60	48	80
Half Orchid, A or B	30x23	690	48	30	24	32

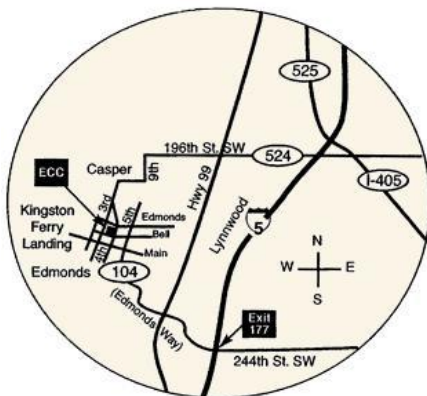
Capacities may vary due to room set-up.



DRIVING DIRECTIONS

I-5 Northbound or I-5 Southbound

- Exit 177 Edmonds/Kingston Ferry. Follow the signs to Hwy 104 West towards Edmonds.
- Stay on arterial for about 4.5 miles into downtown Edmonds.
- At the fountain, go straight to the next stop sign at Bell St.
- Turn left on Bell and go one block west.
- Edmonds Conference Center is located at the NW corner of Fourth Avenue N and Bell Street.
- Alley access to parking lots is between Third and Fourth Avenues off Bell Street.





STAYBRIDGE SUITES

9600 Harbour Place • Mukilteo, WA 98275

425-493-9500

www.StayMukilteo.com

The hotel has been called “Home away from Home”, “An Urban Resort” and a place to “Get Comfortable”. Staybridge Suites Seattle North-Everett offers the perfect blend of services and amenities to create a truly relaxing environment for its guests. There are 134 spacious apartment style suites in three different styles to choose from each with full kitchens! In addition to overnight accommodations, the hotel offers ample meeting space, a media room, fitness center, indoor pool, and outdoor putting green just to name a few of the amenities!



HOTEL SERVICES AND AMENITIES:

- 134 expansive apartment style suites with full kitchens
- Fresh complimentary hot breakfast buffet or "On The Go!" featuring Wolfgang Puck Coffee
- Evening Sun downer reception
- Business Center open 24/7 with complimentary high-speed Internet access
- Affordable meeting space for up to 100 people
- Local area shuttle service
- Complimentary self-serve Laundry Facility
- Bridgemark 24-hour convenience store
- Fitness center
- Media room
- Indoor pool and whirlpool
- Outdoor patio with fireplace
- Guest storage
- Pets Welcome (fee)





STAYBRIDGE SUITES

9600 Harbour Place • Mukilteo, WA 98275

425-493-9500

www.StayMukilteo.com

Staybridge Suites offers three flexible meeting room options. State of the art audio visual equipment and high speed wireless Internet access are among the deluxe amenities available for your event.

At Staybridge Suites Seattle North-Everett we proudly welcome groups of all sizes. Our Mukilteo location is considered a hub for groups visiting Everett or in route to Vancouver BC or Seattle. Our flexible meeting space offers groups of up to 100 room to meet, celebrate, plan or just enjoy each other's company. Our onsite services include event planning with accompaniment of audio/visual equipment in professional spacious rooms. Our convenient location provides access to nearby businesses and attractions for adventurous group outings. Groups will also enjoy our complimentary parking for cars, trucks and busses.

MEETING ROOMS



Chinook/Harbor Combined Space

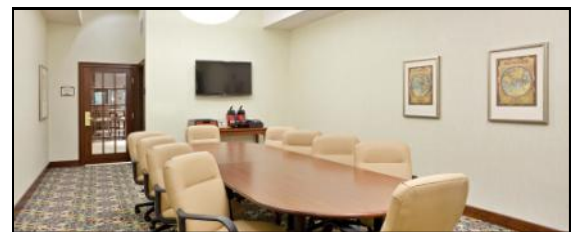
Dimensions 68' x 22'
Square Feet 1,496
Banquet 100
Classroom 70
Theater 150

Chinook or Harbor Room Separately

Dimensions 34' x 22'
Square Feet 748
Banquet 50
Classroom 35
Theater 75

Flight Deck Boardroom

Dimensions 27' x 15'
Square Feet 405
Classroom 12





HILTON GARDEN INN

22600 Bothell Everett Highway • Bothell, WA 98021

425-486-0400 • Fax 425-486-1267

www.SeattleBothell.hgi.com

MEETINGS & SPECIAL EVENTS MADE EASY

Planning an event in Bothell, Lynnwood, Seattle or surrounding area? Look no further than the Hilton Garden Inn Seattle / Bothell! We aim to please with our spacious meeting rooms and on-site catering services. Corporate meetings, family reunions, weddings, groups of all shapes and sizes are welcome! For spacious accommodations, look no further than our beautifully appointed rooms.



Full access to manage your room block including group reservations, view the current number of reserved rooms, make group reservations, plus view, download and print a guest reservation list. Create your own seating styles / arrangements.

Build personalized group web pages that display your event details, maps, directions and enable guest to make reservations with your special rate.

For your next meeting or to schedule a tour of our state-of-the-art facilities, please contact the Sales Office at 1.425.486.0400.

NAME OF ROOM	TOTAL SQ. FT.	CONFERENCE	BANQUET	RECEPTION
Ballroom	2,100	120	200	250
Pacific	672	28	50	68
Island	756	48	70	104
Cascade	672	28	50	68
Pre-Function	548			50
Bothell	462	14	30	40
Centennial	390	12		

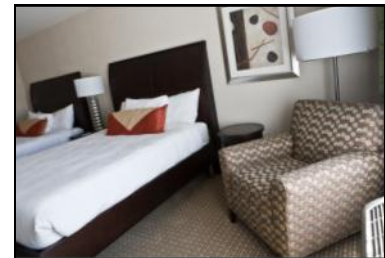
HILTON GARDEN INN



22600 Bothell Everett Highway • Bothell, WA 98021

425-486-0400 • Fax 425-486-1267

www.SeattleBothell.hgi.com



FACILITIES / SERVICES

- 128 guestrooms (including 9 suites)
- Non-smoking hotel & accessible rooms available
- Full service Great American Grill® serving breakfast & dinner
- Evening room service
- Pavilion Lounge including a Full Service Bar
- Indoor salt water pool & whirlpool
- Fitness Center & Stay Fit Kit® available for check-out
- 24-hour Pavilion Pantry® convenience mart
- Complimentary 24-hour business center
- Complimentary wireless Internet access throughout the hotel
- Complimentary parking, some covered
- Complimentary local shuttle upon availability
- Valet & self-laundry available
- 3,500 sq ft of divisible meeting and banquet space to accommodate up to 250 guests



GUEST ROOM FEATURES

- Complimentary wired & wireless Internet access & secure, remote printing to the business center
- Refrigerator, microwave & coffeemaker
- Self-adjusting Garden Sleep System® beds in all rooms





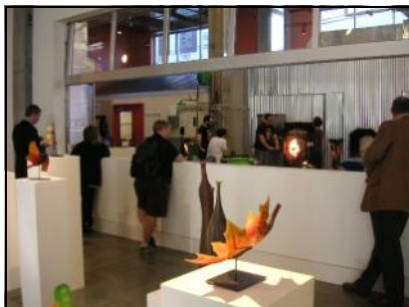
SCHACK ART CENTER

1507 Wall Street • Everett, WA 98206

425-257-7373 • Fax 425-257-8383

www.ArtsCouncilofSnoCo.org

The Schack Art Center is a community gathering place where people come to visit, take classes, make acquaintances, and experience life. The Center is a unique setting for events filled with artwork, nearby parking and located in the heart of downtown Everett.



SCHACK ART CENTER



1507 Wall Street • Everett, WA 98206

425-257-7373 • Fax 425-257-8383

www.ArtsCouncilofSnoCo.org

FACILITY: Total Capacity is 387

- Main Gallery-

135 total capacity. 2700 square feet and 21 feet ceilings provide a stunning contemporary exhibit gallery space that features six different visual art exhibits each year. The space changes with each new exhibit/installation and makes a wonderful backup for any festive occasion.

- Studio 1 & 2-

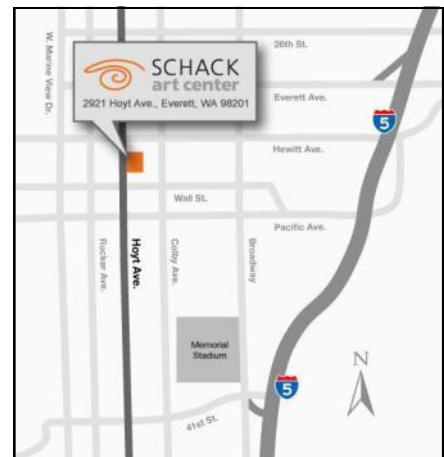
135 total capacity. Each studio is 764 square feet and can be used as a separate room or the dividing wall can be opened into one large room of 1528 square feet. Each studio has flexible space that can accommodate meetings, presentations, sit-down meals and receptions. The catering kitchen is adjacent to Studio 2.

- Catering Kitchen-

Includes: 72 cubic foot refrigerator, commercial dishwasher, ice machine, microwave, warming oven and convection oven.

AMENITIES: (Call for fees)

- Sound system (CD, IPOD, etc.)
- Wireless and handheld mic system
- Kitchen facilities
- Easels
- Podium
- Wi Fi
- Tables & Chairs (Included in room rental fee)





WILLIS D. TUCKER

COMMUNITY PARK

6705 Puget Park Drive • Snohomish, WA 98296

425-388-6644 • www.SnoCoParks.org

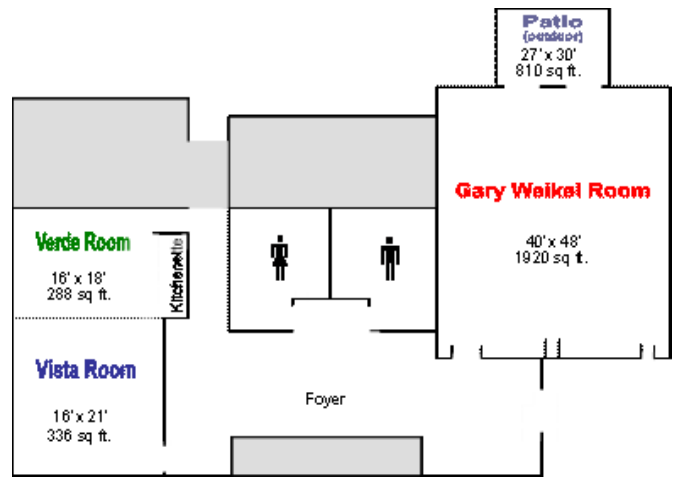
Get out, get away, to Snohomish County's Willis D. Tucker Community Park. Boasting 84 acres of developed and natural wonders to surround your business or pleasure event. We have the ideal setting for:

- Weddings
- Receptions
- Anniversaries
- Reunions
- Parties
- Meetings
- Seminars
- Retreats
- Workshops

MEETING FACILITIES & AMENITIES:

- Free parking
- Free high speed wireless internet
- Free portable whiteboard/corkboard
- TV/VCR/DVD
- Wireless microphones
- Portable PA/CD/AM-FM Sound system
- Deluxe podium
- Expansive park views
- Sun screens
- Blackout blinds
- Kitchen appliances
- Private patio w/electricity

Over 3,350 square feet (not including Foyer)



Over 3,350 square feet (not including Foyer)





WILLIS D. TUCKER

COMMUNITY PARK

6705 Puget Park Drive • Snohomish, WA 98296

425-388-6644 • www.SnoCoParks.org



PARK ATTRACTIONS

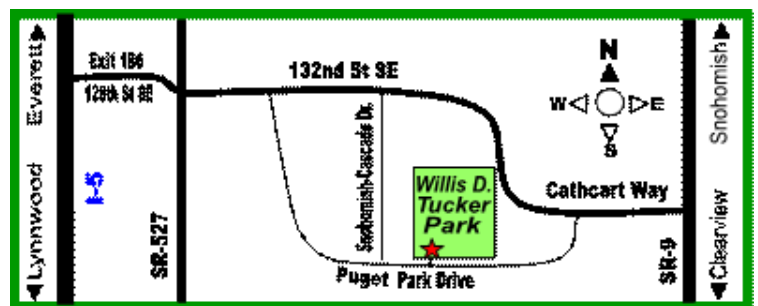
- Landscaped gardens
- Open meadow
- Walking trails
- Nature trails
- Picnic tables
- Picnic shelters
- Basketball court
- Ball fields
- Soccer fields
- Dog-off-leash area
- Playground
- Outdoor amphitheater

Adjacent to the Parks Administration offices, the Vista, Verde, and Gary Weikel rooms offer a unique setting for weddings & receptions, private parties, community meetings, workshops and seminars. With sweeping views of the park, our environmentally-friendly rooms accommodate 10 to 125 people. Ample free parking and amenities of a first-rate park are right outside the door. Choose your own caterer. Pre-approved functions with permits may serve alcohol.

