Seattle Convention Center

General Information

Banquets, Receptions, and Unique Events

At the Seattle Convention Center, we do much more than conventions.

Clients consistently appreciate the versatility of our elegantly appointed, customizable spaces complemented by many inclusive amenities and unique touches that are typically considered extras elsewhere. In our on-site kitchen and bakery, our chefs prepare dishes from scratch, using locally sourced, seasonal ingredients, all while maintaining a steadfast commitment to sustainability.

Since 1988, our thoughtful and highly skilled team has supported a diverse range of events, including award ceremonies, fundraising breakfasts, luncheons, galas and auctions, corporate functions, holiday gatherings, and uniquely tailored experiences—delivering excellence at every turn.

Features and Capabilities

- Flexible/configurable event space
- Exceptional, regionally inspired catering
- Advanced production support from experienced service partners
- Ample parking and public transportation
- Digital wayfinding and meeting room signage
- Complimentary Wi-Fi in public/common areas
- 19 covered loading dock bays at Arch and 18 at Summit
- GBAC STAR™ Facility Accreditation in sanitation

Versatile Event Space

- Up to seven individual carpeted ballrooms with banquet seating for 540 to 2,380 guests; largest ballroom combination seats 1,930 at rounds in Arch and 3,510 in Summit
- Four junior ballrooms with banquet seating for 150 to 450 guests
- Spacious lobby and pre-function areas
- 99,250 sq. ft. divisible, carpeted, and acoustically treated Flex Hall
- Divisible, heavy-load exhibit hall space with drive-in access for large sets and unique purposes; 205,700 sq. ft. at Arch and 138,700 sq. ft. at Summit

Included with Rental

- Event room sets with in-house equipment, presentation risers, lecterns, and head tables
- Seated banquet tables include choice of house linen and napkin colors, and votive candles for dinner events
- Tables for auction displays
- Adjacent registration space
- Adjustable lighting and climate controls

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- In rooms with house sound, the first wired microphone is complimentary with use of in-house audiovisual provider
- (2) 20-amp electrical outlets per meeting space
- On-site support staff including building electricians, engineers, house sound system technicians, set-up crews, and custodians
- Essential level of access/transportation control staff
- Emergency medical services when provided per internal guidelines
- Self-service coat check

Expert In-House Service Partners

- Catering – Exclusive
- Audiovisual – Preferred
- Ballroom Level Rigging – Exclusive
- Temporary Electrical – Exclusive
- Voice/Data/Network – Exclusive
- Air/Water/Drain – Exclusive
- Emergency Medical Services – Exclusive

Budgeting for Additional Expenses

- ☐ Catering services
- ☐ Audiovisual equipment or sound system usage fees
- ☐ Supplemental power for event production/audiovisual, entertainment, registration, etc.
- ☐ Wired or wireless internet access, or other data and network requirements
- ☐ Space and tables for sponsor displays
- ☐ Validated parking
- ☐ Event or sponsor signage
- ☐ Labor fees for additional event-related staff positions (i.e., door monitors, coat check, ticket takers)
- ☐ Daytime room conversion fees and/or one-time set up charges for large exhibit hall or ballroom sets when applicable
- ☐ Operable wall transitions to a new configuration
- ☐ Room re-keying for additional security

our commitment

Creating extraordinary space to connect, collaborate, and innovate.

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