DOUBLETREE
by Hilton™
SPOKANE CITY CENTER

Catering Menus

Per Diem 2027

PUBLISHED PRICING VALID THROUGH AUGUST, 2027. Pricing does not include service charge and sales tax, currently 22% service charge and 9% sales tax.

DoubleTree by Hilton Spokane City Center
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Plated Breakfast

Plated Breakfast have a 15-guest minimum order. Plated Breakfast of less than 15 guests will be required to pay for a minimum of 15 guests. Maximum of 60 minutes of service included in pricing, additional charges apply for events beyond the 60 minutes.

Options – Choose One

House Made Biscuits and Sausage Gravy or Vegetarian Cream Gravy
Cage Free Scrambled Eggs, Roasted Red Potatoes
Served with Orange Juice & Freshly Brewed Coffee
$16.52 per person ($22.00 Inclusive)

Breakfast Frittata (Veg)*
Egg, Spinach, Squash, Basil, Onion, Mozzarella, Cheddar, Roasted Red Potato
Cup of Fruit
Served with Orange Juice & Freshly Brewed Coffee

$16.52 per person ($22.00 Inclusive)

Buttermilk French Toast
Thick Sliced Egg Bread, Bacon Jam, Powdered Sugar, Seasonal Berries
Served with Orange Juice & Freshly Brewed Coffee

$16.52 per person ($22.00 Inclusive)

The Breakfast Basics*
Scrambled Eggs, Red Bliss Potatoes, Choice of Bacon or Breakfast Sausage
Cup of Fruit
Served with Orange Juice & Freshly Brewed Coffee

$16.52 per person ($22.00 Inclusive)

* Can be made Dairy Free
** Can be made Gluten Free



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Plated Lunch

Plated Lunch have a 20-guest minimum order. Plated Lunch of less than 20 guests will be required to pay for a minimum of 20 guests. Maximum of 60 minutes of service included in pricing, additional charges apply for events beyond the 60 minutes

Starter Option – Choose One

Chef's Green Salad (DF) **
Romaine, Tomatoes, Cucumber, Croutons
Choice of Dressing: Ranch, Balsamic Vinaigrette, Blue Cheese

Soup
Cream of Tomato **(Veg)** or Vegetable Soup **(DF/GF)**

Entrées Option – Choose One

CLBLAT Sandwich
Roasted Chicken, Tomato, Lettuce, Bacon, Avocado Mash
Choice of: White or Wheat (GF Bread Options)
Served with Freshly Brewed Coffee & Hot Teas

$17.28 per person ($23.00 Inclusive)

White Cheddar Turkey Sandwich
Turkey ,Garlic Aioli, Tomato, White Cheddar
Choice of: White or Wheat (GF Bread Options)
Served with Freshly Brewed Coffee & Hot Teas

$17.28 per person ($23.00 Inclusive)

Grilled Chicken Breast with Basil Pesto Sauce (GF)
Wild Rice Pilaf
Garlic Green Beans
Served with Freshly Brewed Coffee & Hot Teas

$17.28 per person ($23.00 Inclusive)

Loaded Mac & Cheese
Grilled Chicken, Grape Tomatoes, Broccoli, Toasted Breadcrumbs
Rolls & Butter
Served with Freshly Brewed Coffee & Hot Teas

$17.28 per person ($23.00 Inclusive)

Dessert Options – Choose One

Assorted Cookies or Brownies

* Can be made Dairy Free
** Can be made Gluten Free



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Plated Dinner

Plated Dinner have a 20-guest minimum order. Plated Dinner of less than 20 guests will be required to pay for a minimum of 20 guests. Maximum of 60 minutes of service included in pricing, additional charges apply for events beyond the 60 minutes

Starter Option – Choose One

Chef's Green Salad (DF)**
Romaine, Tomatoes, Cucumber, Croutons
Choice of Dressing: Ranch, Balsamic Vinaigrette, Blue Cheese

Soup
Cream of Tomato **(Veg)** or Vegetable Soup **(DF/GF)**

Entrées Option – Choose One

House Made Turkey Pot Pie (limited to 50 ppl)
Rolls & Butter
Served with Freshly Brewed Coffee & Hot Teas

$27.05 per person ($36.00 Inclusive)

Grilled Chicken Breast with Creamy Lemon Garlic Sauce (GF)
Roasted Red Potatoes
Broccoli
Rolls & Butter
Served with Freshly Brewed Coffee & Hot Teas