DRIVING DIRECTIONS:

From I-5: Take the 128th Street exit and drive east approximately four miles to Puget Park Drive (as you head east 128th street becomes 132nd, and then Cathcart Way). Turn right at Puget Park Drive (light) and follow approximately two miles to park entrance.

From SR-9: Turn onto Cathcart Way and head west for approximately one mile. Turn left onto Puget Park Drive and continue for about one-half mile. The park entrance is on the right.





THE GOLF CLUB

AT ECHO FALLS

20414 121st Avenue SE • Snohomish, WA 98296
 360-668-3030 • www.EchoFallsGolf.com

The Golf Club at Echo Falls is a superb venue for meetings and corporate events, providing valuable amenities, exceptional services and an upscale ambience for you and your guests. Our Lake Room is a unique and elegant venue, wrapped with oak-trimmed windows overlooking an island golf green. Our spacious banquet room includes a private outdoor patio and an elegant foyer, and The Boardroom is a great getaway for more intimate corporate meetings.



EVENT AMENITIES & SERVICES

- Accommodations for up to 200 seated guests
- Full-service, in-house catering.
- A variety of menu offerings to suit every taste and budget
- Convenient location, just 30 minutes from downtown Seattle and 20 minutes north of downtown Bellevue
- Ample complimentary parking
- Friendly and attentive staff of event experts
- Championship Jack Frei designed golf course, practice facilities and clinics, perfect for team-building activities

ROOM RENTAL INCLUDES

- Customized menu planning
- White or ivory linens, china, flatware and glassware
- Banquet tables & chairs
- Full-service set-up and clean-up
- Wireless internet
- Flipcharts and easels
- 6 ft. projection screen



For more information about corporate events at Echo Falls, contact the catering department at (206) 362-3000, option 2.





BLUE HERON ROOM

WATERFRONT CENTER—PORT OF EVERETT

1205 Craftsman Way • Everett, WA 98201

425-259-3164

www.PortofEverett.com/BlueHeron

With a beautiful location at the West Coast's largest public marina, the Everett Waterfront Center's Blue Heron Room won't disappoint. This premiere event location on Puget Sound is a first choice for your wedding, reception, meeting or special event.



BLUE HERON ROOM:

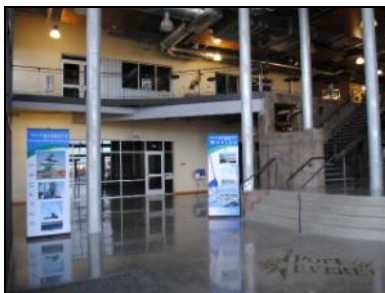
200-person banquet facility with views to the Port's 12th Street Yacht Basin (3,000 sq. ft.)

SANDPIPER ROOM:

A conference/meeting room for as many as 30 people (650 sq. ft.)

AMENITIES:

- 25 round tables
- 200 chairs
- 6-foot & 8-foot banquet tables
- 9 bistro tables
- Portable bar
- Dance floor
- Podium
- Kitchen with oven, stove, microwave & commercial refrigerator
- State-of-the-art A/V
- Elevator for easy access
- Ample parking
- Balcony area with stunning views
- Coffee makers
- Scuttlebutt Restaurant
- Cafe @ Marina



PERFECT FOR:

- | | |
|-----------------------|----------------------------------|
| • Weddings | • Banquets |
| • Receptions | • Training Programs |
| • Seminars | • Trade Shows |
| • Conferences | • Employee or Client Recognition |
| • Retreats | • Events |
| • Fund-raising events | • Social Events |
| • Workshops | |





HILTON GARDEN INN

8401 Paine Field Blvd. • Mukilteo, WA 98275

425-423-9000 • Fax 425-423-9005

www.SeattleNorthEverettGardenInn.com

Long before you started planning your trip, we meticulously designed and planned for your stay. At the Hilton Garden Inn, we understand our guests are people on the go - whether for business or leisure. Our goal is to offer the perfect balance of amenities you'd expect at a sensible price. This is our passion. It's our pursuit of the perfect night's stay. And it starts with the amenities that matter most.



CAPACITY

Up to 195 banquet style or 240 reception style: Sq. Ft. 2,628

CATERING

Provided by exclusive in-house caterer

TYPES OF EVENTS

Weddings, receptions, corporate banquets, cocktail parties, retreats and more

SERVICE AND FACILITY DESCRIPTION

Special features: Adjacent to the new Future of Flight Aviation Center and Boeing Tour

AMENITIES

Tables and chairs, linens, full-service

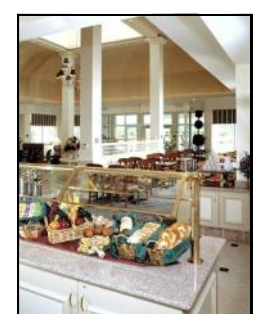
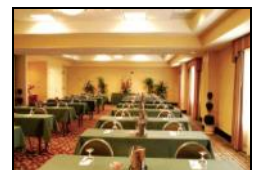
BAR FACILITIES

Full-service bar and staff available

Meeting Capacity Chart



	Total Sq Ft	Room Size	Ceiling Ht	Classroom	Theater	Banquet 10'	Reception	Conference	U-Shape	H-Square	10 x 10's
Clayton Scott Room	928	29' x 32'	11	65	100	75	90	20	25	20	N/A
Daryl Willard Room	768	24' x 32'	11	50	85	65	80	20	20	20	N/A
Ernest Gann Room	672	21' x 32'	11	45	75	55	65	15	20	15	N/A
HGI	20160	672' x 30'	11	160	260	195	239	180	65	75	N/A
JetAir Room	260	20' x 13'	10	20	30	20	25	0	0	0	N/A
Tex Johnston	408	24' x 17'	8	0	0	0	0	12	0	12	N/A





BLACK BOX THEATRE

20310 68TH Avenue W • Lynnwood, WA 98036

425-640-1139 • blackbox@edcc.edu

www.TheatreEdmonds.org

ABOUT THE BLACK BOX THEATRE

The Black Box Theatre at Edmonds Community College is a multi-purpose venue serving campus and community programs. The Black Box hosts theater, film, dance, community events, seminars, lectures, education programs, and private events as well as original programming. The Conversations Series launches on October 8th 2009 with author Bruce Barcott. Throughout the year we will feature writers, artists, faculty, and cultural innovators in conversation across disciplines.



BLACK BOX THEATRE OFFERS:

- 200 Seat Capacity
- State Of the Art Lighting, Sound, and Video Equipment
- Videotaping and Editing Services Available at Competitive Rates
- Sprung Floors
- Break out rooms available
- Well Apportioned dressing rooms
- Green Room
- Publicity Services Included in rental
- Catering Services
- Full Service Box Office
- Free Parking

ADDITIONAL FEATURES:

The Black Box Theatre features state of the art technical, Audio/Visual, Projection, and video capture facilities. Our seating is comfortable and can be configured in thrust, proscenium, and in the round.

Our 2,281 square foot lobby features a modern, open entrance, reception space, and 20 foot high windows, and our backstage area is 1,600 square feet and features a green room and two generous dressing rooms. The facility is ideal for performance, lectures, educational programs, seminars and symposia.

Theatre Sq Footage: 4,065 sq feet

In addition to our professional performance and events facility, EdCC features resident catering services, plenty of parking, and a comprehensive ticketing service. For events open to the public, staff can help with publicity to our student, faculty and staff community, as well as the community at large.





BEST WESTERN PLUS

EDMONDS HARBOR INN

130 W Dayton Street • Edmonds, WA 98020
425-771-5021 • <http://BWEEdmondsHarborInn.com>

Located midway between Seattle and Everett, Edmonds is just 25 minutes to both. The Harbor Inn is situated 1-1/2 blocks from the waterfront in the heart of Edmonds and all of its attractions and activities.

Features include standard and deluxe rooms and deluxe rooms and suites. Rooms have either one or two queen sized beds; flat screen TV's with HBO, individual air-conditioning and heat controls, free Wi-Fi, in-room refrigerator, phone with automated voice mail, hair dryer, iron/board, coffee maker, some with microwaves.

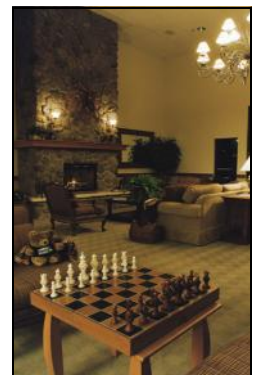
Enjoy the Edmonds Waterfront with its beautiful beaches. Watch ferry boats crossing the Puget Sound and fish for salmon from the public pier and marina! Explore Edmonds unique specialty shops and art galleries, antiques or one of our many fine waterfront restaurants.

Edmonds, perhaps the most picturesque small town in Washington... offering breathtaking views of the Olympic Mountains and snow-capped Mount Baker.



GUEST FACILITIES & AMENITIES:

- 91 guest rooms and suites (some with kitchenettes, Jacuzzi and fireplace)
- 100% non-smoking rooms
- Complimentary continental breakfast buffet
- Fitness Center
- Outdoor pool and hot tub (seasonal)
- Business Center
- Meeting rooms for up to 50
- Free parking
- Licensed massage therapist service on site by appointment
- Pets are welcome for a small fee





BEST WESTERN PLUS

EDMONDS HARBOR INN

130 W Dayton Street • Edmonds, WA 98020
 425-771-5021 • <http://BWEdmondsHarborInn.com>



Rooms	Approx. Sq. Ft.	Theater	Classroom	Reception	Banquet
Edmonds	500	Fixed seating for up to 10 people			
Olympic	640	50	25	60	30
Mt. Baker	600			60	40

MEETING EQUIPMENT

• The Harbor Inn offers the equipment to help your meeting run smoothly. Available at a charge: TV and VCR; overhead projector; stand and screen; metal easel; flip chart easel, podium, and dry erase board. Additional Equipment is available through local rentals.

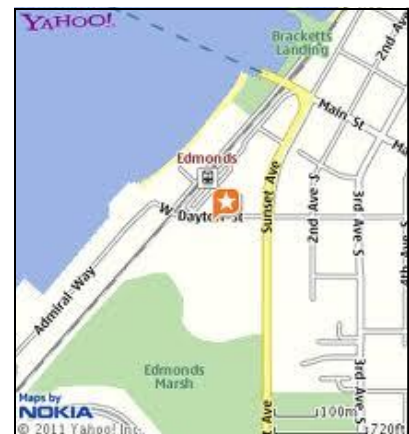
MEETING SUPPORT SERVICES

• Banquet and Catering services are provided on-site or a caterer of your choice. Copy, fax wireless internet services are also available. Group room blocks and reservations are coordinated by the Harbor Inn staff.



Corporate travelers will be minutes from I-5, Compass Courses, The Trauma Treatment Center, Swedish/Stevens Hospital, Boeing, Lynnwood Convention Center and the Everett Naval Base.

We are a perfect choice for guests traveling via Amtrak from or to Seattle, Portland, Vancouver BC, Chicago and Leavenworth WA.





FRENCH CREEK MANOR

9931 167th Avenue SE • Snohomish, WA 98290
360-563-9888 • www.FrenchCreekManor.com

A historic manor nestled in the heart of the beautiful Snohomish Valley. We specialize in a variety of services including weddings, receptions, parties, catering, holiday events, meetings and more. We can help make your next event all that you ever hoped for and more, custom tailored to your needs. Don't hesitate to browse around and see what we can do for you.



