



828 I Street, Sacramento, California 95814  
Phone: (916) 264-2800 Fax: (916) 264-2854

## Proms and Senior Balls

Rental Fees	Friday	Saturday
Galleria Main Floor and Galleria Foyer for 5 hours	\$1,150	\$1,950
Balcony for 5 hours	450	500
East Meeting Room and Old Foyer for photographs	400	400
Library Lobby as an entrance	100	100

### General Policies

- All proms and senior balls held at the Tsakopoulos Library Galleria must be school sanctioned.
- A school representative must accompany students on tours, or when reserving the Galleria for a function.
- Only an authorized representative of the school can request and sign the Galleria contract.
- It is required that all adult staff be on hand 30 minutes prior to the event to review policies with Galleria staff.
- The school must provide a minimum of six (6) adults, either teachers or advisors, at the event.
- An adult must operate the Galleria elevator at all times during the event.
- A male and female adult must monitor men's & women's restrooms respectively at all times during the event.
- The school or school district must issue the required insurance certificate for the event.
- Galleria policies specify that students may not re-enter the facility once they have left.
- If there is any evidence of alcohol or drugs on the premises we will close down the event immediately.

### Setup and Decoration

- Photographer and DJ setup may not begin before 5 p.m. on the day of the prom. *If earlier access is needed, additional rental rates will apply.*
- Decorating is allowed between 11 a.m. and 1 p.m. or 5 p.m. and 7 p.m. the day of the prom.
- Glitter is not allowed in the Galleria.
- Helium balloons are not allowed anywhere on the premises.
- Tablecloths must be used on all tables. They may be rented through a caterer, or the school or students may provide them, but no paper or plastic covers are to be used. Fabric only.
- Galleria custodial services handle all setup, breakdown and cleaning of the facility, both before and after the event.
- Boxes and decorations brought in by the school or students must be removed at the end of the evening.

### Food and Beverages

- All food and beverages for proms and senior balls at the Galleria must be provided by one of the Galleria authorized caterers (see list enclosed with General Policies).
- No red beverages, strawberries or chocolate are allowed on the balcony or in the meeting rooms.
- Chewing gum is not allowed anywhere in the Galleria.

***You will be assessed a minimum \$500 fee for policies violated.***