

# Suite and Hospitality Event Guidelines at Norwescon

Private suites are available at the hotel during the convention for hospitality events. A hospitality event is a reception or open house-style event held in a hotel suite. Food and beverages may be served in compliance with hotel, state, and local regulations. Maximum suite occupancy limits must be enforced. Service of alcohol within the suite to be in accordance with Washington State Liquor and Cannabis Board guidelines. A banquet permit or special occasion license must be obtained and posted in the suite in order for alcohol to be served, and service times must be in accordance with state regulations. No nudity, indecent exposure, or lewd acts are allowed or tolerated at hospitality events.

## Compliance With COVID-19 Guidelines at Hospitality Events

All events that occur at the hotel are subject to current governmental COVID-19 restrictions. In addition, Norwescon urges hosts of hospitality events to follow the convention COVID policy by requiring their guests to show a convention badge or other proof of full vaccination upon entry and to remain masked when not actively eating or drinking. While we look forward to different circumstances in the future, member safety is our first concern.

## Suite Occupancy Limits

Presidential Suites: 30 persons

Parlor Suites: 20 persons

Lakeside Suites: 30 persons

## Hospitality Event Guidelines

- Hospitality events must be registered at the convention office.
- Unregistered hospitality events are subject to closure.
- Furniture may not be removed from suites or re-configured within suites without prior approval from the hotel event manager.
- One 8½"x11" 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.
- The hotel will not provide any support for hospitality events (including ice, glassware, extra tables and chairs, extra trash cans, etc.). Hospitality event hosts must plan accordingly to bring in all necessary supplies and properly dispose of any refuse.
- A damage/cleaning deposit of \$1000 is 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 a hospitality event.
- The designated host/hostess/sponsor of each hospitality event must agree to schedule a suite walk-thru prior to and after the event with a representative or representatives of hotel management.
- If alcohol is being served, a designated representative from the hosting organization must check identification to ensure that only persons of legal drinking age are allowed access to or service of alcoholic beverages.
- Presidential and parlor suites are for low-noise social events. You should not be able to hear the party in the hallway, or on other floors of the tower. Noise complaints will be handled in accordance with hotel policy.
- 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 Hagen in the hotel's events department.

## Hotel Contact Information:

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

Tel: 1-206-246-8600

Fax: 1-206-431-8687

## Information About Special Licenses and Permits

Information about special licenses and permits provided by the Washington State Liquor and Cannabis Board appears below. If you have any questions or wish to inquire about other permits, please call the Washington State Liquor and Cannabis Board customer service desk at (360) 664-1600, or visit the official website at <http://lcb.wa.gov>.

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 **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-premises 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 by calling the Washington State Liquor and Cannabis Board customer service desk at (360) 664-1600.