



## Organization Benefits

When an organization invests resources in offsite events, numerous benefits materialize. A few key return on investments are:

- A boost in moral is found since many times events are more than just getting the work done.
- Allows for a fresh perspective.
- Interruptions avoided that naturally occur staying in the office.
- Provides for a new challenge.
- Increases face-to-face networking.
- Encourages team-work and team-building.
- Increased motivation.

Gallery on West is committed to helping your organization conduct impactful award ceremonies, banquets, executive retreats, conferences, meetings, product launches, seminars, training days, trade shows, team building activities, parties, and more.



## Book Your Event Today!

574-598-2084

info@GalleryOnWest.com

Social Media: @GalleryOnWest

www.GalleryOnWest.com

Rental rates vary based on services selected, length of event, day of the week, and non-profit/profit status. Some discounts available if qualified. Call to learn more.



## Your Event - Our Venue



www.GalleryOnWest.com

# 7 Essentials to Consider

When organizing an offsite event there are several moving pieces that need to lineup perfectly. Compare our list with yours and reserve your successful event today.

1. **Purpose.** Your event is more than “just another event.” It is an opportunity to deliver a brand experience. Ask yourself if the venue space will help you execute your goals. Gallery on West understands the **focus is about your company and brand.** We are here to help you bring your vision to life.
2. **Budget.** Investing in an offsite event needs to fit within a budget. It is critical to inquire what the rental fee is, what the contract includes, and if there are any hidden fees. Gallery on West is a very **budget-friendly** venue with no hidden costs.
3. **Location and Accessibility.** A guest that arrives stressed and flustered due to difficult access to a venue will have a harder time engaging with your brand in a positive manner. Gallery on West is an easy two minute drive off of Highway 31. We provide a setting that everyone, including those with special needs, can **easily navigate our venue.**
4. **Technology.** Technology can make or break an event. It is essential the event venue can accommodate the needs of all guests. Through dedicated high-speed wireless internet service, access to our screens and projector, Gallery on West offers the tools to enable your company to **expand your event around the globe.**

5. **Capacity and Layout.** Does the event venue offer the space and layout that meets the activities of your event? Gallery on West has an open floor plan with the ability to **tailor the room configuration** to meet numerous purposes. Whether it is a large gathering or a small business meeting, your reservation includes private access to the entire venue.
6. **Food and Beverage.** Having food and beverages as part of your event is often essential. You want to be certain an event venue can accommodate your needs and stay within your budget. Gallery on West has an **open catering policy.** This means your company can use any caterer you choose. In addition, we have a fully equipped commercial kitchen available. Events that include alcohol are also permitted with some restrictions.
7. **Parking.** Do not overlook the value of easy, close proximity, and safe parking. Gallery on West offers complimentary onsite parking. Our parking lot is paved and lighted with handicap-accessible parking and **easy access** to load and unload equipment.

**Gallery on West understands the success of your event is dependent on the quality of our venue and amenities.**

## Learn More

Venue Size: 8,000 square feet | Capacity: 307  
Parking: 170 vehicles | Round and rectangle tables available  
Open catering | Alcohol permitted with restrictions

Visit our website [www.GalleryOnWest.com](http://www.GalleryOnWest.com) for additional pictures, event ideas, and more.

