

HOTEL
INDIGO

SEATTLE EVERETT
WATERFRONT

MEETING & EVENTS FAQ



FAQ

WHAT ARE THE STEPS TO SECURE MY EVENT DATE & SPACE?

Upon confirmation of your event date and space, a contract will be prepared by your Sales & Events contact. A non-refundable initial deposit and signed contract are required to confirm your event date. Events must be paid in full prior to your event, per the individualized deposit schedule detailed in your contract, which may include an additional 10-15% contingency.

WHAT IS INCLUDED IN MY FACILITY RENTAL?

Included in your facility rental are:

- All setup and teardown of event spaces by hotel staff
- An assortment of tables and chairs for your ceremony and reception
- House floor-length linens in a variety of colors
- All china, glassware, and silverware
- All serving platters, chaffers, and displays
- Complimentary centerpiece
- Dedicated event manager, banquet captain, and full-service serving team for an exceptional experience
- Housekeeping services

WHAT SERVICE CHARGE & TAXES ARE APPLIED TO MY EVENT? DOES THE SERVICE CHARGE & TAX GO TOWARDS THE FOOD & BEVERAGE MINIMUM?

The food, beverage, and miscellaneous prices quoted are subject to a 24% service charge and applicable Washington state sales tax, currently at 9.9%. Service charge and taxes do not contribute to your food and beverage minimum.

CAN I SECURE A GUEST ROOM BLOCK FOR MY GUESTS?

Several options are available to secure onsite accommodations for your guests. Please speak with your Sales & Events contact for more information.

FAQ

WHAT IS THE ROLE OF MY HOTEL INDIGO CONTACT?

Your Sales & Events contact will help you plan the details of your event as it relates to Hotel Indigo.

- Contract and secure your event space, date, and any guest room block needs
- Arrange and collect all deposits
- Facilitate planning process for all venue details, including menu selection, floor plan and set-up requests, rental needs, and timeline planning
- Prepare an Event Order detailing the specifics of the event and collect all payments
- Act as the onsite liaison between the Hotel Indigo event operations team

CAN I BRING IN VENDORS OF MY CHOOSING?

CAN I BRING IN MY OWN FOOD?

For outside vendors, a certificate of liability insurance is required. A liability release waiver will be sent to all vendors for signature prior to arrival on property. No outside food or beverages shall be brought into Facility by Group or attendees at the event without prior written approval. Facility prohibits the removal of food and beverages from the property.

CAN WE ADD DECORATIONS?

Facility will not permit Group to affix anything to the walls, floors, ceilings, or the rooms of Facility with nails, tape, or staples. Glitter, or any similar product, is not allowed. Decorations, signs, or displays brought into Facility for use outside of the Function Space must be approved by Facility prior to the start date of the Event. Displays, exhibits and decorations will comply with the City Building Code(s) and applicable fire prevention ordinances.

CAN I BRING IN CANDLES?

Hotel Indigo provides three (3) complimentary votive candles for your reception tables. You can provide additional candles for your event space. Adhering to fire regulations, all candles must be in a holder or votive glass that extends at least one (1) inch above the flame. Taper candles are not permitted.

FAQ

WHAT IF WE HAVE AN OUTDOOR EVENT AND THE WEATHER TURNS?

Facility reserves the right to make the decision to move any outdoor function to available indoor backup space if any of the following conditions exist wind gusts more than 40 mph, temperatures below 60 degrees, and/or 30% or higher chance of precipitation in the area. Group will be advised of its options for the event a minimum of 24 hours in advance of the function. Facility decision is final.

IS PARKING AVAILABLE?

Parking is available on a first-come, first-served basis. We cannot guarantee availability to event attendees.

DO I NEED SPECIAL EVENT INSURANCE?

While special event liability insurance is not required by the Hotel, it does protect you against losses stemming from personal injuries and property damage at your event. Ask your Sales & Events contact for more information.

DO YOU PROVIDE AUDIO VISUAL EQUIPMENT & TECHNICIANS ONSITE? CAN I BRING MY OWN?

We have limited onsite audio-visual equipment and use Pinnacle Live, a third-party vendor for most of our AV needs. There will not be an onsite technician unless you have requested for one to be available during your meeting or event. If you choose to bring your own equipment, whether owned or rented from other party, the Hotel is not responsible for any setup, tear-down, or testing of the equipment and cannot provide any assistance with said equipment.