



### **Room Rental/Minimums**

Room Rental minimum fees are based on space booked and adjusted according to the food and beverage purchased; rental of audio visual equipment and set-up fee and tax is not included.

**Menu Available and Bar Service:** included in your event packet you will find

Breaks, Breakfast, Lunch and Dinner Menus: Buffet or Served

Consumption Bar: Priced per drink with bartender fees.

Cash Bar: Charged per drink with bartender fees.

Open Bar: Includes drinks and bartender.

### **Linens:**

Ivory tablecloths with ivory or chocolate napkins are the Galaxy standard.

The Galaxy offers a variety of napkin colors, check with your event coordinator to see colors available.

### **Centerpieces:**

The Galaxy offers centerpieces for your event, our standard is a Brush Nickel lamp w/ black shade that has an LED tealight, we also offer a shiny brass candle holder. The centerpiece will be placed on an 8 inch 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. Set-up of centerpieces is included in the price, however, an additional cleaning fee of \$150 plus tax may apply for more detailed/elaborate centerpieces.

### **Decorating:**

No outside decorating without written permission of Sales Office. No confetti is to be used without permission of the Banquet Director, an additional \$150.00 service fee may apply.

### **Enhancement Lighting:**

The Galaxy offers a variety of special lighting to enhance your experience. Ask your event consultant about our colorful up-lighting to enhance any event. We also can project your company name or log on the wall or ceiling behind your head table, makes for a more formal event.

### **Set-up and 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.)

Additional days for set-up prior to an event will be charged on an event by event basis.

### **Deposits**

All deposits are due with signed contract within three (3) weeks of booking an event.

Deposits for each event will be determined by the Sales Office.

### **Cancellation Policy:**

Cancellations of an event need to be made in writing. The cancellation fee schedule is part of your final contract.

Any cancellation made after guarantee has been given or within 72 hours 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.

### **Clean-up/Set-up Fee:**

Clean-up/Setup is covered by part of the set-up fee. Additional cleaning fee of \$150.00 plus tax will be applied for the use of confetti. Consult the Sales Office.

### **Security:**

Security may be required at any event serving alcohol for an additional fee. .