



## CATERING GUIDE

The Galaxy Event Center proudly offers a gourmet banquet menu prepared by our Executive Chef in a state-of-the-art catering kitchen. Your guests will enjoy delicious breakfasts, lunches, dinners, appetizers, snacks and desserts in the beautiful, upscale atmosphere of the Galaxy. Our friendly and efficient banquet staff will deliver an outstanding dining experience for your guests.

### EXCLUSIVE CATERER

The Galaxy Event Center's in-house culinary team retains the exclusive right to provide, control, and retail all food and beverage services throughout the Galaxy Event Center, including catering, concession, and the sale of alcohol and non-alcoholic beverages. Clients, booth demonstrators, exhibitors, guests, and attendees may not bring food or beverage on to the premises unless arrangements have been made in advance with the Director of Food and Beverage. Advance approval is necessary to distribute any product.

### BANQUET/MEETING ROOM COORDINATOR

While you will work closely with your Event Coordinator leading up to your event, a banquet coordinator will be assigned for the **day of your event** to ensure everything is set up properly and to take care everything you need **during your event**. **The banquet coordinator's cell phone number is 208-703-3610. Please enter this number in your cell phone**, and give it to your fellow event planners, so you have constant access to help during your event.

### FOOD & BEVERAGE PRICING GUARANTEE

Menu pricing may be subject to change due to fluctuating market prices. Additionally, we reserve the right to make product substitutions based on specific commodity price increases. Menu pricing will be guaranteed 60 days prior to your event.

### MENU SELECTION

In order to ensure the proper planning of your event, **menu selections are due a minimum of 30 days** in advance, along with your preliminary attendance estimates. All caterings require a minimum of 20 guests.

## PLATED MEALS

Plated meals will be served to each individual guest, with dinner rolls and two alternating desserts pre-set on the table when guests arrive. One meal option will be served to all guests, with a vegetarian option available by advance request. Plated meals may not be available on dates with multiple events.

## GRATUITY & TAX

The Galaxy Event Center will add an 18% gratuity charge to all food and beverage items. 6% Idaho sales tax will be added to all contracted items, except gratuity.

## GUARANTEED FOOD & BEVERAGE COUNTS

Your final guaranteed food & beverage count is due by 5:00pm **10 DAYS** prior to your event. Guarantees for multi-day events are 10 days prior to the first day of the event. If a client fails to notify the Galaxy Event Center of the guaranteed attendance within the time required, (a) the Galaxy Event Center shall prepare for and provide food & beverage services based on the estimated attendance in the Banquet Event Order, and (b) such estimated attendance shall be deemed to be the guaranteed attendance that client will be charged for.

Food & beverage counts **CANNOT BE LOWERED** less than 10 days prior to your event, as we will have ordered and begun preparing your food.

If your final guaranteed count **INCREASES** less than 10 days prior to your event, we will make every attempt to accommodate the additional guests subject to product and staff availability. **An ADDITIONAL 25% SURCHARGE will be added to all food items for any guests added to the guaranteed count less than 10 days prior to the event.**

## SPECIAL DIETARY REQUESTS

The Galaxy Event Center's Executive Chef is available to consult with you on special dietary requests and pricing to serve vegetarian, vegan, gluten-free, and other dietary restrictions. Such special requests are required **14 days** in advance of your event. These special meal requests are to be included in your final guaranteed attendance.

## FOOD ALLERGY DISCLAIMER

The Galaxy prepares and serves products that contain peanuts, fish, eggs, milk, soy and gluten. Regular kitchen operations involve shared cooking and preparation areas and food variations may occur. For these reasons, we cannot guarantee that any menu item will be completely free of allergens.

We make every attempt to identify ingredients that may cause allergic reactions for those with food allergies. There is also a possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice. Customers concerned with food allergies need to be aware of this risk and should speak to the Executive Chef with any concerns. The Galaxy Event Center will not assume any liability for adverse reactions to foods

consumed.

## **EXCESS FOOD**

The Galaxy Event Center adheres to state and local health guidelines which dictate that food items provided by the Galaxy Event Center must be consumed during the specific event and may not be taken off property. To minimize potential waste, we work closely with the event planners to determine the proper quantities of food to prepare. **No to go boxes will be provided.**

## **ESTIMATED SERVING TIME**

To maintain the freshness and quality of our buffets our standard serving time for breakfast, lunch or dinner is **30-60 minutes**, depending on menu and size of group. Extended service times or delays in service time start may result in additional charges.

## **ADDITIONAL STAFFING**

Unless indicated otherwise, charges for the staffing of your function are included in our room rental prices. **If additional staffing is requested** over and above what is normally provided, the following hourly rates will apply per additional staff member.

Bartender:	\$25 per hour (1 remote bar per 75-100 guests)
Cocktail Server:	\$25 per hour (1 server per 25 guests)
Server:	\$25 per hour (for non-catered events ordering food & beverages)

## **BEVERAGE SERVICE**

To conserve water, the Galaxy Event Center provides water stations for most events, rather than carafes of water and glasses on tables. Our high-end caterings will be set with water carafes and glasses on the tables. Complimentary water is provided for all podiums. If you have specific requests regarding water service please discuss with your event coordinator.

We proudly serve Coca-Cola products. Fountain sodas are included for lunch and dinner caterings during their one hour serving time. Unlimited soda wristbands are available for extended service. Unlimited soda wristbands must be purchased for each member of the group. Bottled and canned beverages can be purchased based on consumption.

