



RENTALS & SERVICES

Remote bar with bartender	We highly recommend one bar per 75 to 100 guests for efficient service. 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).
Cocktail server	We highly recommend one cocktail server per 25 guests for efficient service. 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.
Server for non-catered events ordering food & beverage	\$25 per server per hour (1 hour min). Number of servers to be determined based on event.
Corkage fee	\$10 per bottle for approved wines brought into the Galaxy, plus 18% gratuity and 6% Idaho sales tax
Cake serving fee	\$2 per person for our staff to cut cake, put on plates, provide utensils, and serve to guests
Table linens	Per quote. Our banquet tables have an attractive metallic swirl finish and linen napkins will be folded at each place for high end caterings. Rental of additional table linens can be coordinated two weeks in advance of event.
Stage	\$10 each for 4' x 8' pieces
Dance floor	Per quote
8' table for trade shows	\$10 including two chairs, \$10 extra for booths requiring power
Podium with custom logo	Per quote
Security staff	\$25 per hour per security person
Room changeover fee	Any changes to the initial room set up during the day of the event will be subject to a changeover fee of 25% of the original room charge.
Installation fee	For your safety any set up that requires using a ladder or lift will be executed by our staff or an event coordinator with certificate of insurance. Additional charges may apply.

Audio visual equipment:

Screen & projector \$125 screen & projector per room per day

Microphone:

Hand held wireless \$50 each

Microphone:

Lapel or over-the-ear \$50 each

Hybrid meeting kit \$275 per day including ultra-HD camera, two omnidirectional mics and one-hour of AV support for set-up

High speed shared wireless internet Complimentary

Wired internet connection For presentations requiring high quality, longer video streaming. Your laptop will be set up on a counter near the connection and presentations can be controlled with a pointer we provide. If you need your laptop at the podium please tell your event coordinator in advance.

In-room AV support \$50 per hour

All prices subject to 6% Idaho sales tax. An 18% gratuity will be added to all food & beverage purchases.

Complimentary Items Available Upon Request:

Podium – standing or tabletop

Galaxy pens & pads

Digital signage welcoming your group and designating assigned rooms

US and Idaho flags