



## General Information about our Services

### Deposit

A non-refundable \$150 deposit is required upon reservation.

### Room Decorations

Parties will be allowed to decorate the day prior to the event providing the room is available to do so. Otherwise it will need to happen the morning of the event. We do not allow glitter, confetti, rice, or bird seed in the room. We are not responsible for lost or stolen items.

### Music and Sound at The Palace

Our facility The Palace has a house sound system with a CD player and iPod/laptop adaptor and microphone. A DJ or live band will need to provide their own equipment. The room offers hard wood floors as a dance floor space.

### Guest Count

The Palace can comfortably seat 100 people for an event. **A head count is required for all events 4 working days in advance of the event. A decrease in the number after this time period will not result in a reduction of price.**

### Entrée Choices

Entrée selections are limited to three choices for both plated and buffet style dining. If you wish for your guests to enjoy more than one entrée on each plated meal, we ask that you limit your selection to two entrees. Buffet style dining requires enough of each kind of entrée for each person to try, and therefore no entrée can be less than the whole guest count. Pricing will be adjusted accordingly for meals with more than one entrée selection.

### Bartender

Due to the liquor license for The Palace, a bartender is required to be on site for events held in the building. The Palace can provide you with a hosted or no-host bar, and prices are subject to what you desire. **All alcohol must be purchased through The Palace services;** no liquor purchased outside the building may be consumed. All arrangements for bartending services at The Palace must be made through the Creative Catering at 721-1418. Also inquire with Creative Catering for off-site bartending services.

### Contract and Payment

A contractual obligation is required for all wedding parties, rehearsal dinners, and other large events when the deposit is made. **Payment must be made in full three (3) working days in advance of your event. Failure to pay in full could result in canceled services.**

### Gratuity and Delivery Charges

An 18% gratuity is added to all food and beverages purchased through Creative Catering. Extra delivery charges may apply to events outside Missoula proper.

### Parking

Public parking is available in the Central Park conveniently located next to The Palace. Parking is also available downtown after 5:00 pm and all day during the weekend.