$27.05 per person ($36.00 Inclusive)

Roasted Pork Loin (GF)
Mashed Potatoes with Pork Gravy
Garlic Green Beans
Rolls & Butter
Served with Freshly Brewed Coffee & Hot Teas

$27.05 per person ($36.00 Inclusive)

Meat Loaf
Mashed Potatoes with Mushroom Gravy
Garlic Green Beans
Rolls & Butter
Served with Freshly Brewed Coffee & Hot Teas

$27.05 per person ($36.00 Inclusive)

Dessert Options – Choose One

Assorted Cookies or Brownies

* Can be made Dairy Free
** Can be made Gluten Free

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Important Things to Know

All event revenue is subject to a combined gratuity and facility charge and sales tax. The combined gratuity and facility charge that is in effect on the day of your event (currently 22%) will be added to your account. A portion of this combined charge (currently 12.76%) is a gratuity and will be fully distributed to servers and where applicable, bussers and/or bartenders assigned to the event. The remainder of the combined charge (currently 9.24%) is a facility charge that is not a gratuity and is the property of Hotel to cover discretionary and administrative costs of the event. We will endeavor to notify you in advance of your Event of any increases to the combined charge should different gratuity and / or service charge amounts be in effect on the day of your Event. In addition to the Total Minimum Anticipated Revenue for your Event, you agree to pay any and all applicable federal, state, municipal or other taxes, fees, or assessments imposed on or applicable to your Event. In the State of Washington, currently the sales tax rate is 9.1%.

1. *Banquet Event Orders, Anticipated Attendance & Final Guarantee*

Upon review of the group's event requirements, Banquet Event Orders (BEOs) will be sent to the group to confirm all the final arrangements and prices. Signed BEO's should be returned to the hotel 14 working days before the arrival date of the group. BEOs serve as part of the agreement. If the hotel does not receive any changes to the BEOs by the date requested, the BEOs will be accepted as correct and billing will be generated accordingly. Final attendance must be specified 3 working days prior to the event by Noon.

This number will be considered the minimum guarantee and is not subject to reduction. Should a final guarantee not be received, the expected attendance on the Banquet Event Order will be considered the final guarantee. The group will be charged for the final guarantee or the number in attendance, whichever is greater. Special menu guarantees are required 10 days prior to event date. Most allergen requests can be accommodated, but the Hotel is limited in certain extreme cases.

2. *Labor Charges:*

Chefs for food stations (carving, omelet, etc.): $75.00 per chef (plus applicable sales tax).

Bartender Labor: $75.00 per attendant per hour if bar sales do not exceed $200.00 per hour, per bar (plus applicable sales tax). Bar Service is available for a maximum of 5 hours.

Labor charge for food and beverage events with fewer than 25 guests: $200.00. Applicable to buffets & reception action stations.

Room Re-Set: $250.00 for set changes made within 24 hours of start time of event or for resetting. Additional fees may apply for two separate events in the same room on the same day based on size of room and complexity of set up.

Cake Cutting: $50.00 will be added for approved cakes or desserts brought into the Hotel and served during the event.

Concessions: $500.00 minimum sales required per 4-hour service time.

Bread Service: $2.00 per person when requested for any menu except plated dinner menus.

Banner Hanging: $25.00 per banner.

3. *Pricing:*

All menu prices and items are subject to change until such time as Banquet Event Orders (BEOs) have been signed and returned. Pricing and ingredients may vary based on seasonality or availability. If split entrees are requested the plated appetizer, salad, starch, vegetable and dessert will be the same for all guests. When selecting more than one entrée the higher priced entrée will apply for all entrée choices.

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4. *Food and Beverage Policies:*

If an event is booked within 7 days of the function date, menu selection will be limited due to availability. This also applies to events that have not selected menus within 7 days of the function date. Due to licensing requirements and quality-control issues, all food and beverage, including alcohol, to be served on Hotel property must be supplied and prepared by Hotel and may not be removed from Hotel property. The sale and service of alcoholic beverages is regulated by the Washington State Liquor and Cannabis Control Board. As a licensee, the Doubletree by Hilton Spokane City Center is responsible for the proper administration of these regulations. Therefore, alcoholic beverages cannot be brought into the hotel from an outside source. Food exceptions may be allowed for religious and /or where specialty product is required with approval of General Manager and Director of Food and Beverage. Please note that the Hotel has the right to change menu items and/or substitute a like item due to extreme market conditions.

