

the g²allery

Catering and Events

all-inclusive

Wedding packages

(matrimonial masterpieces)

because we know that wedding planning can be overwhelming, and sometimes it can seem like it's a full time job, we have compiled a few packages which should make it a little easier to plan a perfect reception. These packages are all-inclusive, which means there are no hidden fees, no guesswork, so you can be confident in your decisions and focus your attention to other details. *Please note, all of our all-inclusive packages must be ordered for your entire guest count, including vendors such as photographers and djs who will be on-site during your reception.*

base package

All of our bridal packages include the following:

- Set up
- Clean up
- Ivory Tablecloths & Black Napkins
- Glass Centerpieces with tealights
- Drink Station with tea & water
- Bartender Service
- Waitstaff Service
- Room Rental (3 hours)
- Gratuity
- Sales Tax
- Background Music
- Cake Table
- Gift Table
- Access to the building for decorations 1 day prior to the reception (subject to availability)
- One-on-one consultation with the Gallery's Event Coordinator
 - Coordination with vendors such as bakers, dj & florist



Bellini Appetizers

\$22.50 per person

(3 hour reception, 75 people minimum)

1 – 2 Bartender(s) for 3 hours

Up to 4 varieties of house wine**

[Canyon Road Cabernet (dry red), Canyon Road Chardonnay (dry white), Les Bourgeois Riverboat Red & Riverboat White (sweet)]

Italian Appetizers

bread sticks with pesto sauce
mozzarella & marinara dip with crostinis
assorted cheeses, sliced salami & crackers tray
tuscan tartines (sliced turkey with a sun-dried tomato aioli on rye bread)
assorted biscotti (Italian cookies)

Add-ons

(all beverage add-ons must be ordered for the entire guest count)

Soft Drinks--\$1.00 per person

Bottled Beer--\$2.50 per person

Mixed Drinks--\$5.00 per person

Cake Cutting Service--\$50 fee (includes disposable plates & forks)

****No substitutions allowed. No time extensions permitted.****

** Please note all packages are designed to give an all-inclusive price for our clients, regardless of consumption. **However we are required by state law to identify and refuse service to any underage and intoxicated guests, and reserve the right to refuse service to anyone.** We encourage guests to use good judgment in alcohol consumption. Please keep in mind, we do not have a credit card machine for bar service but ATMs are located within 1 block.**



Miró Tapas

\$25 per person

(3 hour reception, 75 people minimum)

1 – 2 Bartender(s) for 3 hours

Up to 4 varieties of house wine**

[Canyon Road Cabernet (dry red), Canyon Road Chardonnay (dry white), Les Bourgeois Riverboat Red & Riverboat White (sweet)]

Spanish Tapas

Chorizo in Red Wine

Spinach & Mushroom Tortilla

Chicken in Lemon & Garlic

White Bean & Pesto Dip with Crackers

Olive & Red Pepper Crostinis

Assorted Flatbreads with Infused Olive Oil

Add-ons

(all beverage add-ons must be ordered for the entire guest count)

Soft Drinks--\$1.00 per person

Bottled Beer--\$2.50 per person

Mixed Drinks--\$5.00 per person

Cake Cutting Service--\$50 fee (includes disposable plates & forks)

****No substitutions allowed. No time extensions permitted.****

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dalí dinner buffet package

\$45 per person

(4 hour reception, 75 people minimum)

Passed Hors D'oeuvres

(Includes choice of 3 appetizers to be passed for up to 1 hour prior to dinner)

Buffet Dinner

(Includes choice of 2 entrees*, 2 vegetables, 1 Starch, Caesar Salad & Bread)

*Entrée Choices – garlic chicken, parmesan chicken, smoked brisket, bourbon glazed brisket, barbeque brisket, smoked pork chops, spinach pork loin, Guinness pork loin)

Up to 4 varieties of house wine**

[Canyon Road Cabernet (dry red), Canyon Road Chardonnay (dry white), Les Bourgeois Riverboat Red & Riverboat White (sweet)]

Bottled domestic beer**

(In house varieties only)

Soft Drinks

(Coke, Diet Coke, & Sprite)

Champagne for the head table & Cake-cutting service

(Includes disposable white plates & forks)

Add-ons

(all beverage add-ons must be ordered for the entire guest count)

Mixed Drinks--\$5.00 per person

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PABLO PICASSO

picasso plated party package

\$60 per person

(5 hour reception, 60 person minimum, 100 person maximum)

Passed Hors D'oeuvres

(Includes choice of 3 appetizers to be passed for up to 1 hour prior to dinner)

Plated Dinner

(Includes choice of a single Chef's Selection Entrée or Duet Plate, Caesar salad & bread)