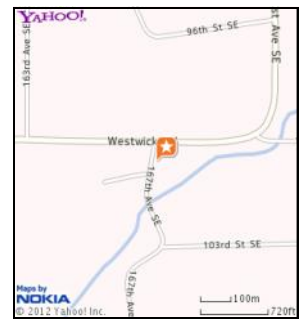
RECEPTION HALL AND CATERING

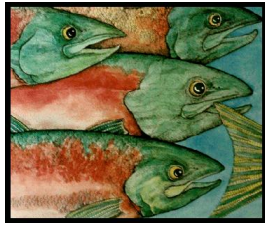
- completely refurbished and freshly renovated 1930s manor
- 2500 sq. ft. of indoor event space with large stage
- experienced full service caterer
- custom designed menus with a unique blending of classic and contemporary regional cuisine
- state-of-the-art sound system with microphone
- two lawns, gardens, fountain, large veranda
- seating for 160 inside and out
- friendly, courteous staff
- event planning



OUR FACILITIES

- Ballroom with 16 ft ceilings with stage- seating to 150 guests
- Full commercial kitchen downstairs
- French Creek running through property
- Beautifully landscaped grounds





NORTHWEST STREAM CENTER

600-128th Street SE • Everett, WA 98208-6353

425-316-8592 • Fax 425-338-1423

Email: aasf@streamkeeper.org • www.StreamKeeper.org

The Northwest Stream Center was created as a regional environmental education learning facility to address the critical need to provide the public with information and training in stream and wetland ecology and fish and wildlife habitat restoration. It is ideally located on a 20-acre site in McCollum Park, which lies 1/2 mile east of Interstate 5 between Everett and Seattle, Washington. The property is leased from Snohomish County. When complete, the Northwest Stream Center will welcome visitors from around the region to receive "basic training" in watershed ecology and stewardship.



THE AUDITORIUM

A spacious room with a 30-foot high ceiling, a large "window door" which opens to a brick *Streamwalk Plaza* and overlooks a fresh water marsh. It will seat 150 comfortably and accommodate over 200. On a nice day, a larger audience can expand outside onto the *Streamwalk Plaza*.



This terrific space has a balcony for displays and overflow crowds. With its advanced audio/visual system and the large 16x16-foot projection screen, the Auditorium is ideal to host presentations which feature videos, DVDs, slides, or Power Point.



THE CONFERENCE ROOM

A great place for small retreats, workshops, and seminars of up to 20 with tables. Up to 30 can be seated theater style for lectures. This great room has wonderful natural light and a 20 foot high ceiling.



THE VERIZON NATURAL RESOURCE LIBRARY

A very inviting quiet and private meeting space for up to 10.

THE CLASSROOM

Fifteen adults can be seated facing the room's large white board, and up to 25 elementary age students enjoy sitting on the floor learning about natural resources.

This room is equipped with a large sink, microscopes, and rubber boots that are used to explore streams and wetlands.

Driving Directions: the Northwest Stream Center is located between Seattle and Everett WA on a 20-acre site next to North Creek. It is approximately 1/2-mile east of Interstate-5 from the 128th Street Exit (Exit #186), at the south end of Snohomish County's Mc Collum Park. After exiting I-5, drive eastbound, turn right into the entrance of the Park on the south side of 128th Street SE. Drive straight to the south end of the park...the NW Stream Center Visitors Building is the last structure at the end of the road.



BEST WESTERN CASCADIA INN

2800 Pacific Avenue • Everett, WA 98201

425-258-4141 • Fax 425-258-4755

www.BestWesternCascadia.com

W elcome to BEST WESTERN Cascadia Inn!

Enjoy Convenience, Comfort and Value at
BEST WESTERN Cascadia Inn!

For your convenience, this hotel is located just off Interstate 5 in downtown Everett. There is easy access to numerous attractions in the area, as well as businesses or services that may be of interest to you. Situated only 1.6 miles to the waterfront, a couple of blocks to Highway 2 towards east, about 30 miles from downtown Seattle and 90 miles from the Peace Arch Canadian Border, you will find yourself to be in a central location to enjoy the ease of travel and exploring this dynamic area of the Pacific Northwest.

We offer comfort with clean and well maintained facilities. Guest rooms are agreeably equipped with great amenities, including refrigerator and microwave, in-room coffee service, and wireless Internet access. We jump start each day with a sumptuous free full breakfast buffet complimented with our friendly service, to create a memorable experience every time you stay.



Find value at BEST WESTERN Cascadia Inn as we offer competitive room rates. Appreciate the affordable accommodations that come with conveniences and comfort that allow you to save even more. We take care of the first meal of the day, allow you to store and heat your favorite snacks in your room, provide products and services to meet the purpose of your visit, whether it is on business, fun, meetings, or just driving through the beautiful city of Everett.

We are looking forward to see you enjoy convenience, comfort, and value at BEST WESTERN Cascadia Inn!





BEST WESTERN CASCADIA INN

2800 Pacific Avenue • Everett, WA 98201

425-258-4141 • Fax 425-258-4755

www.BestWesternCascadia.com

EVENT ROOMS

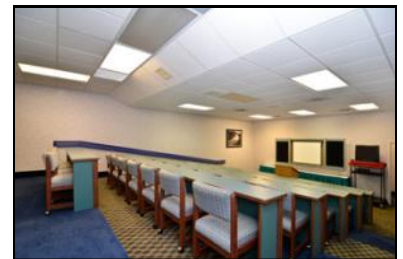
When it comes to meetings, conferences and receptions, the BEST WESTERN Cascadia Inn is ideally located, and features facilities accommodating as many as 150 guests theater-style. You'll find our staff eager to please and professional, guaranteeing a pleasant and successful event. So plan your next gathering at the BEST WESTERN Cascadia Inn.

Alpine Lakes and Enchantment Rooms:

Each of these rooms are 841 square feet and adjoins to form a flexible and spacious 1,700 square foot ballroom that could be set-up according to your needs - banquet or rounds, classroom, theater, conference or U-shape. We could even install a dance floor for a fun filled party complimented with lighting for the right mood. Tell us how you envision your event and we will make it happen.

- **Lyman Glacier:**

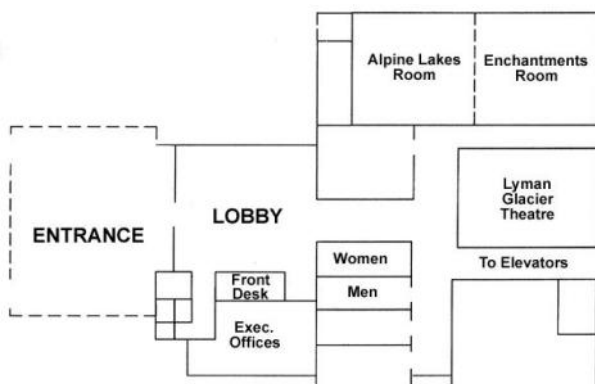
This amphitheater-style room seats up to 40 guests. It is ideal for training and classroom settings. With a built-in white board/screen in front of the room, any presentation will be an easy success.



Room	Theatre	Class-room	Ban-quet	Board	U-Style	Dimen-sions	Square Ft.	Ceiling Ht.
Lyman Glacier	40	40		40		23x30	690	10
Alpine Lakes	75	42	60	60	40	29x29	841	12
En-chantment-s	75	42	60	60	40	29x29	841	12
Ball-room	150	80	120	120	120	29x59	1700	12

MEETING ROOM/CONFERENCE SERVICES

- Audio/Visual equipment - from overhead or slide projectors, TV/VCR, lavalier microphones to simple flip-chart, we will help you get the message across effectively and we will arrange it for you.
- Food and beverage/catering - Coffee, tea or just water? Perhaps you prefer continental breakfast or dinner buffet. We will assist you plan a menu according to your preferences.
- Other services - Copies, fax, internet access and for other business needs let us know what we can do for you.





HAMPTON INN & SUITES

19324 Alderwood Mall Pkwy. • Lynnwood, WA 98036

425-771-1888 • Fax 425-771-1412

www.HamptonSeattleNorth.com

Welcome to the Hampton Inn & Suites® Seattle North/Lynnwood, an upscale contemporary art-deco inspired hotel in Lynnwood, Washington. Our hotel is ideally located just north of Seattle in the heart of Lynnwood at the junction of I-5 and I-405.

Our great location makes us a preferred Lynnwood Hotel. We are close to the Boeing Assembly Plant/Paine Field in Everett, the Bothell Technology Corridor, the Everett Events Center, Mukilteo, Edmonds, Mount Lake Terrace, the Eastside high tech industry, Columbia and St. Michele wineries, the Cascade Mountains and Canada. We are minutes away from the Alderwood Mall and the new Lynnwood Convention Center – walk or let our complimentary hotel shuttle drive you!

With its great location and warm, comfortable ambiance this north Seattle Hilton hotel is host to a variety of guests from business to group and leisure travelers. Come stay with us and enjoy the hospitality of Seattle, Lynnwood and Snohomish County at the Hampton Inn and Suites®.



Hotel Services and Features:

- Our Lynnwood, Washington hotel just north of Seattle is only 20 minutes from Downtown Seattle, Downtown Everett and Downtown Bellevue and only 40 minutes from the Seattle-Tacoma International Airport (Sea-Tac Airport).
 - Perfect Seattle accommodations: 151 spacious and comfortably decorated rooms including 40 two-room apartment-style suites with full kitchens, 21 studio suites with full kitchens, 3 whirlpool rooms and 6 whirlpool two-room suites.
 - Complimentary High-Speed Internet Access
 - Beautiful lobby, comfortable library with fireplace
 - Indoor pool and large hot tub in a spacious, bright atrium, open 24 hours
 - 3 meeting rooms with function space of 300 to 825 square feet including an Executive Boardroom, complete with soft, reclining high-back chairs.
 - Fully equipped business center with three computer workstations.
 - 24-hour fitness center
 - On-site coin-operated guest laundry, open 24 hours, and same-day valet dry cleaning service Monday to Saturday
 - Gas barbecue and patio for guests' enjoyment
 - On-site convenience shop for snacks, drinks, sundries and frozen foods
- Guests can earn HiltonHonors points and airline miles during their stay.



HAMPTON INN & SUITES

19324 Alderwood Mall Pkwy. • Lynnwood, WA 98036

425-771-1888 • Fax 425-771-1412

www.HamptonSeattleNorth.com

PLAN YOUR PERFECT MEETING, GROUP, OR SPECIAL EVENT IN THE NORTH SEATTLE AND EVERETT AREA

MEETINGS:

Hampton Inn & Suites® in Lynnwood Washington is the perfect hotel to make your small meeting, group or special event in the North Seattle and Everett area a great success. We offer flexible meeting space seating up to 48 participants, ideal for corporate meetings, board meetings, sales presentations, workshops, seminars, private meetings, corporate retreats, receptions and cocktail parties.

If you have a larger meeting or convention, use the new Lynnwood Convention Center and stay at the Hampton! Walk to the Lynnwood Convention Center or let our complimentary hotel shuttle drive you.

HOSTING AN EVENT?

Our experienced and friendly staff will provide a level of service that allows you to be the ultimate host of your special event: family reunions, baby showers, bridal showers, holiday party, anniversary or other social events.

ALL GROUPS TO SEATTLE ARE WELCOME:

We welcome your group! Our hotel offers the ideal location and services for your family reunion, baby shower, church group, pre and post cruise stay, visiting university or high school sports teams, Seattle Center visitors, reunions and private meetings.

