

General Information Guide

Room Rental/Minimums:

- ◆ Room rental/minimum fees are adjusted according to the meals purchased; rental of audio visual equipment and service charge, tax is not included.

Menus Available and Bar Service:

- ◆ Open Bar: Includes all drinks and bartender fees.
- ◆ Consumption Bar: Priced per drink with bartender fees.
- ◆ Cash Bar: Charged per drink with bartender fees.
- ◆ Breakfast, Lunch, and Dinner: Buffet or Served

Security:

- ◆ Security may be required for all events serving alcohol at \$25.00 per hour, per officer.

Clean-up/Set-up Fee:

- ◆ Covered by the service charge. Additional service fee may be applied for use of confetti. Consult with the Sales Office.

Linens:

- ◆ White tablecloths with choice of (19) napkin colors will be supplied and is covered by the service charge.

Centerpieces:

- ◆ A brass candle holder with a bronze smoked globe placed on an 8 inch beveled mirror will be supplied and is covered by the 18% service charge.
- ◆ 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 guests centerpieces is included in the price, however, an additional service charge 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 service fee may apply.

Set-up & Delivery:

- ◆ One to two hours prior to the start of the event. (i.e.: DJ, Cake, Flowers, Balloons, etc.)

Deposits:

- ◆ All deposits are due with signed contract within 2 weeks of booking event
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|------------------------|---------------------------|
| 0-50 people \$100.00 | 151 – 250 people \$500.00 |
| 51-150 people \$200.00 | 251 and over \$1000.00 |

Cancellation Policy:

- ◆ Cancellations need to be made in writing. The cancellation fee schedule is as follows:

<u>Cancellation Date</u>	<u>Cancellation Fee</u>
- <u>More than 365 days prior to event date:</u>	50% of the deposit.
- <u>More than 180 days, but less than 365 days prior to event date :</u>	Forfeiture of the deposit
- <u>More than 90 days, but less than 180 days prior to event date:</u>	50% of anticipated revenue based on your signed agreement.
- <u>Less than 90 days prior to event date:</u>	75% of anticipated revenue based on your signed agreement.

Any cancellation made after the 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.