Up to 4 varieties of house wine**

[Canyon Road Cabernet (dry red), Canyon Road Chardonnay (dry white), Les Bourgeois Riverboat Red & Riverboat White (sweet)]

Bottled domestic beer**

(In-house varieties only)

Soft Drinks

(Coke, Diet Coke, & Sprite)

Champagne for the head table & Cake-cutting service

(Includes disposable white plates & forks)

Add-ons

(all add-ons must be ordered for the entire guest count)

Mixed Drinks--\$5.00 per person

****No substitutions allowed. No time extensions permitted.****

** Please note all packages are designed to give an all-inclusive price for our clients, regardless of consumption. **However we are required by state law to identify and refuse service to any underage and intoxicated guests, and reserve the right to refuse service to anyone.** We encourage guests to use good judgment in alcohol consumption. Please keep in mind, we do not have a credit card machine for bar service but ATMs are located within 1 block **

the gallery

Catering and Events

general information for Weddings

the gallery has accommodations for up to 130 seated guests or 200 intermingling guests with the ability to serve dinner and appetizer functions.

Room Rental fee	\$400.00 (Saturdays)
(if not included in package)	\$300.00 (weekdays)
decorating time frame	3 hours maximum
Set up time (for vendors or day-of decorating)	2:00 p.m.
(for day-before decorating-subject to availability)	by appointment only
Ceremony fee	\$2.00 per guest (max. 100 guests)
deposit	\$500.00 (applied to final charges)
bartender fee (if not included in package)	\$25/hr/bartender
gratuuity (if not included in package)	18 %
minimum food required	\$500.00

deposit

a \$500.00 deposit and a signed contract are required to secure the gallery for your event. No event date will be guaranteed unless both the deposit and contract have been received. If no damages occur during your event, the deposit will be applied to your final bill.

Cancellations

deposits are forfeited if cancellations are made less than 60 days prior to your event. In the event that the gallery can re-book your cancelled date to another client, 50% of your deposit will be returned.

payments

prices are based upon your confirmed number of guests one week prior to your event. Full payment will be due the day of your event unless other billing arrangements

have been approved by the gallery. If other payment arrangements are made, all outstanding balances should be paid in full within 7 days of your event. After the 7th day, a 5% service charge will be applied for each 30-day period. Currently, the gallery **does not** accept credit cards. Please have a check or cash ready for payment at the end of your event.

fees and incidentals

Centerpieces, ivory tablecloths and cloth napkins are provided at no additional cost. Specialty centerpieces, linens and napkins are available upon request; additional charges may apply. Additional accommodations such as audio and visual equipment, arbors, trellises, etc. are available upon request for an additional fee.

Off-site Catering

the gallery has the full capability to service off-site events if your wedding does not fit into our space. Inquire with the gallery's event coordinator for all your catering needs.

Room Rental

our all-inclusive wedding packages include room rental, tax, and gratuities. However, if you elect to order off of our a la carte menu, a non-refundable \$400.00 room rental charge is required to occupy the gallery for a 5-hour time block on Saturdays. The room rental charge for weekday events (including rehearsal dinners) is \$300.00. The rental fee includes 6' rectangular tables, black wooden chairs, tablecloths, napkins, glass centerpieces, china and silverware for dinner events, complete room set up and post-event clean up.

Ceremony fee

because of the gallery's unique atmosphere, some brides request the use of the gallery for their ceremony site, in addition to their reception. We would be happy to work with you to accommodate your ceremony needs for up to 100 guests. **WE DO NOT ALLOW STAND-ALONE WEDDING CEREMONIES. FOOD & BEVERAGE MINIMUMS APPLY.** The charge for ceremony setup is \$2.00 per guest, in addition to any applicable room rental. Keep in mind there are space limitations for this type of event. It must be carefully coordinated with our staff to ensure that your wedding and reception go smoothly. If you are planning an outdoor ceremony, and would like to use the gallery as your back-up in case of inclement weather, please discuss this option with the event coordinator.

Room Setup

although the gallery can accommodate up to 130 seated guests, this number is a maximum seating capacity. Many weddings also require a head table, cake table, gift table, dj or band, and a dance floor. All of these additional needs require adequate

spacing, and will reduce the amount of seating available. Therefore, you must take those things into consideration when planning for your event. In addition, with larger weddings, there are limitations to the room layout. Contact the gallery's event coordinator to discuss your room layout options.

When considering a time to set up for your event, please understand that we will not guarantee availability before 2:00 p.m. This means that all vendors (djs, cakes, flowers, etc.) should be scheduled to arrive after 2:00 p.m. on the day of your event. Please see the section marked "decorations" for additional information about setting up, if you intend to bring in decorations or other items for your event.

