

THE  
G A L E R I E  
VERSAILLES HISTORIC VENUE

The Galerie Vendor Packet – *Policy and Info Cheat Sheet*

Address: 134 Court Street – Versailles, KY 40383

Vendor Communications: [events@thegalerieky.com](mailto:events@thegalerieky.com) -or- call 859- 309-6749

**Day-Of Communications: TEXT 859-309-6749**

*To escalate an issue “day-of” text 859-309-6749 “Attn: Jessica” then your message. Dial 911 for emergencies.*

**LOADING & PARKING**

Street Parking is available on: Court Street Main Street Green Street Park Street Lot Parking: (From Lexington Rd) Right onto Main Street Left onto Green Street Left onto Park Street Turn Left into Lot Park in any open space Follow the brick walkway to The Galerie.

The Galerie does not have an elevator, and does have a 1/2 flight of stairs to get into the building, please plan accordingly.

Vendors have access to the property within the rental window expressed in the client’s rental agreement. If you have any questions about access hours please reach out to The Galerie Team. Additional time outside the rental window is not guaranteed and an extension fee may apply, please contact our team in advance.

**WHILE ON PROPERTY**

We ask that all vendors act in a professional manner. Please be respectful to guests, other vendors, our staff, neighbors, and property.

Please Do Not open windows - they are original to the building and are off limits for safety + historic preservation purposes. If the temperature needs adjusting please text us 859-309-6749.

Vendors are expected to follow current guidelines while on property.

Live flames are not permitted unless the client has a signed addendum stating otherwise.

There is no smoking (vaping, cigars etc.) anywhere inside the venue or in doorways. Smoking posts are located outside.

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**STAFF SUPPORT**

There is a vendor breakroom on the Suite Level. 2nd door on right.

Bridal and Groom's Suites on the level below Sanctuary. Follow side-door stairwell down a level, Groom's Suite 3rd door on left, Bridal Suite straight ahead, end of the hall.

Our onsite Venue Managers or Facility Staff are not responsible for planning or coordination details. Their role is an emergency contact, to ensure policies are enforced and the property is ready to receive guests. We will help where we can, but you may have to defer to the couple for detail support. *(Exceptions: If The Galerie Team is coordinating the wedding you will receive a welcome email stating so and copy of our master timeline!)*

If you plan to use confetti (e.g. something of that nature) for photos please get that pre-approved by a Galerie staff member /confirm the client has added that service to their day. Due to our downtown location and proximity to the nature of Big Springs, confetti, sparklers (etc.) is an additional cleanup fee/deposit.

Please bring everything that you need with you for the day- we do not have additional supplies like extension cords, wire cutters, linens, phone chargers, etc.

*Catering Teams will receive an additional vendor packet.*

If you have special requests or questions prior to your arrival we will do our best to accommodate! Please send us an email. NOTES email: [events@thegalerieky.com](mailto:events@thegalerieky.com) (email may not be checked day-of)

**wifi: galerieguest / password is posted in Getting Ready Suites and Vendor Lounge.**

**DAY OF Points of Contact: text (859) 309 - 6749**

Onsite office: Suite Level across from Billiards Room in the "Choir Room"