



the
Gallery
RECEPTIONS • WEDDINGS

BRIDAL PACKAGES

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Bridal Package

Package Inclusions:

Use of Facility with **Food** and **Beverage Service** for a three hour reception.

China, Glassware and **Stainless Flatware** customary for all service, unless other tableware is requested.

Appropriate Table and **Chair Set-Up** in the ballroom; and dance area, if desired.

Candle Lamps and floor-length **Linens** on all tables.

Travel Box for bride and groom, including a bottle of champagne if your reception includes liquor service.

Private Dressing Suite - No Smoking Allowed (recommended occupancy - 4 people).

Services of our in-house **Disc Jockey** for three hours.

White or ivory engraved **Napkins**.

Embroidered organza topper or other specialty linen on **Cake Table**.

AV Equipment - Power Point, large video screen, and wireless or lapel microphones may be included with prior notice and must be handled by our AV staff only.

A personal **Bridal Attendant** will be provided for you to help you with all of the details during your ceremony/reception. (Gratuïty is separate and not included).

A personal **Event Coordinator** will be assigned to you. Her services are available for all of the planning stages of your event, including menu and set up, and are provided to ensure that everything proceeds as smoothly as possible. If you have any questions, please notify your Event Coordinator, who will see to it that these are addressed promptly. She will also work with your other vendors and coordinate deliveries prior to your reception.

We currently do not include a cake in your package. We can, if you like, recommend some very fine bakeries from which you may choose. We have found that cake selection is a very personal thing, and thus should remain a sole consideration of the bride.

Daytime Receptions should end by 5:00 p.m. and **Evening Receptions** can commence after 6:30 p.m., in most cases. You may elect to extend the time of your celebration (based on availability) for an additional charge.

Your **Wedding Ceremony** can be held on premise for an additional fee. This will include chair set-up and colonnade set for backdrop. Access will be provided for up to one hour (scheduled pending availability) for rehearsal and for one hour prior to scheduled start of ceremony only.

Facility Capacity:

Maximum Capacity of our facility is **300 guests**. Please allow consideration for the type of tables used, stages, podiums, bands, dance area, additional food tables, cake table and other items that may affect available floor space. We recommend seating for 50-60% of your anticipated guest count for wedding receptions.

****A Minimum** of 100 guests is required for the Grand Ballroom on Saturday evenings, and 75 guests on Friday evenings.** (exceptions may be available)

Payments:

A **Deposit** of 10% of your total package price is due upon contract signing to hold your date and reserve the facility. We currently accept only cash or checks for the deposit and remaining balances. This deposit is refundable only up to 4 months before the date of your wedding. After that time, if you cancel you will forfeit your deposit and any additional payments. A \$50 service fee will be charged on all cancellations, regardless of the date.

50% of your total cost is due 60 days before your wedding, with the remaining balance due 10 days before the wedding. A payment plan can be arranged for your convenience. Payments made after 10 days prior to event must be in cash. A firm guest count guarantee is required 10 days prior to your occasion. A final guest count will be taken during the event and monies for extra guests will be due at the end of your reception, plus a 10% per person surcharge, if applicable.

Wedding Reception Menu:

Our chef would be delighted to create a special menu for you.
We will consider all special requests. Some of our Selections include:

Food Services:

Cold Displays:

Fresh Fruit and Gourmet Cheese, Cold Vegetables, Grilled and Marinated Vegetables, and Antipasto

Hot Dip served with garlic toasts or crackers: (choice of 1)

Lump Crabmeat Dip, Spinach and Artichoke Dip, or Hot Crawfish Dip

Specialty Sandwiches: (choice of 1)

Cocktail Muffalettas, Chicken Salad Croissants, Shrimp Salad Croissants or Overstuffed Finger Sandwiches

Hot Hors D'oeuvres - passed around: (Chef's choice of 5--Subject to change seasonally)

Sausage or Crabmeat Stuffed Mushrooms	Seafood Kickers
Bleu Spinach Puffs	Fried Catfish Bites, Shrimp, or Oysters
Roasted Vegetable Crostini	Smoked Gouda and Mushroom Pinwheels
Broccoli Croquettes	Parmesan Artichoke Hearts
Bacon-Wrapped Shrimp	Melon-Wrapped Prosciutto
Hawaiian Pork or Chicken Satay	Antipasto Skewers
Smoked Chicken or Beef Quesadillas	Stuffed Red Potatoes
Roasted Duck Empanadas	Beggars Purses
Boneless Buffalo Bites	Crab Rangoon
Crab Cakes	
Mini Crawfish or Meat Pies	
Sweet Potato & Crawfish Beignets	