UNIQUE SERVICES AND AMENITIES:

- Function rooms from 300 to 825 square feet
- Executive Boardroom
- Largest Room Capacity: 25 x 33 sq ft
- Multiple phone lines, data lines and numerous electrical outlets
- Audio-visual board with white board, flip chart and tack board standard in all meeting rooms
- Wired and wireless High Speed Internet Access
Complimentary High Speed Internet Access available in the Business Center and lobby
- Free parking

Rooms	Dimensions	Sq. Ft.	Capacity	Comments
Evergreen Boardroom	12x29	300	10	Conference table, 10 executive chairs, 8 ft. ceilings
Magnolia Room	16x31	496	40	8 ft. ceiling, Wet Bar
Cypress Room	25x33	825	48	8 ft. ceiling
Atrium Reception Area	13x33	429		Excellent break-out or special event space, two-floor atrium





BEST WESTERN TULALIP INN

3228 Marine Drive NE • Marysville, WA 98271

360-659-4488 • Fax 360-659-568812

www.BestWestern.com/TulalipInn

Welcome to BEST WESTERN Tulalip Inn!

This Marysville Best Western hotel is conveniently located just 30 minutes from downtown Seattle and two hours from the Canadian Border. Enjoy the best of the Pacific Northwest with a stay at the BEST WESTERN Tulalip Inn - a cozy, comfortable hotel in Marysville, Washington.

Located in the heart of Marysville, Washington, the BEST WESTERN Tulalip Inn graciously welcomes guests with a large and beautiful lobby with coffee and tea service and a welcoming staff. Relax in spacious accommodations featuring cable satellite television, a microwave, refrigerator and high-speed Internet access. Guests will also enjoy the indoor pool and hot tub, daily complimentary full hot breakfast and dry cleaning services. Truck and RV parking are also available.

Just a short drive from the hotel, guests will find exciting activities - both indoors and out. Want to shop 'til you drop? The Seattle Premium Outlets, Everett Mall, Alderwood Mall and famed Pikes Place Market are all within reach from the Best Western Tulalip hotel in Marysville, Washington. Want to explore the outdoors? Golfing, camping, hiking, kayaking, and even sports arenas are near this BEST WESTERN Tulalip Inn. How about a little fun? The Tulalip Resort Casino, Quilceda Creek Casino and Tulalip Amphitheatre are within a mile of this centrally located Marysville, Washington accommodation. Need a ride to the casino? The BEST WESTERN Tulalip Inn provides its guests with free 24 hour shuttle service to the casino. Interested in exploring Seattle? Just 30 minutes from the BEST WESTERN Tulalip Inn, guests will find the Space Needle, Seattle Center and more in downtown Seattle.



Business guests traveling to this Marysville, Washington hotel will enjoy the close proximity to Naval Station Everett, Providence Medical Center, Boeing Tour Center and the Armed Forces Reserve Center, in addition to quiet, comfortable accommodations.

Book a stay today to experience the best of the Pacific Northwest at the BEST WESTERN Tulalip Inn in Marysville, Washington.





BEST WESTERN TULALIP INN

3228 Marine Drive NE • Marysville, WA 98271

360-659-4488 • Fax 360-659-568812

www.BestWestern.com/TulalipInn

HOTEL AMENITIES

- 100% smoke-free hotel
- Complimentary full breakfast, choice of breads, cereal, fruit, hot eggs, hot breakfast meat, other hot items, yogurt, juice, and coffee
- Indoor pool heated
- 24-hour front desk
- Safe deposit boxes
- Hearing-impaired services
- Elevators
- Ice/vending machines
- Truck/RV parking
- Free parking, outdoors
- Meeting facilities
- Banquet facilities
- Fax services
- Photocopy services
- Interior corridor
- Hot tub
- Dry cleaning
- Free wireless Internet access available in public areas and all guest rooms
- Complimentary newspapers
- Valid credit card must be presented at check in
- Meeting Room Studio Suite-Very large room sleeps up to four. Amenities include a conference table seating up to 10, living area, queen sleeper sofa, upgraded furnishings, large work desk with ergonomic chair, 32-inch television and microfridge. An adjoining room can be added to accommodate up to four additional guests

MEETING ROOMS

Total number of meeting rooms (without portable walls): 4

Total meeting room space: 2,850 sq ft

Total meeting room capacity: 290 persons

Total exhibit space: 2,250 sq ft

MEETING SERVICES

A-V Equipment

Business Center

Copier

Personal Computer

Fax

MEETING FACILITIES IN ROOM

High Speed Internet Access

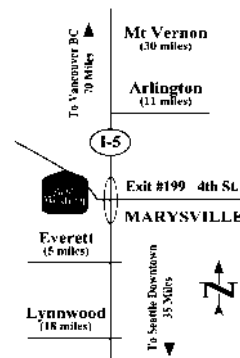
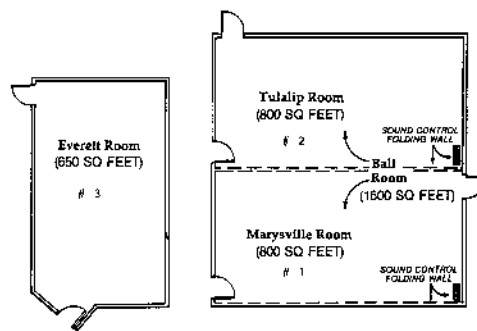
In Room Wireless Internet Access

Common Area High Speed Internet Access

Common Area Wireless Internet Access

Meeting Room High Speed Internet Access

Meeting Room Wireless Internet Access





SPRINGHILL SUITES

3850 Monte Villa Parkway • Bothell, WA 98021

425-398-9700 • Fax 425-398-9701

www.Marriott.com/Springhill-Suites-Seattle-Bothell/

Whether your trip to Bothell, Washington includes winery tours or business at Microsoft, Boeing and other Seattle-area companies, it should also include a stay at one of the premier hotels in Bothell the SpringHill Suites Seattle Bothell. Located just 18 miles northeast of downtown Seattle, this smart and stylish all-suite hotel is a breath of fresh air that s designed to enrich your travels. You ll enjoy separate spaces to work and relax, along with thoughtful amenities to help you get the most out of your stay, like free high-speed Internet access, a pantry with mini-fridge, coffee maker and microwave, and comfortable, flexible seating including a pullout sofa bed. After a revitalizing sleep in our signature bed, start your day with our complimentary hot and healthy breakfast buffet. Embark on your daily adventures with a shopping trip to the Alderwood Mall, a tasting at a Woodinville winery, a hike on Mt. Rainer, knowing you can return to relax in our indoor pool and hot tub.



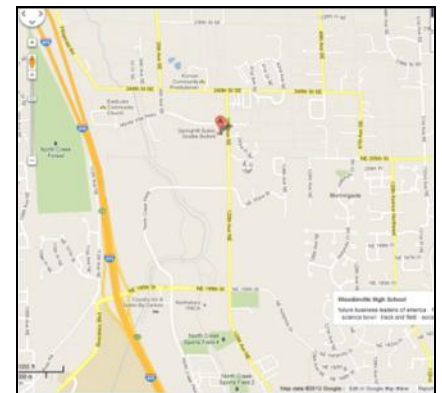
MEETING ROOM

- 550 sq ft of total meeting space
- Largest meeting room is Dimond Villa with maximum meeting space of 552 sq ft and maximum seating capacity of 40

BUSINESS MEETINGS & SERVICES

- Complimentary use of our Business Center with printer and fax. High-speed Internet access.
- Complimentary car and Tour Bus Parking.
- Convenient location in the Monte Villa business park and next to North Creek.

Meeting Room	LxWxH	Sq. Feet	Theater	Class-room	Conf-erence	U-Shape
Dimond Villa	24x23x12	552	40	24	24	18



THE STATION

THE WEYERHAEUSER MEETING & BANQUET FACILITY AT EVERETT STATION

3201 Smith Avenue • Everett, WA 98201

425-257-8300

www.Everettwa.org/Parks

Everett Station combines art, history and architecture to provide a stylish setting for receptions, reunions, corporate events, fundraisers or private parties.

The Station meeting and banquet facility on the top floor of the Everett Station can accommodate 160 guests for a sit-down reception and 240 for an open reception.

Amenities include a catering kitchen, tables and chairs, and a complete audio/visual system.

Everett Station's showpiece is a series of murals by noted Pacific Northwest artist Kenneth Callahan.

Originally commissioned in the 1940s by Weyerhaeuser for the cafeteria in Mill B, the paintings depict the process of turning raw timber into finished lumber.

AMENITIES

- Air Conditioned
- Fully Equipped Kitchen
- Historic Landmark/Registry
- On-Site Catering Service
- Outside Catering Allowed



FEATURES

- Max Number of People for an Event: 160
- Nearest Overnight Accommodations: Less than 1 mile
- Nearest Public Transportation: Less than 1 mile
- Number of Event/Function Spaces: 1
- Parking is free.
- Rental rates vary by date of week, time of day and length of rental.
- Special Features: Rental rates include tables, normal set-up and normal clean-up.





EDMONDS PLAZA ROOM

EDMONDS PARKS AND RECREATION
700 Main Street • Edmonds, WA 98020
425-771-0230

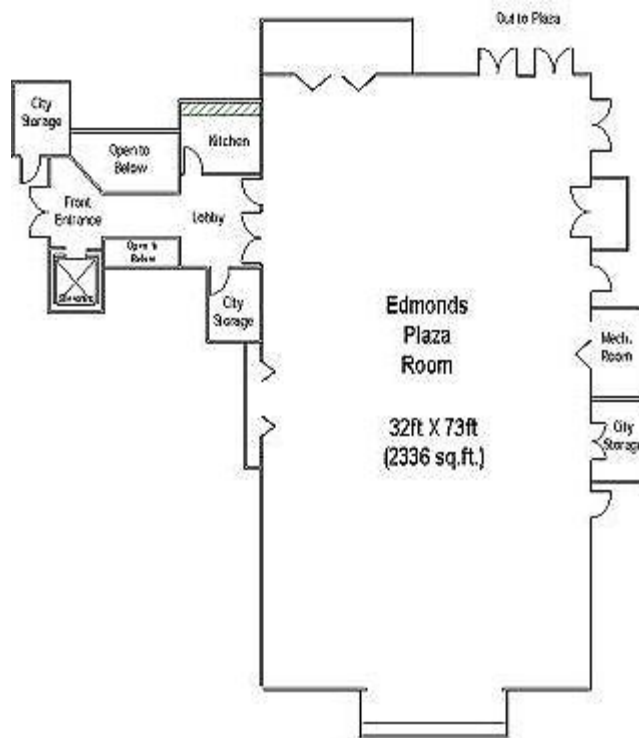
www.Edmondswa.gov/EdmondsPlazaRoom

The Olympic Mountains and Puget Sound provide impressive views for your wedding reception, seminar or special event. The beautiful patio offers you the choice of extending your event outdoors.

The Edmonds Plaza Room is located above the Edmonds Public Library, near downtown Edmonds and the waterfront, and just 15 miles north of Seattle.

This multi-use facility includes a small kitchen, tables, chairs, load/unload zone, and comfortably accommodates up to 150 guests.

For additional pictures, please see our website at www.ci.edmonds.wa.us/pubroom.stm or call for further details and appointment.



FEATURES

- 2,300 square feet
- ADA accessible
- Kitchen
- Load/unload zone
- Storage room
- Patio
- 180° view of Puget Sound
- Caterer/Vendor of your choice
- Tables and chairs
- Accommodates up to 150 guests

BALLINGER LAKE GOLF COURSE

23000 Lakeview Drive • Mountlake Terrace, WA 98043

425-697-4653

www.BallingerLakeGolf.com/index.html

The Lakeview Room at Ballinger Lake Golf Course is the perfect setting for your event. Business or pleasure - The Lakeview Room is warm and inviting. The room boasts light oak interiors, hardwood floors and plentiful natural light. Your guests can enjoy the large covered patio overlooking the scenic golf course, creeks and Lake Ballinger. Ballinger Lake Golf Course is a non-catering facility and offers non-profit rates.



Ballinger Lake Golf Course is professionally managed by Hardy Golf, LLC.

