



Room Rental & Minimums

Room rental minimum fees are based on space booked and adjusted according to the food and beverage purchased.

Menu Available & Bar Service

Included in your event packet you will find Breakfast and Breaks, Lunch, Hors d'Oeuvres, and Dinner menus: Buffet or Plated. Bar Offerings include: Consumption Bar: Priced per drink with bartender fees. Cash Bar: Charged per drink with bartender fees.

Linens

Black tablecloths with chocolate napkins are the Galaxy standard. The Galaxy offers a variety of linen and napkin colors. Check with your event coordinator to see available colors.

Centerpieces

The Galaxy offers centerpieces for your event. Our standard is a brush nickel lamp with a black shade and oil burning candle. The centerpiece will be placed on an 8" square beveled mirror and is included in the service fee for your event. Guests are welcome to supply their own centerpieces, however due to fire codes, there are to be no open flames if candles are used. Setup of centerpieces is included in the price, however, an additional cleaning fee of \$150 plus tax may apply for more detailed/elaborate centerpieces.

Decorating

We can provide you with an allotted time to decorate prior to your event. Please consult with the Sales staff on coordinating decorating time. Confetti and glitter are not to be used. An additional \$150.00 service fee will be applied for use of confetti.

Enhancement Lighting

The Galaxy offers a variety of special lighting to enhance your experience. Ask your event coordinator about our colorful up-lighting to enhance any event. We also can project your company name or logo on the wall making for a more formal event.

Setup & Delivery

Based on previously scheduled events, The Galaxy will allow one to two hours prior to start of the event. (ie.; DJ, Cake, Flowers, Balloons, etc.) for set up. Additional days for setup prior to an event will be charged on an event-by-event basis.

Deposits

All Deposits are due with signed contract withing two weeks of booking an event. Deposits for each event will be determined by the Sales Office.

Cancelation Policy

Cancellations of an event need to be made in writing. The cancellation fee schedule is part of your contract. Any cancellation of an event made after guarantee has been given or within 5 business days of the scheduled event will result in the full charge of the event based on the guaranteed number.

Miscellaneous

The sponsoring group or family is responsible for any damage to our property by any of its guests. The Galaxy prohibits any outside food or liquor on the premises with the exception of a special occasion cake.

Set up fee

The set up fee covers expenses of setup, clean up, centerpieces, linens and any overhead expenses. The set up fee (20%) will be added to the food and beverage total.