

## Parties (Social Events) at Norwescon

Room Parties are established traditions of SF conventions. These Norwescon guidelines outline a few things that you need to know in order to make your party more enjoyable and safe for everyone.

All member hosted social events will be held in Wing 5B. There are a finite number of party rooms available. It would be best to make your reservation early and ask to be placed in one of these rooms when you reserve your room. When you check in verify that you have been placed in a room in the party wing. If you find that you were not placed in a party room as requested and are told that you can't be put in one, come to the convention office and Norwescon will work with you and the Doubletree staff to try to meet your needs. Conversely, If you do not want to be near the parties, request a quiet floor.

The laws in Washington State say that if you are the supplier of alcohol to minors, or to someone who is already drunk, and they hurt themselves or others, you can be held liable for their actions. Be aware that there are heavy fines for contributing to the delinquency of a minor if you are found to have supplied a minor with alcohol.

Noise that brings the police is obviously out of line. Noise that goes on until dawn is likewise out of line. The official end time for the dances is 2 AM. The parties should quiet by 3 AM. Parties that do not quiet down will be subject to closure.

The Norwescon Convention Committee is happy to help facilitate communication between members who host parties at the convention and the hotel staff. Please contact [hotels@norwescon.org](mailto:hotels@norwescon.org) with your questions and concerns, or visit the Norwescon office during the convention and we'll be happy to answer your questions. Member parties are the responsibility of the members who host them and not the responsibility of Norwescon or of convention staff.

Due to safety concerns, and concerns about damage to hotel rooms, the hotel has outlined guidelines and expectations for party (social event) hosts.

### Doubletree Hotel Suite and Social Event Guidelines

- Guest rooms in Wing 5b and suites will be available for social events. A "social event" is a reception or open house type event held in a guest room in Wing 5b or 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.

#### Occupancy

Presidential Suites: 35 persons maximum

Parlors: 25 Persons maximum

Lakeside Suites: 34 persons maximum

- Hospitality events must be registered at the convention office
- Furniture may not be removed from suites or re-configured within suites. If you would like furniture removed or re-configured please contact Kathleen Hagan at the Doubletree at [kathleen.hagan@hilton.com](mailto:kathleen.hagan@hilton.com) for arrangements. A fee will be charged.
- Events must stop alcohol service and have alcohol secured by 1:45 a.m.
- A damage/cleaning deposit of \$1000.00 will be required for all suites
- All activities must comply with Washington State Liquor Control Board policies, rules and laws. Complaints regarding illegal activity are taken seriously.
- 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