TEMPORARY CLOSED



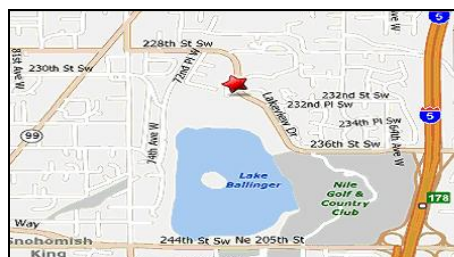
For additional information see our website at www.ballingerlakegolf.com or contact Carol Hardy, Owner/Event



MEETING FACILITY INFORMATION

The Lakeview Room at Ballinger Lake Golf Course is approximately 45x45. The maximum room occupancy is 200 - although comfortably seated 130.

Provided at no charge are: 6 foot banquet tables; black high-back chairs; CD player; microphone and projection screen.





IMAGINE CHILDREN'S MUSEUM

1502 Wall Street • Everett, WA 98201

425-258-1006

www.ImagineCM.org



Where FUN begins and LEARNING never ends!

Roll up your sleeves and get down to business or let your hair down and have lots of fun. For a unique, creative environment that's sure to win your event rave reviews, come to Imagine Children's Museum!

The Museum is an outstanding facility for all types of group functions. If you are planning a social event, looking for somewhere fun to entertain clients and their families, or needing a place to hold a meeting, Imagine Children's Museum is a sure winner!

This incredible Museum provides hours of learning and fun for the young and the young at heart. Whether perched in the treehouse, climbing the mountain, visiting the farm, performing on the stage, experiencing the Rooftop Adventure and climbing to the top of the Tall Timbers Lookout Tower or enjoying the many other exhibits, all ages can appreciate the Museum's exciting hands-on, interactive experiences.





IMAGINE CHILDREN'S MUSEUM

1502 Wall Street • Everett, WA 98201

425-258-1006

www.ImagineCM.org

The creative surroundings of Imagine Children's Museum invites light-hearted fun and makes every event memorable. This unique 45,000 square foot facility has a group capacity of up to 600. In addition to large group events, the Museum's private rooms (both large and small) also readily accommodate business meetings and intimate gatherings. It's the perfect location for all types of special and corporate events!

- Corporate events
- Parties/Celebrations
- Business lunches
- Wedding receptions
- Informal meetings
- Family reunions
- Retreats/Seminars
- Buffet or sit-down dinners



FEATURES & AMENITIES:

Our conference room can seat approximately 25 adults at tables, or up to 60 in chairs with no tables. After Museum hours it can be expanded to seat approximately 100 at tables and close to 200 in chairs with no tables. Your room rental also includes use of our kitchen, complete with oven, microwave, dishwasher and refrigerator.

To make planning your meeting as easy as possible, the Museum has the following items available:

- Tables and chairs
- Easel and pens
- Overhead projector and screen
- LCD projector

Call (425) 258-1006, Ext. 1001, for information and scheduling.

Our Event Planner is ready to help you coordinate your next event.

Getting To Us

The Museum is located in downtown Everett with easy access from I-5.



Visit our website at www.ImagineCM.org or call 425/258-1006, Ext.1001.



COURTYARD BY MARRIOTT

Seattle/North

4220 Alderwood Mall Blvd. • Lynnwood, WA 98036

425-670-0500 • Fax 425-670-0555

www.CyLynnwood.com

Courtyard by Marriott - Seattle North is conveniently located just off I-5 and south of the I-405 interchange. The hotel is near the Alderwood Mall.

AMENITIES INCLUDE:

- 164 spacious guestrooms including eight king suites and four whirlpool spa rooms. Guestrooms and public areas remodeled. All Rooms include a microwave and refrigerator, complimentary wired & wireless internet in the guest rooms and public areas.
- Standard rooms feature one king or two queen sized beds, oversized work desk with ergonomic chair, voice mail, and data ports.
- King suites also include separate sitting area with sofa bed.
- Whirlpool spa rooms include the same features as standard rooms with jacuzzi tub located in the corner of the bedroom – ideal for relaxing while watching television.
- Hotel offers 1,200 square feet of flexible meeting space for up to 50 people as well as full catering service.
- Complimentary High Speed Internet Access.
- Restaurant & Lounge



- The Courtyard Cafe serves traditional American cuisine for breakfast 7 days a week. In the evenings in our Lounge enjoy a variety of cocktails, wine and beer and our managers reception. We also offer a light dinner menu and room service as well.
- Evening lounge and dinner service available Mon through Fri 5pm to 10pm.
- Indoor swimming pool and hydrotherapy spa.
- Fitness Center featuring the latest cardiovascular equipment, treadmills, Stairmaster and Lifecycle.
- Free area shuttle service within a 5 mile radius of hotel on a space available basis.
- Complimentary parking.
- Valet and guest laundry
- Business services include fax and copy service, data port connections and complimentary laser printer usage.





COURTYARD BY MARRIOTT

Seattle/North

4220 Alderwood Mall Blvd. • Lynnwood, WA 98036

425-670-0500 • Fax 425-670-0555

www.CyLynnwood.com



MEETING SPACE:

3 meeting rooms

1,230 sq ft of total meeting space

Largest meeting room is Glacier with maximum meeting space of 690 sq ft and maximum seating

- Business travelers at our North Seattle hotel will enjoy our full-service business center
- Perfect for business events, our North Seattle hotel features 1,200 sq ft of flexible meeting space
- Our exceptional Corporate Conference Suite is ideal for business meetings
- Our North Seattle hotel is located close to downtown Seattle, the Seattle Airport, and Everett



MEETING ROOM	DIMENSIONS	AREA	CAPACITY BY FLOOR SET-UP			ROOM SET-UP EXAMPLES		
	LxWxH	SQ. FEET	THEATER	CLASSROOM	CONFERENCE	U-SHAPE	RECEPTION	BANQUET
GLACIER	30x23x9	690	50	45	20	24	50	50
SHUKSAN	12x20x9	240	20	15	16	15	25	20
SUMMIT	23x13x9	299	18	15	16	15	25	18



INN AT PORT GARDNER

1700 West Marine View Drive • Everett, WA 98201

425-252-6779 • Fax 425-252-1720 • 888-252-6779

www.InnatPortGardner.com • email: reservations@innatportgardner.com

The Inn at Port Gardner truly captures the essence of the great Northwest. Arriving guests are greeted by sweeping views of Puget Sound, Port Gardner Bay and the majestic Olympic Mountains.

Entering the lobby, a warm, enchanting fireplace welcomes you. An outdoor patio provides a picturesque vantage point for enjoying the panorama of the Everett Marina.

Guests staying at the Inn will appreciate an unmatched experience surrounding them in a cozy and charming “resort” atmosphere. Enjoy colorful vistas of the Marina, while walking the promenade leading to several excellent restaurants for your dining pleasure.

The Inn provides thirty-three spacious guest rooms and two rooms for retreats, meetings and social events. Every guest room and meeting room is equipped with state-of-the-art telecommunications and high speed data line availability.

Most importantly, the Inn’s staff is helpful, friendly and prepared to make your stay truly exceptional.



GUEST ROOMS

- 33 Spacious rooms
- Complimentary continental breakfast delivered to your room each morning
- Hot Tub suite & Harbor view Fireplace suites
- Wireless and T-1 connection in all rooms
- Remote Satellite TV
- Voice mail
- Non Smoking Inn
- Corporate, Group and Seasonal rates

INN AMENITIES

- Stunning marina setting
- Two meeting rooms
- Complimentary Gym passes
- T-1 line, voicemail in all rooms and free local calls
- Marshmallow roasting in our outdoor fireplace





INN AT PORT GARDNER

1700 West Marine View Drive • Everett, WA 98201
 425-252-6779 • Fax 425-252-1720 • 888-252-6779

www.InnatPortGardner.com • email: reservations@innatportgardner.com

MEETING FACILITIES

- Corporate meetings and retreats
- Weddings, rehearsal dinners
- Social events
- Creative customized catering
- Free parking

CHART ROOM

Located off the lobby area seats up to 20 conference style

PORT GARDNER CONFERENCE ROOM

Located adjacent to the Inn. Located on the Marina with large windows with views of the Marina.

Seats up to 50 persons. patio seating on the Marina is also available.



Enjoy our custom catering or access to the many Marina Restaurants.



NEARBY ATTRACTIONS

- Walk to several fine restaurants
- Golf within one mile
- Future of Flight Museum & Boeing Tour Center
- Paved walking trails along the marina
- Antiquing
- Local brew pubs
- Fishing charters
- Whale watching (May-June)
- 1.5 miles from Comcast Arena Everett

ROOM	Dimensions	Sq. Feet	Ceiling Height	Banquet	Theater	Conference	U-Shape	Classroom
Chart Room	13x27	350	8'	27	30	18	N/A	150
Conference Room	40x32	1,280	8'	50	60	20	30	34



RESIDENCE INN BY MARRIOTT

Seattle/North Lynnwood Everett

18200 Alderwood Mall Pkwy. • Lynnwood, WA 98037

425-771-1100 • Fax 425-771-6602

www.ResidenceInn.com/sealw • email: lynnwooddos@ih-corp.com

Residence Inn by Marriott-Lynnwood is conveniently located adjacent to the Alderwood Mall with many shops, restaurants, and theaters within walking distance from the hotel. We are also near the interchange of I-405 and I-5, convenient for every traveler!

Residence Inn by Marriott is an all suite hotel product. Each suite is beautifully furnished and offer fully equipped kitchens, as well as living room areas with fireplaces.

Full hot buffet breakfast, morning newspapers, evening snack and grocery shopping are just a few of the services we offer daily at no additional charge.

We also have a complimentary van shuttle within a five mile radius of the hotel. At the hotel, our three outdoor Jacuzzi's are open all year round and the swimming pool is open seasonally. Our sport court is fun for all ages. We have basketball, tennis, volleyball, badminton equipment and much more!

Our residential setting makes every guest feel at home. Each guest has room to relax in their suite. After all, our suites are 50% larger than the average hotel room. Come and take advantage of a Suite deal at Residence Inn by Marriott-Lynnwood!

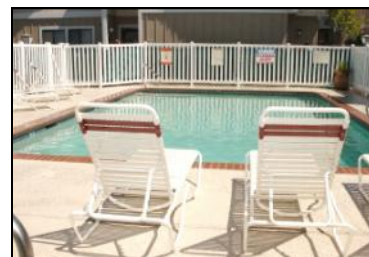


GUEST AMENITIES

- Complimentary full hot buffet breakfast
- Complimentary weekly Guest Reception with hors d'oeuvres and refreshments
- Free grocery shopping
- Guest laundry and valet service for dry cleaning
- Complimentary van shuttle within a five mile radius of hotel
- Complimentary high speed internet access

HOTEL AMENITIES

- Suite size range from 550 sq. ft. to 975 sq. ft.
- Separate living and sleeping areas, fully equipped kitchens with microwaves, cable and in-house movie channels. Most suites include fireplaces.
- Outdoor pool and three spas on property.





RESIDENCE INN BY MARRIOTT

Seattle/North Lynnwood Everett

18200 Alderwood Mall Pkwy. • Lynnwood, WA 98037

425-771-1100 • Fax 425-771-6602

www.ResidenceInn.com/sealw • email: lynnwooddos@ih-corp.com

ATTRACTIONS

- Alderwood Mall, theaters, restaurants
1 block South
- Future of Flight Aviation Center &
Boeing Tour 6 miles West
- Safeco Field & CentryLink Field 20
miles South
- Space Needle 15 miles South
- Lake Washington Harbor Tour 16
miles East
- Seattle Premium Outlet 23 miles North
- Downtown Seattle 15 miles South
- St. Michelle Winery 10 miles Southeast



MEETING ROOM INFORMATION

- To accommodate your company's meeting room needs, Residence Inn by Marriott-Lynnwood offers three different boardrooms to its clients. The smallest meeting room, the Mt. Baker Boardroom seats up to 8 people comfortable around a conference style table. This room also has access to a patio which is perfect for breaks and lunches during the warm weather.
- For any large meetings your company may have, the Cascade Room seats up to 20 people and the Olympia Room can seat up to 40 people. Both rooms can be arranged in any style. All three rooms are equipped with whiteboards, flip charts, and screens. Catering and audio visual equipment can also be reserved for your meetings and we are happy to make any necessary arrangements. You will find our meeting rooms very comfortable; perfect for any meeting.

