

# Norwescon Suite and Party Guidelines

Suites will be available for hospitality events. A “hospitality event” is a reception or open house type event held in a hotel suite. Food and beverages may be served in compliance with hotel, state and local regulations. Maximum occupancy guidelines will be enforced. Service of alcohol must be in accordance with Washington State Liquor Control Board provisions. A special occasion license or banquet permit must be obtained and posted in the suite. Events that do not qualify for a special license or permit must not serve alcohol. Events that have an expected attendance that is greater than the capacity of Doubletree Hotel suites must be booked through our Catering and Events Department and will be placed in an appropriate venue. No nudity, indecent exposure or lewd acts will be tolerated. Alcohol service times must be in accordance with state regulations.

## Suite Occupancy

Presidential Suites: 30 persons maximum

Parlors: 20 Persons maximum

Lakeside Suites: 30 persons maximum

## Hospitality Suite Guidelines

- Hospitality events must be registered at the convention office.
- Unregistered hospitality events will subject to closure.
- Furniture may not be removed from suites or re-configured within suites without prior approval from Event Manager.
- One (1) 8½" × 11" sign may be posted on suite door—no inappropriate verbiage or graphics will be permitted.
- Events must stop alcohol service and have alcohol secured by 1:45 a.m. Noise complaints will be handled in accordance with Hotel Policy.
- A damage/cleaning deposit of \$1000.00 will be required for all suites.
- Absolutely no inappropriate activity will be tolerated. This includes, but is not limited to, wet t-shirt contests, strip tease, nudity, indecent exposure, public intoxication and use of controlled substances.
- Hotel management will be allowed access to any Norwescon Hospitality Suite one hour prior to and for the duration of the hospitality event.
- Designated host/hostess/sponsor of each hospitality event agrees to schedule a suite walk-thru prior to and after the event with a representative(s) of Hotel Management.

- If alcohol is being served, a designated representative(s) from the hosting organization must check identification to insure that only persons of legal drinking age are allowed access to and or service of alcoholic beverages.
- Failure to comply with any of the above listed guidelines or other violations of hotel policy state or local law may result in closure of event.

If you feel that your event will have attendance that will exceed the capacity of one of our suites, please contact Kathleen Hagan in our Events Department. All events conducted in meeting or event space will be subject to our Catering guidelines. The hotel will provide all food, beverages and staff to properly execute the event in the meeting space.

### **Contact Info:**

DoubleTree by Hilton Hotel Seattle Airport  
18740 International Blvd  
SeaTac, Washington

Tel: 1-206-246-8600

Fax: 1-206-431-8687

## **Special Licenses and Permits**

A **special occasion license** allows a nonprofit organization to sell liquor at a specified date and place. All proceeds from the sale of liquor must go directly back into the nonprofit organization. "Selling" includes soliciting, donations, and most package deals.

The fee for a special occasion license is \$60 per day, per location and allows sales of spirits, beer and wine by individual serving for on-premise consumption. Special occasion licenses are limited to 12 single-day events per calendar year. The organization should apply 45 days before the fundraising events. You can pick up a special occasion license application at any local liquor store or agency, or contact the customer service desk at (360) 664-1600.

A **banquet permit** is for a private, invitation only event (not open or advertised to the public). The liquor must be provided free of charge, or brought by individuals attending the event. Package deals are allowed that may include, for example, the cost of dinner, liquor, and entertainment. To assure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No separate or additional charge may be made for liquor. You can get a banquet permit for \$10 at any local liquor store or agency.

A **raffle permit** allows a nonprofit organization to raffle liquor at a specified date and place. The fee is \$10 for a single event or \$25 for an annual permit. Please contact the customer service desk at (360) 664-1600 for an application.

If you have any questions or wish to inquire about other permits, please call the customer service desk at (360) 664-1600 or visit the official website of the Washington State Liquor Control Board at <http://www.liq.wa.gov/default.asp>.