Additional tables

many brides ask about the use of round and/or cocktail tables for their wedding reception. The gallery does not provide any round tables, but there are rental facilities in the area which can accommodate these needs. If you choose to rent tables for your event, we would be happy to set them up for your event. However, it is imperative that brides understand the limitations involved in using these tables. Following are some issues to consider:

1. A maximum of twelve 60" rounds can fit in our gallery space. These tables typically seat 8 - 10 guests. Take into consideration that space limitations apply when adding head tables, gift tables, cake tables and dance floors, and therefore fewer rounds will be allowed.
2. The gallery does not carry linens for round tables. Additional fees will apply for these specialty linens. Standard 90" round tablecloths can be rented for \$5.00 each, and are available in ivory or white. 120" linens (which reach to the floor on a 60" round) rent for \$10.00 each.
3. For delivery of your tables, you must set an appointment with the gallery's event coordinator, so that they can be received properly. The gallery does not pick up or return tables for your rental company.
4. All rentals must be removed the evening of the event. Therefore, if you have rented tables, you must make arrangements to remove the tables after your wedding. They will not be stored at our facility.

Vendor Coordination

the gallery is happy to coordinate with your vendors for outside services, such as florists, cake bakers, djs, bands, wedding coordinators, etc. we encourage anyone involved in your wedding to talk with us prior to the event if they have any questions. During the day of your event, we must coordinate all vendors so that there is someone at the gallery to receive any deliveries. All deliveries should be scheduled after 2:00 p.m.

Many djs and bands find it helpful to see the space and elevator access prior to the day of the event to know how much equipment to bring. Many times, we have a limited amount of space for performers on the night of the event, and dj/band services may have to be scaled back in order to fit into our space. In addition, we cannot have cords and/or equipment blocking the traffic flow to the

exits, food and bar services for safety reasons. Please make sure any outside vendors understand the space limitations for your event. We are happy to provide room layout diagrams to assist you in your planning.

decorations

the gallery is typically available at 2:00 p.m. on the day of your event to allow for decorating. If there are no banquets scheduled for the evening prior to your wedding, we encourage brides to come in as early as noon on the day before, if they want. No additional fees apply for early set up. All preparations should be completed in a 3 hour time block on a single day (either the day before, or the day of your event). Please organize any decorators and/or vendors accordingly.

all decorations must follow the gallery's policies. If you have questions regarding the use of an item, please ask. The gallery reserves the right to refuse any decorations which can cause damage or otherwise hinder the normal operations of the gallery. **Absolutely no glitter, confetti, or shredded materials are permitted. No nails or staples can be used on any of the gallery's interiors. No fuel-burning devices such as torches or lanterns can be used on or around the premises. All decorations must approved for indoor use, and must have protection so that they do not scratch the gallery floors.** Candles are permitted, but care should be taken so that wax is not spilled on linens, floors, chairs, service ware, etc. In the event that any of the above-mentioned prohibited materials are used, there will be a minimum charge of \$50.00 applied to your final bill. ALL DECORATIONS AND RENTALS MUST BE REMOVED THE NIGHT OF YOUR EVENT.

damage to art

art at the gallery is property of the individual artists until sold. We have a strict "you break it, you buy it" policy. In the event that a piece of art is damaged in any way during your event by you or your guests, the client will be responsible for the purchase price of the art work.

food and beverage

the gallery offers a menu to please a variety of tastes, however if you have special needs, or if you don't see an item you would like, we love to dabble in the creative and unexpected. Please keep in mind, some food items and/or ingredients may be omitted or substituted due to uncontrollable circumstances. Prices are subject to change. An 18% gratuity fee and applicable state and local sales tax will be added to all food and beverage invoices.

Additional Services

1. **Plated dinners**—many brides choose to do a plated meal, rather than a buffet-style service. This type of meal is served directly to your guests at their table, as opposed to having them go through a buffet line to serve themselves. Due to

the labor involved in providing a plated meal, additional fees apply for this type of service. There is a maximum of 100 guests for plated meals. Our plated dinners are listed on our menu as “Chef’s Selections”. If you would prefer to work out a custom menu with the chef, we would be happy to accommodate your needs. **All special-order plated meal choices must be approved by the chef** in order to assure complimentary tastes and plate presentation. Typically, we schedule a menu tasting and consultation with the chef to make sure your plated meal is presented with the utmost elegance for your special guests.