- 2 MEETING ROOMS
- 696 SQ FT OF TOTAL MEETING SPACE
- LARGEST MEETING ROOM IS OLYMPIC WITH MAXIMUM MEETING SPACE OF 460 SQ FT AND MAXIMUM SEATING CAPACITY OF 35
- MAXIMUM OF 1 BREAKOUT MEETING ROOM(S)

MEETING ROOM	DIMENSIONS	AREA	CAPACITY BY FLOOR SET-UP			ROOM SET-UP EXAMPLES		
	LxWxH	SQ. FEET	THEATER	CLASSROOM	CONFERENCE	U-SHAPE	RECEPTION	BANQUET
OLYMPIC	20x23x8	460	35	20	25	20	30	30
MT. BAKER BOARD-ROOM					8			



HOLIDAY INN EXPRESS HOTEL & SUITES

131 - 128th Street SW • Everett, WA 98204

425-609-4000 • Fax 425-609-4010

www.HIExpress.com/Everett



MEETING ROOM:

The Mariner Room will hold several different set ups, and can be separated for smaller meetings by an air wall.

Classroom- 25 guests

Theater- 35 guests

U-shape- 20 guests

Hollow Square- 28 guests

Board Room style- 21 guests

Banquet style- 4 rounds of 10- 40 guests

These are approximate numbers, based on set-up and additional equipment needs in room.

CATERING:

We offer light catering packages for breakfast, lunch and AM & PM breaks.

If you wish you may have an outside company provide your catering or you may bring in your own food for a minimal fee.

Welcome to the Holiday Inn Express Hotel & Suites Everett/ Lynnwood Washington!

We are centrally located, just off of I-5 exit # 186.

We are within 5 to 10 minutes from many area attractions such as Alderwood Mall with over 150 shops, boutiques and many upscale restaurants, the Everett Mall with stores such as Bed Bath & Beyond, Best Buy, the new Regal Cinemas, Future of Flight Museum and Boeing Tour, and much more.

When traveling to Everett or Lynnwood whether on business or pleasure the Holiday Inn Express Hotel & Suites is the place to be.



AMENITIES:

- Priority Club Rewards
- Daily Newspaper delivered to your room
- Complimentary high Speed Internet
- Complimentary local and 1-800 calls
- Complimentary parking
- Complimentary Business Center (with a computer, printer and copier)
- DVD Players in rooms, with movie rentals available at the front desk!
- Refrigerator and microwave in all our rooms!
- In room coffee maker and coffee
- Iron and Board
- Hair Dryer
- 2 Phone lines and 2 Data lines
- Heated In-door pool and Whirlpool
- On-site fitness center
- On-site Guest Laundry and same day dry cleaning available
- Open relaxing area with a fireplace, great for working on your computer or just watching one of our large TV's!

WALLACE FALLS LODGE

14424 Wallace Lake Road • Gold bar, WA 98251

360-793-8784

www.WallaceFallsLodge.com

A place of natural beauty and seclusion! Wallace Lodge is a unique custom built 10 bedroom Log Lodge perfect for Retreats and Country Style Weddings. Set on ten wooded view acres, next door to a state park with hiking trails to view a beautiful 250 foot waterfall. Fabulous view of the Cascade Mountain Ranges. "Open Year Round."

GROUP RETREATS

Ready to break out of the hotel meeting room and into an indoor/outdoor facility that can meet all your needs in one location yet still be only one hour away from Seattle? Experience team building and camaraderie around the campfire or beside the stone fireplace while accomplishing your retreat goals.

WEDDING AND RECEPTION FACILITY

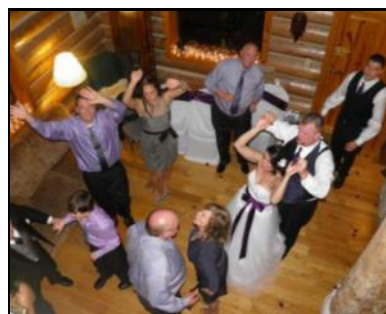
We specialize in hosting Country Weddings, with a special emphasis on family togetherness. All types of weddings, receptions, and special events including Commitment Ceremonies welcome.



FAMILY REUNION

The lodge has 10 bedrooms, sleeps about 25 people and welcomes children. There is no better place to hold a family reunion. Plenty of activities... BBQ, Mountain Bike trails, Volleyball, Croquet, Horse Shoe Pit and 10 view acres away from everyone else. Take a hike to the waterfalls! Sing songs around the campfire.

Have a great time!





HOLIDAY INN EXPRESS HOTEL & SUITES

8606 36th Avenue NE • Marysville, WA 98270

360-530-1234

www.HIExpress.com/Marysville

Welcome to Holiday Inn Express Hotel & Suites Marysville Hotel in Marysville, Washington Offers Comfortable Stay on Puget Sound.

Just minutes from Puget Sound, the Holiday Inn Express in Marysville, WA is close to many of Snohomish County's largest businesses and attractions, and is just a half-hour north of Seattle.

Our hotel in Marysville, WA is just minutes from the Comcast Arena and is close to many corporate locations. Agilent Technologies is just five minutes from our hotel, while New Glasair LLC is just ten miles away. The Port of Everett is also nearby, located just ten minutes from our Marysville hotel.

For leisure travelers, Tulalip Casino is just a minute away. With dining and live entertainment, this is a great place to spend an evening! For the best shopping, the Seattle Premium Outlet Mall is also just a minute away. It has 110 name brand outlets to choose from. The Future of Flight Aviation Center and Boeing Tour, located 15 miles from our hotel north of Seattle, features the only public tour of a commercial jet assembly plant in America. Also just ten miles from our Marysville hotel is Everett Marina. With shopping, dining and whale watching tours, this is a great place to see Puget Sound.



AMENITIES:

- DVD Players in rooms, with movie rentals available at the front desk
- Refrigerator and microwave in all our rooms
- Priority Club Rewards
- Daily Newspaper delivered to your room
- Complimentary high Speed Internet
- Complimentary Express Start Breakfast
- Complimentary local and 1-800 calls
- Complimentary parking
- Complimentary Business Center (with a computer, printer and copier)
- In room coffee maker and coffee
- Iron and Board; Hair Dryer
- 2 Phone lines and 2 Data lines
- Heated In-door pool and Whirlpool
- On-site fitness center

MEETING ROOMS:

We offer 2 choices for your events. Our Boardroom for smaller events of 5 to 12 guests or the Marysville room for medium size events.

- Marysville Room: Multiple setups
- Classroom- 3 ppl per table = 60 guests
- Theater- 70 guests
- U-shape- 32 guests
- Hollow Square- 36 guests
- Banquet style- 8 rounds of 10- 80 guests

These are approximate numbers, based on set-up and additional equipment needs in room.





ARLINGTON'S RIVER ROCK INN & RETREAT CENTER

15425 133rd Ave NE • Arlington, WA 98223

360-403-7014 • Fax 360-403-9695

www.RiverRockInnBnB.com • E-mail: riverrockinn@reachone.com

Arlington's River Rock Inn is located one hour north of Seattle, Washington near the banks of the Stillaguamish River nestled in the foothills of the North Cascade Mountain Range.

Historic Arlington is the gateway to the North Cascades National Park. On five secluded acres the inn is minutes away from fine dining, Seattle Premium Outlets and world class hiking and fishing.

The Great Room: Perfect for work retreats, team training and corporate events! The 1300 sf Great Room sets the theme with log posts, towering beams and massive river rock fireplace.



"Arlington's River Rock Inn offers an unusual and lavish venue for corporate meetings, banquets and executive retreats that book the facility for the day or overnight stays." John Wolcott, Snohomish County Business Journal

Guest Suites: Five Northwest themed rooms with balconies, fireplaces, premium linens and private baths with tubs for two.

Outdoors: Large covered outdoor deck, acres of trails, trout pond, abundant wildlife viewing, horseshoes, volleyball, croquet and fire pit.

Cuisine: All meals available. Menus change seasonally and food is prepared using primarily local, farm fresh organic ingredients.

"Thank you for the carefully prepared meals. This is the best food I have ever eaten at a day retreat!" Susan, Seattle, WA



- Seating up to 50 indoors and 80 outdoors
- Complimentary WI-FI, screen and easel
- Meals prepared using primarily farm fresh, seasonal and organic ingredients
- Five guest rooms
- Spa services



COLLECTOR'S CHOICE

215 Cypress Avenue • Snohomish, WA 98290

360-568-1277

www.Snohomish-Restaurants.com/



This banquet room accommodates a medium sized crowd and has access to one of the best restaurants in town, offering three-diamond food, fine wines, fresh seafood, Angus prime rib, pasta and more.

AMENITIES:

- Seating for 90
- Award-winning menu
- Set-up & service provided
- Offers hosted or no-host bar



CRAVEN FARM

13817 Short School Rd • Snohomish, WA 98290

360-568-2601

www.CravenFarm.com



Our rustic barn offers a delightful interior that blends well with both casual and elegant affairs. Add the surrounding lawns and gardens and you have the perfect setting for your special event!

AMENITIES:

- Seating for 150
- 2,400 sq. ft.
- Kitchen available, accessories available for rent

COUNTRYMAN BED AND BREAKFAST

119 Cedar Ave • Snohomish, WA 98290

360-568-9622 •

www.CountrymanBandB.com



Large Victorian Home brings elegance to your meeting or small gathering.

Bed & Breakfast facilities also available.

AMENITIES:

- Can host up to 50 guests
- Dining room seats up to 14
- Special private dinners can accommodate 2-30 people
- 2 rooms, 400 sq. ft.
- Kitchen Available



BELLE CHAPEL

231 Avenue B • Snohomish, WA 98290

360-568-2434

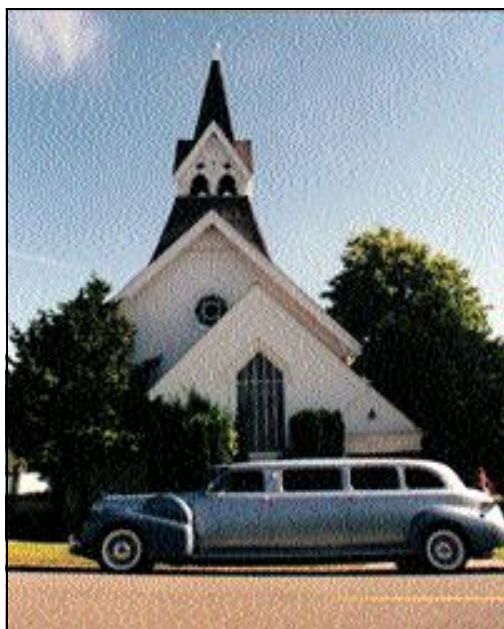
www.BelleChapel.com

UNIQUE • ELEGANT • TIMELESS

This one-of-a-kind historic chapel combined with an exquisite reception hall makes this landmark location a hidden treasure!

AMENITIES:

- Seating for 150
- Your caterer welcome
- 10:00am-11:00pm (one event/day!)
- Large kitchen





PACIFIC RIM BANQUET & EVENTS CENTER

3228 Marine Drive NE • Tulalip, WA 98271
360-659-0900 • [//PacificRimSupperClub.com](http://PacificRimSupperClub.com)

Pacific Rim is a great location for your next event! Our staff will assist you with personalized care to effectively and affordably create your event the way you want it to be.

GREEN ROOM: This room can seat up to 30 guests in an intimate setting. 600 square feet.

BALLROOM: This room can seat up to 80 guests in a variety of settings. Large Bar, Dance Floor, and Stage. 2,200 square feet.

GRAND BALLROOM: This room can seat up to 200 guests in a variety of settings. Large Bar, Dance Floor, and Stage. 2,800 square feet.

SUPPER CLUB ROOM: This multi leveled room is perfect for events that require a large stage and dance floor. With four levels and room for up to 130 guests. Bar level with booths, Large stage with convenient entrance door, and Floating wooden professional dance floor. 2,500 square feet.

All tables & chairs are also included.



