

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 them 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 supports and advocates for members who host parties at the convention. Please contact hotels at Norwescon dot org with your questions and concerns, or visit the Norwescon office during the convention and we'll be happy to answer your questions.

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. Alcohol service times must be in accordance with state regulations.

Occupancy

Presidential Suites: 35 persons maximum

Parlors: 25 Persons maximum

Lakeside Suites: 34 persons maximum

Social Event Guidelines

- Hospitality events must be registered at the convention office
- Furniture may not be removed from suites or re-configured within suites
- One (1) 8½" X 11" sign may be posted on suite door
- Events must stop alcohol service and have alcohol secured by 1:45 a.m.
- A damage/cleaning deposit of \$2000.00 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

If you feel that your event will have attendance that will exceed the capacity of one of our suites, please contact John Collins in our Catering and 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. Maxi's Restaurant, located on the top floor of the Tower, will be closed to the public and available for Norwescon Social Events that may exceed the capacity of our suites.

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>