All food and beverage must be consumed in banquet space while under control of the Hotel. Plated meal service is based on a one (1) hour serve time. Breaks are based on a thirty (30) minute serve time. Buffets (breakfast, lunch, reception and dinner) are served for one- and one-half hours. Buffets have a minimum of twenty (20) guests. Due to health regulations and quality concerns, items from the buffet cannot be served during mid-morning, afternoon or evening breaks. An extension of actual service times is subject to additional labor fees. Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk for foodborne illness.

5. *Audio Visual and Lighting:*

For your convenience, Prodigy Arrow is our audiovisual company with a knowledgeable team and state of the art equipment available on a rental basis. Your catering or event manager can assist you with these audiovisual needs.

6. *Room Assignments:*

Function rooms are assigned by the Hotel according to the guaranteed minimum number of people anticipated. Room rental fees are applicable if group attendance drops below the estimated attendance at the time of booking. The Hotel reserves the right to change groups to a room more suitable at the Hotel's discretion for the attendance, with notification, if attendance drops or increases. Room rental fees are also applicable if meeting rooms are requested to be added to the program after contract signing.

7. *Displays, Decorations and Outside Contractors:*

The Hotel does not permit affixing anything to the walls, doors, or ceilings that would leave damage. Pre-approved signage is permitted in the registration area and in private function areas only. No signs are permitted in the Hotel lobby on the building exterior or other public areas. The Hotel reserves the right to approve all signage.

All signs must be professionally printed and should be free standing or on an easel. The Hotel will assist in placing all signs and banners. A $25.00 charge per banner will apply.

White and black linens and a variety of napkin choices are available through the hotel at no extra charge. Specialty linens and napkins not in the hotel inventory are available through outside sources. Hotel has a list of recommended vendors and is happy to facilitate needs.

Proper advance notification is required when scheduling entertainment and the use of volume enhancing equipment. Hotel reserves the right to control the volume on all functions. All deliveries should be coordinated with catering and event managers and stated on the Banquet Event Order. Hotel must be notified at least 30 days prior to event of any outside contractor that will be on hotel premises during an event. Outside contractor is required to signahold harmless indemnification and insurance agreement. All power needed for entertainment, décor, etc. will be billed to the group's master account. Each meeting room is equipped with one 20-amp power. Any additional needs must be ordered in advance. Wi-Fi service in our meeting and event space is managed by hotel and additional charges may apply.

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8. *Security, Safety, Damages:*

Hotel does not provide security in the meeting and event space and all personal property left in the meeting or event space is at the sole risk of the owner. You agree to advise your attendees and guests that they are responsible for safekeeping of their personal property. You may elect to retain security personnel to safeguard personal property in the meeting and event space, and/or Hotel reserves the right based on its reasonable judgment to require you to retain security personnel in order to safeguard guests or property in hotel. Any security personnel retained by you must be at your own expense and from a licensed security company that meets the minimum standards established by hotel, including insurance and indemnification requirements, and at all times remains subject to Hotel's advance approval. Patrons agree to be responsible and reimburse the Hotel for any damage done by patron or patron's guests to the Hotel. For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the Hotel.

All room sets must be in compliance with the local fire department regulations, including those pertaining to occupancy load, mandatory aisles, ceiling clearance and fire exits. An event that has vehicle displays, fog machines, fueled cooking demos, lasers, exhibits (including tabletop) or extensive productions with staging and props must have a certified permit from the local fire department.

9. *Packages and Pallets:*

Due to the hotel's limited storage facilities and the liabilities that are involved, the hotel cannot accept large amounts of material or equipment any sooner than three (3) days prior to your event. Shipments arriving prior to three (3) days before the start of your event or remaining three (3) days after the end of your event will be charged a storage fee per day. The following information must be included on all packages to ensure proper delivery:

1. Name of Organization / Event / Conference
2. Guest Name
3. Attention: Catering or Event Manager Name
4. Date of Function

The size of the shipment will determine the storage fee.
Shipments will be charged a handling fee of:

- $10.00 per box under 30lbs
- $25.00 for boxes over 30lbs - 100lbs
- $50.00 for boxes over 100lbs or crates
- $100 for "skids" or small pallets
- $400.00 for pallets (limitations apply)

No COD packages will be accepted. If client is using an outside vendor for exhibition services, all vendor packages will be managed by that company. If they are not using an outside vendor delivery fee will be charged to the group master account and the group is responsible for charging the individual vendors. The hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