WALTZ BUILDING

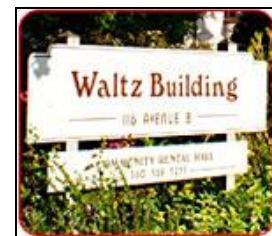
116 Avenue B • Snohomish, WA 98290
360-568-5235 #2
www.WaltzBuilding.com



Set in the heart of our historic downtown and located next to the Blackman House Museum, this hall is perfect for larger meetings and banquets. It also features a courtyard and gazebo for outdoor activities.

AMENITIES:

- Seating for 125
- 1,250 sq. ft. (35' x 37')
- Kitchen available
- Handicap accessible



MILL CREEK COUNTRY CLUB

15500 Country Club Drive • Mill Creek, WA 98012

425-743-1444 • 206-624-2050

www.MillCreek.cc



Mill Creek Country Club is one of Snohomish County's most elegant private country clubs. With our beautiful facility, tranquil surroundings, professional banquet staff and wonderful menu selections, we guarantee you will not regret that you chose MCCC for your event.

Call the catering office for your personal tour of the facility.

CATERING:

- Exclusive in-house catering
- Professional service staff.
- Wide variety of menu selections
- Business meetings

TYPES OF EVENTS:

- Receptions
- Seminars
- Workshops
- Club luncheons
- Golf tournaments
- Dinners
- Dances
- Reunions
- Banquets
- Anniversaries

CAPACITY:

- Meeting rooms available for 12 to 200 people.



HOT ROD GALLERY MUSEUM & EVENTS CENTER

17520 147th Street SE • Monroe, WA 98272

425-224-5009 • www.HotRod-Gallery.com

We offer a unique venue for your event with a classic automotive atmosphere. We can accommodate from 30 to 500 people for all types of events:

- Corporate meetings, retreats, launches, parties and training
- Political and community fundraising
- Live and silent auctions
- Private parties
- Reunions
- Weddings



- 5500 sq feet of customizable space
- 30 to 500 people
- 20 long banquet tables
- 75 assorted chairs
- Kitchen area for caterers
- Multiple time-blocks
- On-site parking
- Outdoor space for tenting
- Over 30 hot rods and specialty vehicles for display and first-class transportation to events
- 12 authentic diner-style booths
- Guided tours of collections, including antiques and racing memorabilia
- "Fire-up" demonstrations of classic race cars and engines



GLENEAGLE

7619 Country Club Drive • Arlington, WA 98223

360-435-6713 • 800-660-7100

Office Hours: 9 am - 5 pm

www.GleneagleGolfCourse.net/

Come join us at Gleneagle golf course! Located in the heart of Arlington, only 45 miles north of Seattle, Gleneagle offers a brilliantly laid out 18-hole golf course complete with a restaurant and banquet room that can accommodate groups of up to 224 people. So whether it is golf, dining, or a full day event you have in mind, Gleneagle and our team of professionals are there for you.



Golf on our championship par 70 golf course offers variety through all 18 holes. It's a great course for a round of golf with a few friends or a full day tournament of up to 144 players, great for corporate events. There is no better way to conclude a round of golf than at the Gleneagle restaurant and lounge. The restaurant offers spectacular food at very reasonable prices plus a full service bar, with six beers on tap and great wine selections, completed with inside/outside dining and a great view of the grounds and reflecting pond.



To top it off, we have a wonderful opportunity for you to host the perfect event. Our banquet room features view windows on three sides with a large wrapping verandah along the clubhouse. Our staff will help you prepare a nice event, so you can relax and enjoy. No matter what you do here at Gleneagle, it's a definite hole in one.



A CHAPEL ON SWAN'S TRAIL

5419 64th Street SE • Snohomish, WA 98290
 425-315-5623 • www.UniqueSnohomishWedding.com



Tranquility and joy surround the Chapel on Swan's Trail. A quaint Chapel built in 1915 overlooking the Snohomish River Valley.

- Family
- BBQ's/Reunions
- Community Events
- Business meetings
- Commitments
- Funerals
- Prayer meetings & Weddings



FACILITIES:

Inside-

- 125 guests with a buffet style reception
- 65 with a sit down formal dinner

Outside-

- 200 guest limit

AMENITIES:

- Exclusive use of Chapel and grounds
- 30 x 45 patio with tent (in summer)
- Gazebo
- banquet tables with linens and chairs
- candelabras/urns
- Piano
- one hour rehearsal
- service kitchen
- horseshoes



EVERGREEN EVENTS CENTER

EVERGREEN STATE FAIRGROUNDS
 14405 179th Avenue SE • Monroe, WA 98272
 360-805-6700

www.EvergreenFair.org/rentals



The new Evergreen Events Center is now available to rent. This clear span, multi-purpose building can accommodate a variety of different events from trade shows to sporting events, from dinners and dances to livestock shows. All at a location with easy highway access and with plenty of parking available.

FEATURES:

Occupancy- 4,700; Footage- 140' x 240';
 36,000 sq. feet.
 36' height ceilings; roll-up doors with
 16' doors and 6' man-doors on all sides;
 restrooms attached.

AMENITIES:

Wi-fi
 Equipment & Services available for rent
 Catering Exclusivity

HISTORIC MONTE CRISTO BALLROOM

1507 Wall Street • Everett, WA 98201
425-740-5046 • www.MonteCristoBallroom.com

Whether you plan to celebrate a wedding, an executive seminar, host a reunion, retirement, or seasonal party, you'll find the Ballroom at the Monte Cristo an impressive setting of classic elegance.

Seating for 250.

An ALL INCLUSIVE VENUE that will strive to create a relaxed experience for your special day.



- Ballroom
- Mezzanine
- Executive Lounge
- Bride's Room
- Groom's Room
- Foyer



VILLAGE THEATRE

AT THE EVERETT PERFORMING ARTS CENTER
2710 Wetmore Avenue • Everett, WA 98201
425-257-6363 Administration • 425-257-8600 Box Office
www.VillageTheatre.org



One of the premier spaces for the performing arts in Snohomish County, the Everett Performing Arts Center (EPAC), managed by Village Theatre, is an ideal facility for a wide range of special events, including theatrical performances, recitals, lectures, film screenings, receptions, classes, graduations, business meetings and seminars.

The spacious upper lobby has sunny eastern and southern exposure and opens onto a large balcony with views of the city and the Cascades, perfect for parties and receptions. Dale Chihuly glass art pieces decorate the lobby, creating a colorful eye-pleasing

atmosphere. This space comfortably serves 80 people. Ideal for corporate meetings and business functions, the Elwin F. Anderson Room is a multi-use meeting space that includes a small hospitality kitchen. Maximum capacity for this space is 125 people.

The 512-seat proscenium theatre includes full theatrical lighting, a professional audio system, orchestra pit, and a rigging/fly system. An exceptional venue for the performing arts, EPAC hosts a wide variety of concerts, film, theatre and ballet performances, serving Everett, Snohomish County and surrounding areas.

THE MANOR

13032 Admiralty Way • Everett, WA 98204

425-745-4020 By appointment

email: sales@manor-events.com

www.Manor-events.com



BANQUET ROOM:

4,500 sq. ft.; up to 500 guests

PRIVATE CONFERENCE ROOM:

550 sq. ft.; up to 20 guests

OUTDOORS: up to 450 guests

OTHER AMENITIES: 2 Dance floors; Stage

The Manor is the best event facility in Snohomish County. Located just 25 minutes north of downtown Seattle, this secluded facility features extensive gardens and landscaped grounds in the middle of 13 private acres in South Everett. This modern northwest-style mansion offers contemporary banquet facilities that overlook manicured lawns and gardens surrounded by towering evergreens. The experienced in-house catering staff can prepare a wide variety of delicious meals to satisfy all tastes and budgets.

The Manor is the perfect setting for everything from company meetings or seminars to weddings, holiday parties and company picnics for groups from 10 to 500.



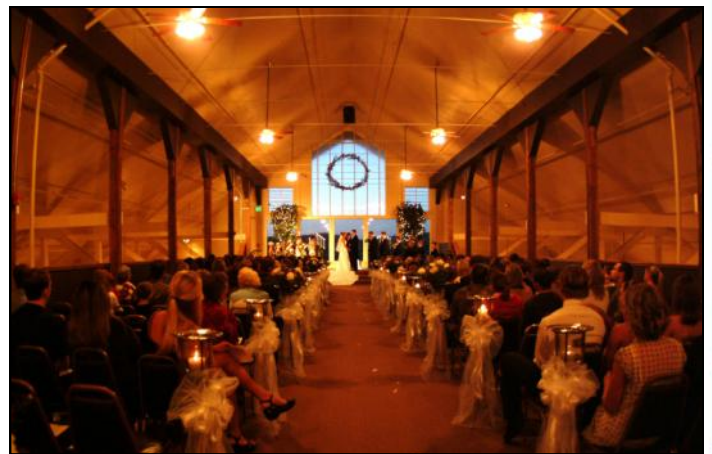
LORD HILL FARMS

12525 Old Snohomish-Monroe Rd • Snohomish, WA 98290

360-568-1780

www.LordHillFarms.com

Set in the beautiful countryside of Snohomish this lovely, large, modern facility can accommodate your large or more intimate gatherings easily! Suits either a formal or informal atmosphere.



AMENITIES:

- Seating for 750 on two floors
- Kitchen & Catering Available
- 1st Floor, 85x100' (8,500 sq. ft.)
- 2nd Floor, 35x100' (3,500 sq. ft.)

EVENT PLANNERS ADDENDUM

This Event Planners Addendum is designed to assist you in your search for event facilities, and to identify the services offered to you free of charge from the Snohomish County Tourism Bureau. For additional information or assistance in obtaining bids and scheduling site tours, vendor referrals, or other needs, please call (888) 338-0976, ext. 16, or locally at (425) 348-5802, or email meetings@snohomish.org.

CONVENTION SERVICES

- ◆ **HOUSING.** Beginning with your inquiry, the Snohomish County Tourism Bureau will contact the county facilities and notify them of your conference or event planning requirements. A facility representative will then contact you directly with specific information on availability, pricing and services available.
- ◆ **CONVENTION SITE TOURS.** We will be pleased to help you make arrangements for your convention chairman or meeting planner to visit the properties you are interested in for your conference site. We can help you in planning companion programs, suggest off-site tours or recreational activities outside the hotel, suggest entertainment options, and direct you to a variety of sources for speakers, decorators, off-site receptions or banquets, special event planners, and more.
- ◆ **PROMOTIONAL AIDS AND ASSISTANCE.** We are happy to provide you with a variety of brochures on Snohomish County attractions and recreational activities, maps, and trade show bags for use at your convention. Please let us know if we can attend a convention preceding the one planned for Snohomish County where we can set up our trade show booth and distribute brochures to help generate enthusiasm for the upcoming event.
- ◆ **PUBLICITY.** We will provide you with a media list for local publicity opportunities. We encourage you to provide them with a promotional flyer, press release or media kit at least one month in advance of your event.
- ◆ **DISPLAY/EXHIBIT DECORATORS.** If you have exhibit needs, trade show booth requirements, or special electrical hook-ups or registration needs, let us recommend local professional decorators and exhibition companies. A professional event planner can help you with set up, take down, supply registration assistance, act as a liaison and service exhibitors, provide lighting, and coordinate freight from your exhibitors allowing you to focus on the conference program.
- ◆ **ORIENTATION SERVICE.** For the opening of your meeting, we can provide a speaker to give a general orientation on the Snohomish County area, noting our special activities and attractions. You may wish to include a complimentary “Snohomish County Visitors Guide” in each delegate’s convention packet. A sample of more detailed brochures may also be made available at a resource table in your headquarters hotel.
- ◆ **ON-SITE INFORMATION.** Volunteer personnel are available to assist you by distributing literature and answering questions about the area that your attendees may have while staying in Snohomish County.
- ◆ **LIAISON WITH CIVIC OFFICIALS.** For groups with special needs, we will help you contact the appropriate local officials, including Chambers of Commerce, Cities of Snohomish County, Snohomish County, and Port of Everett officials.

