

The Lyceum of Galveston Island  
2401 Winnie  
Galveston, Texas 77550  
lyceumgalveston@galveston.com

Executive Director: Cynthia McEldowney  
[cynthiamce@aol.com](mailto:cynthiamce@aol.com)  
409-789-4142

Event Manager: Brenda Sanders  
[bgsand49@gmail.com](mailto:bgsand49@gmail.com)  
409-599-9659

**RENTAL RATES:**

Monday – Thursday (based on 6 hours)	\$1250.00
Friday – Sunday (based on 12 hours)	\$2950.00

The rental includes use of the space, chairs, tables, gazebo, courtyard, set-up of tables and chairs and tear down after the event. We ask the clients remove all items they would like to keep at the end of the evening.

The only additional fee is Refundable Damage Deposit in the amount of \$200.00, which will be returned to the client after the event, pending no damages.

Due at confirmation is 1/3 the total rental + the \$200 refundable damage deposit)  
The Remaining 2/3 of the rental fee is due 30 days prior to the event.

All forms of payment are accepted. If paying with a debit or credit card, please provide the following: cc#, exp date, authorization code, billing zip code. If paying with check or money order, please mail to Cynthia's attention at 2415 Winnie, Galveston, Texas 77550.

**EQUIPMENT INVENTORY:**

These items are available for use by clients and is included in the rental fee.

25-60" Round Tables – Used for guest seating.

200 Banquet Chairs -

Seat Size: 15.5" W x 16.75"D

Back Size: 15.5"W x 19.75"H

Seat Height: 18.5"H

Seat Thickness: 2.5"

\*Banquet chairs are not allowed for use with outside weddings.

7- 6' x 30" Rectangle Tables (gifts, guest sign-in, buffet, bar, cake, dj, etc.)  
4- 8' x 30" Rectangle Tables (gifts, guest sign-in, buffet, bar, cake, dj, etc.)

1 **Portable** 8' x 8' x 12" (h) Riser. Black, Carpeted, Perimeter Skirting

We do **not** provide the following:

Linens, Decorations, Sweetheart Table, Podium, Pulpit, Cocktail Tables, Bar

For these items, please contact a outside vendor ([weddingwire.com](http://weddingwire.com)) or consult your caterer.

#### VENDOR INFORMATION:

##### Catering:

A LICENSED Caterer is required. In other words, a caterer that has a permit to prepare food in a kitchen that has been approved by a Health Inspector, as well as, carries the appropriate insurance necessary to do so.

All Caterers must provide the necessary permits and a copy of the insurance certificate at least 30 days prior to a event.

The Lyceum does not recommend caterers, but must approve them.

Caterers must agree to, and sign, the attached vendor agreement rules and regulations (please read carefully). If the caterer defaults on his/her responsibilities, the damage deposit will not be returned and additional expenses may incur.

##### Entertainment:

The Lyceum has a sound system with built-in speakers. The sound system has ipod and CD capabilities. If choosing to use this method of entertainment, it is the responsibility of the client to manage and oversee use of their device.

If using outside entertainment such as a DJ or Band, please note the following:

NO fog machines are allowed  
Reasonable electricity is available.

The Courtyard and Gazebo areas do not have a sound system. If requiring sound, please contact a outside vendor.

The Lyceum does have a cordless microphone that may be used at no additional charge. If additional mics are required, please contact a outside vendor.

### Beverage Services:

Alcoholic beverages are allowed in the venue.

When providing alcoholic beverages, liquor liability insurance is required, as well as, a TABC certified bartender. Most caterers provide this service.

Photographer, Videographer, Photo Booth Operators, Cake Providers, and all other vendors are expected to follow basic etiquette while serving at The Lyceum.

### DECORATING:

When considering décor for your special event, please refrain from using the following:  
Glitter, Rice or Birdseed

Candles are allowed, only if the flame is contained (i.e., a hurricane lamp, lantern, votive holder, etc.)

Sparklers are allowed, as long as, they are lit outside, away from the building AND a pail of sand is provided for remnants.

Real, and faux, rose petals are allowed inside to line the aisle.

### PARKING:

There is plenty of parking around the venue. It is mainly street parking, However, after 5:00pm and on the weekends, all of the businesses are closed around the building, so there is plenty available.

In addition, the printing company and the law firm SOUTH of the venue allow guests to use their lots, as long as they are not held liable for any mishaps.

A space directly in front of the venue will be reserved for the Bride and Groom.

### HOURS PROVIDED:

Events scheduled on Fridays, Saturdays and Sundays are allowed twelve (12) hours. The client may choose whichever twelve hours works best for them.

Events scheduled on Mondays, Tuesdays, Wednesdays, and Thursdays are allowed six (6) hours. The client may choose whichever six hours works best for them.

Please plan all decorating and deliveries, as well as, the event during this time frame.

Rehearsals will be allowed the evening prior IF the venue is available. Please note that cannot be guaranteed until 60 days prior to your event.

There is a **bride's room** downstairs that is outfitted with mirrors, outlets, places to hang dresses, etc.

In addition, there is a **prep kitchen** which includes a prep sink, prep tables, stainless steel refrigerator, ice machine, microwave and storage shelves.

If any other information is required, please contact Cynthia McEldowney via email or text message, at the contact information listed above.

Thank you again for your interest in The Lyceum of Galveston Island! We are looking forward to working with you on your special day!!!