2. **Passed hors d’oeuvres** – these are appetizer selections which are carried by our servers and offered to your guests on trays, rather than at an appetizer buffet station. These appetizers typically do not require plates, therefore encouraging more mingling among your guests than traditional appetizer buffets. This is an elegant option which can lend a formal feeling to your cocktail reception. Please note, for this service (if not included in your package) there is an additional fee of \$25 per hour, per server required.
3. **Menu tasting** – we would be happy to arrange a menu tasting in order to help you select your menu items. Menu tastings will only be scheduled after a deposit has been made. You must have a minimum of 4 guests for your menu tasting (so feel free to invite friends & family). Regular meal charges will apply, and can either be paid for on the day of the menu tasting, or applied to your final wedding invoice. Some items may not be available for menu tasting.
4. **Champagne service** – the gallery does offer champagne service, however we do not pass trays of champagne. You may choose to rent a champagne fountain from a local vendor, or your guests can request champagne at our bar. Standard wine glasses are used for champagne service. Should you desire champagne flutes, you are welcome to bring in your own stemware. There are many options for renting or purchasing engraved stemware. Bottles of Andre Spumante champagne can be purchased at \$10 per bottle, and you must specify prior to your wedding how many bottles you wish to order. Other champagne choices are also available. Inquire about pricing. Any remaining champagne can be taken by the wedding party at the end of the event.
5. **Cake service** – a standard, 6 foot rectangular or 42” diameter circular cake table will be provided for your event at no additional charge. Please remember to let us know when your baker will be delivering your wedding cake. Many brides choose to have a family member or friend cut their cake, and bring in their own cake plates, napkins, serving ware, etc. However, if you choose to have our staff cut the cake, there is an additional fee of \$50 (if not included in your package). This fee covers one staff member for cake cutting, as well as paper napkins, disposable plates, forks, and serving utensils.

Minimum food requirement

there is a \$500.00 minimum food order required for all weddings on and off property. The food minimums can be entrées and/or appetizers, but cannot be applied to bar service or service fees/incidentals, etc.

Confirmations

all menu choices must be confirmed two weeks prior to your event. All guests' counts must be confirmed one week prior to your event. Due to food ordering and staff requirements any changes made within two weeks prior to your event may incur additional charges.

For buffet and plated dinners, you must order according to your guest count. It is a good idea to require R.S.V.P.s from your guests to get an accurate count. You will be charged for the number of people you confirm 1 week prior to the wedding, even though some of your guests may not have shown. In contrast, please be sure not to underestimate your food needs. You should not assume that you can order fewer portions and "hope that the food will stretch" if more people arrive. We do not provide an all-you-can-eat buffet. We carefully portion according to typical buffet consumption, but heavy consumption may result in a shortage of some items. Some brides choose to order for a few extra guests, to cover unforeseen circumstances.

In addition, it is a good idea to schedule an appetizer reception around prime meal times. Appetizer receptions do not substitute for lunch and dinner. Improper planning for guests' hunger levels will result in food shortages. Finally, when considering children, we leave the decision up to your discretion. Many children do not eat enough to include them in your count for food purposes. A good rule of thumb is to count children 10 and over as adults. If you have any concerns regarding food ordering, please contact your event coordinator at least 2 weeks prior to your event.

Children

How do we keep 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 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.

Prohibited on the Premises

no food can be brought in from outside sources, with the exception of specialty cakes, nuts, mints, etc.

bar Services

the gallery has full bar service available for all your alcohol needs. Please see our menu for our standard alcohol selections. There are many options for your bar, including hosted and cash bar options. All events with alcoholic beverages require a bartender, at a charge of \$25 per hour. If you have more than 75 guests, 2 bartenders are required, at \$25 per hour per bartender. Typically, glassware is used for bar service, with the exception of keg beer and sodas. These items are served in clear plastic cups. ALL LIQUOR SERVICE WILL CEASE 15 MINUTES PRIOR TO THE END OF YOUR EVENT.

Corkage fees

many couples ask if they can bring in their own alcohol. ABSOLUTELY NO BEER OR LIQUOR CAN BE BROUGHT FROM OUTSIDE SOURCES. If you wish to purchase hard liquor by the bottle (as opposed to by the drink), prices range from \$60 - 120 per bottle. Specialty beer must be purchased through us by the case or by the keg.

As a courtesy, we can allow wine and champagne to be brought onto our premises. However, it must be served by our staff. No self-service stations are allowed. We will allow a maximum of 10 cases of wine, and a maximum of 6 different kinds of wine to be brought onto the premises. We have limited cold storage, so be sure to check with us before you purchase your wines. All outside bottles of wine are subject to a \$2.00 nonrefundable stocking fee. In addition, a \$10.00 corkage fee will be charged for each bottle opened. All outside wine must be brought to us at least 1 day prior to the event so that it can be stocked properly. In addition, all outside alcohol must be removed from the premises the night of the event, or it will be forfeited.

parking

During weekends and off-business hours, parking is available in all surrounding available street and lot spaces. Lot 8 is located directly behind our building, and we encourage our guests to utilize this large lot for event parking on weekends.

Smoking Policy

The gallery is a smoke free facility; however there are designated smoking areas outside.