

General Information

Room Rental/Minimums

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

Menu Available and Bar Service

Included in your event packet you will find Breaks, Breakfast, Lunch, Hors d'Oeuvre, and Dinner Menus: Buffet or Served. Bar offerings include: 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 chocolate napkins are the Galaxy standard.

The Galaxy offers a variety of linen 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 and oil burning candle. The centerpiece will be placed on an 8" 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

No outside decorating without written permission of Sales Office. Confetti and glitter is not 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 logo on the wall or ceiling behind your head table making for a more formal event.

Setup 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.) for setup. 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 within two (2) 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 of an event 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/Setup Fee

Clean-up/Setup is covered by part of the setup 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.