## **ALCOHOLIC BEVERAGE POLICIES**

The Galaxy offers a variety of alcoholic beverage services, including hosted and no host remote bars, cocktail servers, and a full bar in Pinz Bowling Center.

The Galaxy Event Center maintains a liquor license through the Idaho Alcohol Beverage Control Division; therefore, no additional permits are necessary for events held within the Galaxy. Off-site events, for example at Roaring Springs Waterpark, do require special permits and your Group Event Coordinator can address any specific needs.

Galaxy Event Center staff members are trained on alcohol server awareness in an effort to protect you and your guests. Under no circumstances will alcohol be served to intoxicated or underage persons.

The Alcohol Beverage Control Bureau does not allow outside hard liquor or beer to be brought onto the Galaxy premises under any circumstance, including as gifts, auction items or for sale or giveaway by the drink. If outside hard liquor is opened and consumed on the premises the entire group may be asked to leave without refund.

Consumers may bring their own wine or champagne not already carried or supplied by the Galaxy. The Galaxy charges a corkage fee, gratuity, and Idaho sales tax per bottle. This is limited to exceptions and must be arranged in advance with your Event Coordinator.

Non-profit organizations that want to sell and/or serve beer or wine for fundraising purposes must apply for a [non-profit permit](#) from Idaho State Police Alcohol Beverage Control a minimum of two weeks prior to your scheduled event to allow time for processing. This must be arranged in advance with your Event Coordinator.

## **ALCOHOLIC BEVERAGE SERVICES**

Groups may choose several options, including a hosted bar, a no host bar (see below for explanation), cocktail servers or utilizing Pinz bar, with or without a tab. Any bar tabs that are to be reconciled at the end of an event or closed out at the end of the night with credit card, company check, or cash, will automatically be charged an 18% gratuity, as well as 6% Idaho state sales tax.

### **HOSTED AND NO HOST BARS**

With a **hosted bar**, the host (group) is responsible for all expenses, including the cost of all beverages served, all applicable fees and bar minimums. With a **no host bar** guests purchase their own drinks. The group hosting the event is responsible for all applicable fees and bar minimums for a no host bar.

The standard host or no host bar ratio is **one bar per 75 to 100 guests**. Bars will be staffed at all times by the Galaxy Event Center personnel. The number of bars will be determined on final guarantee and event flow. If the number of bars requested exceeds our standard ratio, additional labor charges may be assessed.

Each individual remote bar, hosted or no host, must achieve an average of a **minimum of \$500 in sales in a 1 to 4- hour period** (1 hour min). If your group does not reach the \$500 minimum you will be charged the difference (for example if your group orders \$400 in drinks then you would be charged the \$100 difference).

You may place a cap on the total dollar amount of drinks your guests can order, for example if you tell us to cap the total your bar sales at \$1000, then once that dollar amount is reached it will become a no host (cash) bar for your guests to pay for their own drinks.

A gratuity charge of 18%, as well as 6% Idaho state sales tax will be applied to all alcohol sales.

## **COCKTAIL SERVERS**

Cocktail server/s will staff group events where alcohol is offered, either in place of, or in addition to a remote bar. The standard cocktail server ratio is **one server per 25 guests**.

Each individual cocktail server must achieve an average of a minimum of **\$100 in sales per hour** (1 hour min). If your group does not reach the \$100 hourly minimum then you will be charged the difference (for example if your group orders \$75 in drinks then you would be charged the \$25 difference).

## **PINZ BAR**

Guests are welcome to order individually at the full bar in Pinz Bowling Center. Your group may set up a tab to pay at the end of your event. Since Pinz Bar is busy on weekends and during holiday season a cocktail server/s or mobile bar is generally recommended.

## **GALAXY BAR MENU**

In order to serve drinks as quickly as possible to your guests, we offer a limited drink menu for catered events at mobile bars and with cocktail servers. The Galaxy Bar Menu includes several selections of bottled and canned beer, wines, and basic mixed drinks. Guests may go to Pinz Bar to purchase our full selection of drinks, either individually or on a group tab.

With advance notice, The Galaxy Event Center can accommodate special requests for alcoholic beverages that we do not stock. For special ordered products, The Galaxy Event center will charge the premium hosted drink price, plus the actual bottle cost.

## **CORKAGE FEES**

The Galaxy charges a \$10 corkage fee per bottle of wine or champagne not provided by The Galaxy. This is limited to exceptions and must be arranged in advance. In addition, we charge 18% gratuity and 6% Idaho sales tax on corkage fees.

## **LINEN SERVICE**

Tables for guest seating, buffet lines, beverage service or cocktails have an attractive metallic swirl finish and include black fitted fabric around the legs. Teal or grey linen napkins will be folded at each place setting for high end caterings. Your Event Coordinator will be happy to discuss the rental of additional table linens, overlays, napkins, skirting or other décor items for your event.

## **EVENT DESIGN SERVICES**

You may wish to engage the services of a professional event designer to enhance the visual appeal of your event with items such as table decorations, fresh flowers, chair covers, special lighting, a dance floor or custom stage. We are happy to work with event designers/coordinators. Ask your Event Coordinator for a list of preferred providers.

## **DAMAGE & LOSS PREVENTION**

Any damage to The Galaxy Event Center, including but not limited to furniture, carpeting, linen, dishware and glassware will be charged at the replacement cost. This also includes banquet equipment and decorations.