

the g²allery

Catering and Events

frequently asked Questions

Directions to the Gallery

102 E. High Street, Jefferson City, Missouri 65101. The Gallery is located in the downtown Jefferson City area near the corner of Jefferson and High Streets in the elegant Lohman Opera House.

What's with the name?

Our name and logo have that funny "2" in it because our names are TaNeá Graves (Event Coordinator) and Kasey Green (Chef). When we decided to call our business, "The Gallery" we decided to make the G "squared" to represent both our last names. Many people have asked us, "What do I put on my invitations?" Typically, we go by "The Gallery, Catering and Events" or just "The Gallery."

Who caters your food?

We do. We have a full-service kitchen on the premises. We make all of our menu items on site. Also, we often create new menu items at the request of our clients. However, we do not allow other catered food to be brought into our building, with the exception of specialty cakes, nuts, mints, chocolates etc.

Do I have to pay the room rental on top of the food & beverage charges?

Yes. Our room rental fees apply in addition to the food & beverage. The room rental covers the cost of set up, clean up, colored tablecloths, cloth napkins for dinner functions, centerpieces, 6' rectangular tables and black wooden chairs. The room rental fees are non-negotiable.

What is your payment policy?

The Gallery accepts personal and corporate checks, cash, Mastercard and Visa. Unless otherwise arranged PRIOR to the event, payment is expected at the end of the event. If payment is delayed, a 3% service charge will be added to the

outstanding balance for each 30 days past due. After 180 days of delinquency, ALL accounts will be reported to a collection agency and/or prosecuted in small claims court.

Do you have an elevator?

There is a service elevator located in the rear of our building. This elevator is readily available for our disabled guests, and for loading and unloading of equipment. Unfortunately, it is not conveniently located so that large numbers of guests can utilize the elevator. Because the elevator is located near the kitchen, it can cause problems with our service operations when the elevator is filled with numerous guests. For this reason, we discourage the use of the elevator for guests who are able to use the stairs at the main entrance of the building.

Do you cater off-site?

Yes, we are fully equipped to bring our menu to you! Some of the events we have catered include legislative receptions at the Missouri State Capitol Building, private parties at home, business meetings at the office. Call us at 573-286-1152 to check availability for your next catered event. We now offer an all-inclusive off-premise catering menu for as little as \$10.49 per person for lunch or dinner! Minimum 15 people for catered events.

How do I know how much food to order?

Your Event Coordinator will gladly assist you in your selections, weighing all factors such as number of guests, time of day etc.

What is an appetizer reception?

If you have more than 150 guests, or if you want less food than a traditional sit-down meal, you can elect to have an appetizer reception. With this type of event the G²allery is generally set up to allow for your guests to intermingle. There will be some tables and chairs, but not seats for each individual. Wait staff is available to assist your guests with food and beverage selections.

What are passed hors d'oeuvres?

Passed hors d'oeuvres are a selection of bite sized appetizers that are presented to your guests by a server as they mingle, rather than placed on a buffet table. (Additional charge of \$25 per server will apply)

What is buffet style?

All banquet dinners are buffet service, unless otherwise requested. Unfortunately buffet style is not all you can eat. The Event Coordinator will work with you to choose appropriate portions and selections for your group. With this style service, salads and desserts are pre-set at the table. Your guests will help themselves to a buffet line. Wait staff is available for drink refills and plate removal.

What is table service?

Table service (Plated) receptions are set up for a full service three-course meal. Wait staff is provided to accommodate all your guests' needs from drinks, salads, breads, entrees, and dessert service. (Additional charge of \$25 per server will apply)

Do you offer selections for guests with special dietary needs?

Yes, we welcome your suggestions, and with proper notice our Chef will attempt to accommodate your guests' special requirements.

What is a cash bar vs. a host bar?

A cash bar is one in which your guests are responsible to pay for their drinks as they are ordered. A host bar is an open bar that is available to your guests at your expense.

What happens to the left over food from my event?

Upon request prior to your event, left over food will be boxed up and sent home with you the day of your event. There is a \$10.00 service fee for carryout containers. Any foods that are not sent home with you will be donated to local charitable causes.

Will my deposit be cashed/refunded?

All deposits we receive are cashed immediately (we do not hold checks). That deposit will be applied to final event charges. In the event that your banquet commences as contracted, your deposit will be subtracted from your final bill, less any damages.

Can we have both our wedding ceremony and reception in the banquet center?

Yes. We have had ceremonies for weddings with less than 100 guests in our main gallery. These types of events require some pre-planning, and typically some additional staff members to help in the transition from ceremony to reception. Additional fees apply.

I am having an outdoor ceremony, and want to have my reception at The Gallery. If it rains, can I have my ceremony at the Gallery?

Yes. However, the decision to set up for a wedding ceremony MUST be made 1 day prior to your event.

Can we change the art out for our event?

No. The artwork displayed at the Gallery is the property of the artists and/or our partner galleries. We cannot remove or alter the artwork for a specific event. Please keep in mind that the artwork is ever-changing and we do not provide advance notice of these changes. We encourage our guests to choose neutral color schemes that will complement any art on the walls at the time of your event.

What happens if one of my guests damage the building and/or contents?

All clients are required to sign a contract stating that they have read & agree to the rules set forth in our general information packet (menu). If one of your guests damages the building and/or any of its contents, you will be responsible for the charges.

Do you provide specially priced children's meals?

Upon request, we can create a specially priced children's menu. Typically we set up a separate buffet for the kids only (otherwise those pesky adult guests tend to dip in). Minimums and chefs fees may apply.

How do we keep the children from playing on/around the stairs?

This is a good question, and one that many groups have. The Gallery makes every effort to block the spiral staircase and keep children from harm. However, cannot be responsible for watching children during an event. **CHILDREN MUST BE SUPERVISED AT ALL TIMES!** Due to liability factors, certain behaviors are not permitted, including, but not limited to, the following: running, screaming, roughhousing, playing with candles, marking on any gallery surfaces (including walls, floors, tablecloths, etc.) and generally playing on stairs, elevator, or in service areas. The gallery strictly enforces these policies for the comfort and safety of our other patrons, as well as the children. The meeting/wedding planner will be contacted by a member of our staff, should a problem arise with a child's behavior. If the behavior is not corrected, the child and accompanying adults will be asked to leave the premises. The final bill for the event will reflect any damages caused by any guests, including children.