

# Terms of Agreement (Policies)

1. Written or quoted prices are subject to change. Prices cannot be guaranteed until the year of the function.
2. All food and beverages sales are subject to \$18% administrative surcharge and applicable sales taxes. The surcharge is taxable.
3. Reservations can be guaranteed only upon the receipt of deposit.  
For Atrium Room - \$750.00 – with signed agreement  
For Café Room - \$1,000.00 – with signed agreement  
Exclusive Package - \$2,000.00 – with signed agreement
4. IN THE EVENT OF A CANCELLATION, ALL DEPOSITS TO LA GALLERIA ARE NON-REFUNDABLE
5. Room assignments are at the discretion of La Galleria unless guaranteed in written agreement.
6. A guaranteed minimum number of guests will be required in our banquet rooms. On occasion, in lieu of a guaranteed minimum number of guests, a minimum fixed \$ amount must be spent for the event EXCLUSIVE of administrative surcharge and applicable sales tax.
7. Please notify this office of menu selections and details TWO WEEKS before the party. Exact number of guests attending is due ONE WEEK before the party. This will be considered a guaranteed count for which you will be charged even if fewer guests attend.
8. Full payment is required THREE DAYS prior to your function by bank draft, or cash. (No credit cards accepted)
9. It is illegal to bring any alcoholic beverages into our establishment.
10. Candles brought in for your function are limited to 1 per table and must be enclosed (ex. Hurricane, votive, etc).
11. The sale of alcoholic beverages is prohibited to any person under 21 years of age. We reserve the right to refuse alcohol to anyone. **No alcoholic beverages are allowed to be brought into our establishment from outside sources.**
12. Afternoon functions- bar and music must end by 4:00 pm and room vacated by 4:30 pm. Evening functions begin at 6:00 pm or later.
13. Absolutely no table glitter, confetti, or bubbles or cleaning charges will apply.

**3923 Southwestern Blvd.**

Between Erie Community College and Ralph Wilson Stadium  
[www.lagalleriabanquets.com](http://www.lagalleriabanquets.com) Visit us on Facebook