Salad: (choice of 1)

FEAST! Salad, Caesar Salad, Strawberry Spinach Salad or Bleu Cheese Bacon Apple Pecan Salad

Hot Food Items: (choice of 2)

Seafood Pasta, Crabmeat Scampi Pasta, Chicken Fiesta Pasta, Shrimp & Tasso Pasta, Chicken & Sausage Jambalaya, Eggplant with Shrimp Casserole, Crawfish and Tasso Bread Pudding, Chicken Pinwheels, Chicken Marsala or Chicken Alfredo

Carving or Po Boy Station: (choice of 1)

Beef Roast, Pit Ham, Roasted Turkey Breast, or Steamship Round
(served with fresh rolls and condiments)

Minimum 100 guests for carver & 151 for Steamship

Our **Chocolate Fantasy Fountain** w/accompaniments or **Chocolate Shots**
(both – additional fee per person)

Available Station Options: (minimum 50 guests)

Additional charge per person - each:

- Boiled Seafood (seasonal selection)
- Smoked Salmon Station
- “Smashed” Potato Bar
- Flaming Dessert Station
- Custom Pasta Station
- Soup Station
- Prime Rib of Beef or Beef Tenderloin (market price)

Beverage Services:

We are pleased to include the following **Liquors** in our basic package:

Jim Beam Black Label	Absolut Vodka
Jack Daniels Black Label	(regular and some flavors)
VO Canadian Blended Whisky	Tanqueray Gin
Seagram’s Seven	Johnnie Walker Red Label Scotch
J & B	Bacardi Rum
Wild Turkey	Myer’s Dark Rum
Crown Royal	Captain Morgan Spiced Rum
Sauza Silver Tequila	Parrot Bay Coconut Rum

We also offer the following **Cordials and Liqueurs:**

(“Shots” are not permitted)

Amaretto, Starbucks Coffee Liqueur, Presidente Brandy, Bailey’s Irish Crème,
Dark and Light Crème de Cacao, Crème de Banana, Crème de Menthe, and
Assorted Schnapps.

Our fine selection of **Wines** currently includes:

Barefoot Brand Cabernet, Merlot, Chardonnay and White Zinfandel.
(Selections are subject to change seasonally.)

The Gallery proudly serves Bud Light **Draught Beer**. **Bottled Beer** also available
for an additional fee.

A **Frozen Margarita** and **Coffee Service** is included in your package, and will be set up
upon request.

Additional Considerations:

Our insurance and licensing prohibit us from allowing any outside food or liquor in our facility. Please understand that this is not left to the discretion of your servers or bartenders. Your cooperation is greatly appreciated. We reserve the right to refuse service to any guest or band member who appears intoxicated.

You will be responsible for any damages to the facility or missing items (glasses, centerpieces, etc.) that occur during your function. We reserve the right to “switch” to disposable ware near the end of functions.

Parking is available in our lots and on Taos Street. After 6 PM, you may also use the adjoining Harley-Davidson lot. Please feel free to use our convenient drive through area for drop off, but we ask that you do not leave your vehicle unattended so that other guests are able to utilize this area as well.

Security details will be provided, as mandated by law, for functions of 200 or more.

For the enjoyment and safety of all our clients and guests, **the Gallery** (including Brides' Room) is a non-smoking facility.

Please Note: No use of confetti, rice, bird seed, rose petals, colored candles, silly string, glitter, bubbles, shaving cream, etc. will be allowed on the property. (Some of these items may be used with prior consent and an added cleaning fee, if applicable) Nothing may be attached to any wall without prior permission and assistance of **Gallery** management.

Offsite Pricing: Day or Evening: cost is per person and includes food only. An additional fee is required per person for limited alcohol bar. Does not include china, DJ, table/chair rental. Tax & service charge additional.

We at the **Gallery** appreciate your interest in our facility
and look forward to the opportunity to make your
special occasion particularly memorable.