

Silver Palace

Booking & Event Guidelines

Reserving Your Date

- Upon providing your event date, a contract will be provided to you to sign. The signed contract and your room deposit will need to be returned within 2 weeks to officially reserve your date. If a signed contract AND your deposit have not been received within 2 weeks, your date will no longer be held and will be available to be reserved by someone else.
- Deposits are non-refundable.

Event Preparations

- The following information must be provided to us 3 weeks prior to your event, or sooner:
 - Estimated number of attendees
 - Linen color choice
 - Napkin color choice
 - Event start time (central time)
 - Dinner time (central time)
 - Number of attendees to be seated at the head table (if applicable)
- We do not provide individual food tastings, however, you are more than welcome to taste food prepared for an event being held at the Silver Palace. Please contact us to make arrangements for tastings.
- Shots are not included in Open Bar pricing, however they may be purchased on a cash basis by your attendees.
- The hall may be available for decorating the day prior to your event, so long as it is not being used for another event that day. If the hall is unused, you may come in to decorate between 10am – 1pm OR Noon – 3pm (central time). If you wish to reserve a Friday for decorating, you may do so for a \$500 reservation fee.

The Day Of

- On your reserved date the hall will open from 8:30am – 11:30am for decoration and vendor setup (DJ, Florist, Cake Baker, etc.).
- The hall will close at 11:30am and will re-open for your event 15 minutes prior to the event's designated Start Time.
- The bar opens at the designated Start Time of your event, and will remain open for 6 hours. The bar will not close during dinner.
- Last call is 15 minutes prior to the 6th hour or midnight, whichever is first.
- Hall lights come on and music ends at the 6th hour or midnight, whichever is first.
- At the 6th hour or midnight, whichever is first, you will have an additional 30 minutes to gather your decorations and belongings.
- All attendees must exit the building by the end of this 30 minute time period.