EVENT PLANNING GUIDE

- ◆ **SELECTING YOUR MEETING DATES.** If your group is not locked into specific meeting dates, ask your facility about off-season rates, or pricing variances for week day versus weekend dates. Some hotels offer discounts if you are able to plan your convention for traditionally slower periods.
- ◆ **WILL YOUR NEEDS BE MET.** Determine the "must haves", the "would like to have" and the "not necessary but nice" options and select a facility that can offer the best match. Exhibit space, hospitality suites, break out rooms, staff lounge, early check-in, late check-out, rooms blocked together, easy access from major freeways or roads, off the beaten track retreat location, waterfront vistas. There are many details, and not all of them may be important to your group. Determine what is crucial to the success of your program and discuss it with the potential facilities. They may offer suggestions to meet your needs that you have not considered.
- ◆ **How to determine prices.** Discuss prices, including taxes and gratuities for all meals, hotel guest rooms, meeting rooms and banquet rooms. Don't forget to include audio/visual expenses. Remember that rates and services are negotiable if you are also flexible.
- ◆ **BLOCK THE APPROPRIATE AMOUNT OF SPACE.** Determine your groups space requirements for sleeping rooms and meeting and banquet rooms based on previous events. Be prepared to provide your historical information to the facility to help determine the amount of space needed. Know your time schedule. Ask about complimentary sleeping or meeting rooms based on the guest room block and meal functions. Remember to include set up and tear down time between functions to be held in the same room. Is there adequate space for all events? Can public areas be used for functions (lobby area for conference registration, poolside receptions, etc.)?
- ◆ **ATTRACTIONS, RECREATIONAL ACTIVITIES AND LOCAL EVENTS.** Do you plan on providing off-site tours of local attractions, or will you be including companion programs? What tourist attractions are available, and what type of transportation will be required for your group? Inquire about hotel van services to and from attractions. Research airport shuttle options. Make sure there is adequate parking at the facility. This is especially important if a large local attendance is expected.
- ◆ **GET TO KNOW THE CATERING MANAGER.** Meet periodically with the catering manager as you approach your conference dates. Talk through agenda changes as it relates to different uses of the meeting rooms including set up and tear down time. Additional time may need to be reserved, or may entail extra staffing and possible charges.
- ◆ **EXPERIENCE THE FACILITY.** If possible, spend some time as a guest of the facility to see the property as your attendees will. Stay over night at the hotel. Ask the sales manager for a complimentary stay. In most cases a complimentary stay will not be a problem if you are flexible with your dates. Eat in the restaurant. Use the recreational facilities. How you are treated by the staff is an indication of how the conference attendees will be treated during their stay. Discuss any concerns you may have with the sales manager. Training programs, new computer systems, or renovations may be planned for completion prior to your groups arrival. Ask about any scheduled remodeling and how it may affect your group.
- ◆ **BEFORE YOUR GROUP ARRIVES.** Insist on a pre-convention meeting with key department managers prior to your groups arrival. Typically, one day a week in advance is appropriate. Let the department managers hear about the special needs of your group before the attendees arrive. Give the hotel staff the opportunity to prepare for your arrival and to make any last minute changes to better serve you and your group.

Person Assigned

Due Date

PRINTED MATERIALS

Programs

Signage

Name badges

Flyers

Critique forms

PROMOTIONS & PUBLICITY

Press releases

Press coverage

SPEAKERS

Fees & expenses

Audio/visual needs

Introduction materials (resume, etc.)

Who will make their reservations?

VIP welcome baskets?

ENTERTAINMENT

Off site tours

Recreational activity listings

Musicians, singers, magicians, comedians?

Local events or festivals

EXHIBITS

Select exhibit management company

Secure space requirements

Discuss electrical needs/capabilities of facility

COMPANION PROGRAMS TOURS

Shopping

Speakers program

Golf or tennis tournaments

ADMINISTRATION

Clerical needs:

Postage

Decorations

Registration assistance

Conference material

Photographer

VIP baskets

On-site liaison

Communication during conference (Pagers for staff? Message ctr.?)

SNOHOMISH COUNTY TOURISM BUREAU

SITE INSPECTION CHECKLIST

ESSENTIAL INFORMATION

Date of Site Inspection _____

Facility _____

Address _____

City _____

State _____ Zip _____

Phone _____

Fax _____

General Mgr _____

Sales Mgr _____

Director of:

Sales _____

Catering _____

Convention Services _____

Year property constructed: _____

Last renovation for: _____

- Sleeping Rooms Year: _____
- Suites Year: _____
- Meeting Rooms Year: _____
- Restaurants Year: _____
- Lobby Area Year: _____
- Other _____ Year: _____

Overall appearance of property:

Excellent ___; Good ___; Fair ___; Poor ___

Comments: _____

FRONT DESK

Concierge or Guest Services: Yes; No

Reader Board; Business Center

Meeting rooms: _____; # Restrooms: _____

Check-in time: _____; Staffing: _____

Appearance: _____

ACCOMMODATIONS

Number of rooms on property: _____

Singles _____; Twins _____; Doubles _____

Queens _____; Kings _____

Parlors _____

One-Bedroom Suites _____; Two-Bedroom Suites _____

Other _____; Non Smoking Rooms _____

Rooms for physically impaired:

Kings/Doubles _____; Queens _____; Suites _____

Meet ADA requirements? Yes; No

Complimentary room policy? Yes; No

Sprinklers in rooms? Yes; No

Smoke alarms in rooms? Yes; No

Emergency lights? Yes; No

Hall lighting adequate? Yes; No

Exits clearly marked? Yes; No

Walls soundproof? Yes; No

Concierge / VIP Club Level Yes; No

Local phone charge policy/cost: _____

Long distance policy/cost: _____

Internet in room? Yes; No

How many phones in room? _____

Is there a desk with lighting? Yes; No

RATES

Meeting Date: _____

Singles \$ _____; Doubles \$ _____;

Queens \$ _____; Kings \$ _____

Parlors \$ _____

One-Bedroom Suites \$ _____; Two-Bedroom Suites \$ _____

Other: _____ \$ _____

PUBLIC AND MEETING SPACE

- Meeting lighting controls? Yes; No
- Lighting adequate? Yes; No
- Tracks for spot lighting? Yes; No
- Space temperature control? Yes; No
- House sound system? Yes; No
- Can we connect to house sound? Yes; No
- Air walls: Single ; Double
- Do they block sound? Yes; No
- Obstructions? _____

- Internet access in meeting space? Yes; No
- Wireless internet connection? Yes; No
- Fee for internet connectivity? Yes; No
- Access for physically impaired? Yes; No

MEETING/BANQUET SPACE

Date: _____

Event: _____

Room: _____

Total sq. _____ ft.; Length x Width: _____' x _____'

Ceiling height: _____ ft.

Comments: _____

Date: _____

Event: _____

Room: _____

Total sq. _____ ft.; Length x Width: _____' x _____'

Ceiling height: _____ ft.

Comments: _____

Date: _____

Event: _____

Room: _____

Total sq. _____ ft.; Length x Width: _____' x _____'

Ceiling height: _____ ft.

Comments: _____

PARKING

- On-site Parking Fee? Yes; No \$_____
- Off-site Parking Fee? Yes; No \$_____
- Valet Parking? Yes; No Fee?: \$_____

OTHER INFORMATION

Emergency hotel phone: _____

Nearest hospital or emergency clinic: _____

CPR-trained personnel? Yes; No

Hotel security staff and procedures: _____

Check cashing limit: \$_____ ID Req. Yes; No

Photocopying? Yes; No

Child care? Yes; No

Valet/Concierge service? Yes; No

Laundry schedule: _____

Room service hours: _____

RECREATIONAL FACILITIES

- On site fitness center? Yes; No
- Nearby health club? Yes; No Fee: \$_____
- Pool: Yes; No; Inside; Outside
- Hot Tub/Jacuzzi: Yes; No; Indoor; Outside
- Spa: Yes; No; Services/Fees: _____

FACILITY EVALUATIONS

Strengths: _____

Weaknesses: _____

Comments: _____

PROPERTY NAME	MAX SQ. FT.	MAX. BANQUET	PAGE
ARLINGTON			
MEDALLION HOTEL	14,422	280	14-15
GLENEAGLE GOLF COURSE	1,875	224	78
RIVER ROCK INN & RETREAT CENTER		50/80	73
BOTHELL			
HILTON GARDEN INN	5,514	400	38-39
RUSSELL'S RESTAURANT	4,000	150	31
SPRINGHILL SUITES	552	24	58
EDMONDS			
EDMONDS CONFERENCE CENTER	6,410	240	34-35
EDMONDS YACHT CLUB	5,400	280	20-21
EDMONDS CENTER FOR THE ARTS	5,400	200	30
BEST WESTERN EDMONDS HARBOR INN & SUITES	2,520	50	48-49
EDMONDS PLAZA ROOM	2,336	150	60
EVERETT			
EDWARD D. HANSEN CONF. CENTER	57,000	800	6-7
HOLIDAY INN DOWNTOWN EVERETT	11,000	550	18-19
THE MANOR	5,650	400	81
HISTORIC MONTE CRISTO BALLROOM	4,154	140	80
EVERETT PERFORMING ARTS CENTER—VILLAGE THEATRE	3,950	125	80
BLUE HERON ROOM	3,000	200	45
SCHACK ART CENTER	2,700	135	40-41
EVERETT STATION- WEYERHAEUSER ROOM	2,688	160	59
VIGILANT CONFERENCE CENTER	2,631	80	28-29
NORTHWEST STREAM CENTER	2,500	100	51
BEST WESTERN CASCADIA INN	2,342	120	52-53
IMAGINE CHILDREN'S MUSEUM	2,190	155	62-63
INN AT PORT GARDNER	1,630	50	66-67
HOLIDAY INN EXPRESS HOTEL & SUITES	1,000	40	70
GOLD BAR			
WALLACE FALLS LODGE		45/125	71
LYNNWOOD			
LYNNWOOD CONVENTION CENTER	34,000	730	10-11
EMBASSY SUITES	10,000	450	32-33
BLACK BOX THEATRE	4,065	200	47
HAMPTON INN AND SUITES	2,290	50	54-55

PROPERTY NAME	MAX SQ. FT.	MAX. BANQUET	PAGE
LYNNWOOD			
COURTYARD BY MARRIOTT	1,230	40	64-65
RESIDENCE INN BY MARRIOTT	1,091	35	68-69
HOLIDAY INN EXPRESS	400	40	22-23
MARYSVILLE			
HOLIDAY INN EXPRESS HOTEL & SUITES	2,000	80	72
MILL CREEK			
MILL CREEK COUNTRY CLUB	4,000	200	77
MONROE			
EVERGREEN EVENTS CENTER	36,000	4,700	79
HOT ROD GALLERY MUSEUM & EVENTS CENTER	5,500	250	77
MOUNTLAKE TERRACE			
BALLINGER LAKE GOLF COURSE	25,000	130	61
MUKILTEO			
FUTURE OF FLIGHT AVIATION CENTER	50,697	350	8-9
ROSEHILL COMMUNITY CENTER	29,000	216	24-25
HILTON GARDEN INN	2,628	195	46
STAYBRIDGE SUITES	2,244	100	36-37
SNOHOMISH			
LORD HILL FARMS	12,000	450	81
ECHO FALLS COUNTRY CLUB	3,400	200	44
WILLIS TUCKER COMMUNITY PARK	3,354	100	42-43
FRENCH CREEK MANOR	2,500	160	50
CRAVEN FARM	2,400	150	74
WALTZ BUILDING	1,250	125	76
COUNTRYMAN BED & BREAKFAST	400	30	75
BELLE CHAPEL		150	75
A CHAPEL AT SWANS TRAIL		125	79
COLLECTOR'S CHOICE		90	74
STANWOOD			
WARM BEACH CONFERENCE CENTER	24,260	300	16-17
TULALIP			
TULALIP RESORT CASINO & SPA	26,924	672	12-13
HIBULB CULTURAL CENTER	23,000	100	26-27
BEST WESTERN TULALIP INN	2,850	200	56-57
PAC RIM RESTAURANT	2,800	400	76



Snohomish County Tourism Bureau
www.snohomish.org | 1-888-338-0976