



GALILEO GARDENS

BANQUET HALL AND CONVENTION CENTER

HALL RENTALS

Deposits & Booking

All hall rentals include the use of our full bar, chairs, tables, Wi-Fi, microphone and podium and our central music system. Host is responsible for bringing their own plates, cutlery and supplies unless a service package is requested. All of our entrances/exits and bathrooms are handicapped accessible.

Projector and screen are available for an additional charge (\$250 per screen and projector).

We will require a \$500 deposit to book and secure the event date. In addition, there is a \$150 cleaning fee per event. Any damages will be added onto your final bill after hall inspection of the manager. All prices are subject to HST.

**All events must have Special Event Insurance
with a \$5 million liability coverage.**

Full venue rental payment is due prior to your event and accepted by e-transfer to info@galileogardens.com If you require an event date change, please let your venue contact know and we will do our best to accommodate this within reason.



CATERING

Outside catering is allowed, prohibiting the use of our kitchen. If special requests need to be made, please speak with the venue manager so arrangements may be made. On-site catering is available to you as well.

Should you require servers and kitchen staff (dishwashers for the use of our plates, cutlery and glassware) for your event, we may this as an additional service charge to your rental. Below, we have outlined the recommended amount of staff needed for your event based on the amount of guests attending your event.

PER 1–149 GUESTS

1 Dishwasher \$25 per hour
1-3 Servers \$25 per hour each

PER 150–300 GUESTS

2 Dishwasher \$25 per hour each
3-5 Servers \$25 per hour each



OUR VENUE



Napoli Ballroom

- 45 guests maximum
- Monday – Thursday (\$1000)
- Friday & Saturday (\$2000)
- Sunday (\$1500)

Milano Ballroom

- 100 guests maximum
- Monday – Thursday (\$1500)
- Friday & Saturday (\$2500)
- Sunday (\$2000)



Roma Ballroom

- 125 guests maximum
- Monday – Thursday (\$2000)
- Friday & Saturday (\$3000)
- Sunday (\$2500)



Grand Ballroom

- 300 guests maximum
- Monday – Thursday (\$3000)
- Friday & Saturday (\$4000)
- Sunday (\$3500)



DECOR PACKAGES

All hall rentals do not include decor or linens but may be added as an addition! We understand the unique needs of individual clients and their visions and we are here to make that vision come true.

Decor packages start at \$200 plus HST – this includes service fee of event set up and tear down. You may add table linens, chair covers and napkins and select centrepieces.

All packages are based on 6 guests minimum to a table. Package pricing will increase due to the amount of increase of guests per table (maximum 10).

Decor Starter Package

\$200 + HST

\$60 per table for linen

- Table Linen, Napkins, Chair Covers, Runners and Sashes

\$20 per centrepiece

- basic selection of vases with floating candles or fairy lights, lanterns, or faux flowers with mirror base



You may bring your own centrepieces or discuss with the event decorator if you'd like to add to your centrepieces or upgrade them. Prices may vary.

DECOR RENTALS



TABLE LINEN
\$8 EACH

Available in a variety of colours and patterns



CHAIR COVERS
\$3 EACH

Available in a variety of colours and styles



NAPKINS
\$1 EACH

Available in a variety of colours and patterns



CHARGER PLATES
\$2 EACH

Available in silver or gold



NAPKIN RINGS
\$1 EACH

Available in silver or gold



VASES
\$4 EACH

Sizes 10", 12" & 16"
Add floating candles for \$1 each



MIRROR BASES
\$3 EACH

Only size - 16"



WHITE LANTERNS
\$4 EACH

Faux candle included



BALLOON RING
\$30

Only balloon ring - host may bring her own decor

SPECIAL EVENT INSURANCE



All events must have Special Event Insurance with a \$5 million liability coverage.

Event insurance is purchased to cover an event host's liability in case of an accident. It includes coverage for Event Liability (Bodily Injury and Property Damage) and for Tenant's Legal Liability. You will also need a Host Liquor Liability in order to bring your own alcohol into the venue for your event.

Should you not be able to provide us with a liquor license, we offer alternative bar options so you may still be able to enjoy those alcoholic beverages!

Under our own liquor license, we will be able to provide you the alcohol you request which will be paid by full by you and taken home by the end of the event. There will be an additional bar service fee of \$20 per person. With this service, we will provide our own bartender by the venue with unlimited juices and pops included, bar glasses, lemons and limes.