



ADDITIONAL RENTALS & SERVICES

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| Remote bar with bartender | 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). One bar per 75 to 100 guests. |
| Cocktail server | 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. One cocktail server per 25 guests. |
| 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 |
| 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. |
| 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: Lavalier/lapel | \$50 each |
| Conference call phone | \$30 per day |

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| High speed shared wireless internet | Complimentary 5 Mbps for Power Points with short videos |
| Wired internet connection | \$50 per room per day 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. |
| Dedicated WIFI connection | \$100 per day Password protected for security and dedicated bandwidth, 5 days' notice required |
| External service provider fee for AV | \$50 to plug into the Galaxy AV system with certificate of insurance |
| IT Staff | \$25 per hour per IT person |

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 table top

Galaxy pens & pads

Digital signage welcoming your group and designating assigned rooms

US and Idaho flags

Preferred rental company:

Event Rent
Sarah Carter, Sales Representative
sarah@eventrentidaho.com
www.eventrentidaho.com
208-695-2121

Preferred professional event designer/decorator:

Ira + Lucy
Heidi Wight, Principal Designer, Owner
heidi@iraandlucy.com
www.iraandlucy.com
208-914-3351

Preferred lighting & DJ company:

Sound Wave Events
Corden Fuhriman, Marketing
corden@soundwaveevents.com
www.soundwaveevents.com
208-891-0094

Preferred florist:

Just So. Event Floral

Kara Coffin

hello@justsoeventfloral.com

www.justsoeventfloral.com

208-241-0983