

Luncheon @ the Museum

Book a Luncheon @ the Museum at the Gadsden Arts Center & Museum and you will enjoy a guided exhibition tour with lunch by [Damfino's Café & Market](#)! Perfect for book clubs, church groups, garden clubs, civic groups, or any other social group of 4-30 people, Luncheons @ the Museum are a great way to arrange a unique outing, meeting, or program. Luncheons are \$20 per nonmember (\$15 for Gadsden Arts members). This fee includes lunch, cups, plates, cutlery, setup, cleanup, docent (tour guide), and \$5 admission for nonmembers. Please note that your Luncheon is not confirmed until your deposit is received and you receive a confirmation email from the Education Director.

GROUP INFORMATION

Group Name _____

Group Type

- Adult Civic Group Church Group Service Group Family Group
 Senior Group Children's/Youth Group Other: _____

Requested Date and Time of Luncheon @ the Museum _____

Anticipated Participant # _____ (group number must be 4-30 guests)

Has your group visited before?

- Yes Some, but not all Most/all have never visited

Tour Duration:

- 30 minutes 45 minutes 60 minutes

GROUP ORGANIZER CONTACT INFORMATION

Name & Title _____

Phone () _____ - _____

Email _____

Tell Us More About Your Group

Gadsden Arts encourages discussion in guided tours—tell us about your group to help us develop a tour that best suits your interests! Please also include any accessibility needs or requests.

Gadsden Arts Center & Museum Members

Please list member names here to receive member discount for those participants.



Luncheon @ the Museum Contract

Please initial each item.

____ I/we have read the Luncheon @ the Museum Guidelines for this Luncheon at the Gadsden Arts Center & Museum and I/we will abide by all requirements stated therein and take full responsibility for the Luncheon and all who participate in or attend it.

____ **Deposit:** A 50% deposit must be submitted to reserve your Luncheon. The balance is due one week prior to the event date, with the lunch order form. Deposits are refundable up to one week prior to the event date.

____ **Decorations:** Luncheon @ the Museum table decorations are limited to table centerpieces only. The following items are prohibited: candles or open flame; live plants in soil (cut flowers in water are OK); confetti, rice, and glitter. Table decorations must be brought on the day of the Luncheon.

____ **Setup/Cleanup:** Gadsden Arts staff will set up and take down tables, chairs, and tablecloths for your convenience. Please be sure to throw away all food waste in the large trash receptacle and GACM staff will do the rest, including taking out the trash.

____ **Food Order/Delivery:** Lunch must be ordered through the **lunch ordering form** and submitted at least one week prior to the event date. Additional charges may apply for extra menu items.

____ **Attendance:** Maximum attendance: 30 visitors.

____ **Time Frame:** Specified tour time + 1 hour use of the Bates Community Room for lunch and/or meeting + unlimited "on your own" time to revisit exhibitions, visit the Museum Shop, etc.

Responsible party name (print) _____

Responsible party signature _____

Date ____ / ____ / ____ Responsible party phone (____) ____ - _____

Gadsden Arts, Inc. Approval _____

Office Use Only			
Members _____		Total \$ _____	
Nonmembers _____			
Deposit \$ _____	Date _____	Receipt _____	
Balance \$ _____	Date _____	Receipt _____	

Lunch/Brunch Order Form

Lunch/Brunch order form must be submitted and paid in full by one week prior to the event date.

Members (\$15 each)	# Members _____	\$ _____
Nonmembers (\$20 each)	# Nonmembers _____	\$ _____
Extras Costs (see bottom of page)		\$ _____
Total Luncheon @ the Museum Cost		\$ _____

Menu Selections

Please choose **one** of the three following menus, and make selections for your group.

<input type="checkbox"/>	Menu #1 Sandwich Platter
<i>Please select one sandwich option and one side option for each person</i>	
Sandwich Options	
<input type="checkbox"/>	Turkey & Bacon Sandwich
<input type="checkbox"/>	Vegetarian Tempeh
<input type="checkbox"/>	Chicken Salad Sandwich
<input type="checkbox"/>	Pimento Cheese Sandwich
<input type="checkbox"/>	TOTAL <i>(must equal group total)</i>
Small Sides	
<input type="checkbox"/>	Cucumber & Tomato Salad
<input type="checkbox"/>	Cole Slaw
<input type="checkbox"/>	Pesto Pasta Salad
<input type="checkbox"/>	TOTAL <i>(must equal group total)</i>
Included:	
<ul style="list-style-type: none"> • Dessert Platter (cookies, brownies, etc.) • Ice Water • Cups, Plates, Cutlery, etc. 	

<input type="checkbox"/>	Menu #2 Saladventure Platter
<i>Check 2-3 options for groups of less than 15 and up to 4 options for groups of 15 or more.</i>	
<input type="checkbox"/>	Chicken Salad
<input type="checkbox"/>	Grilled Chicken Salad
<input type="checkbox"/>	Pimento Cheese
<input type="checkbox"/>	Cucumber & Tomato Salad
<input type="checkbox"/>	Cole Slaw
<input type="checkbox"/>	Pesto Pasta Salad
<i>Saladventure Platters are served on beds of lettuce with artisan crackers.</i>	
Included:	
<ul style="list-style-type: none"> • Dessert Platter (cookies, brownies, etc.) • Ice Water • Cups, Plates, Cutlery, etc. 	

<input type="checkbox"/>	Menu #3 Brunch Platter
<i>Please select a breakfast sandwich or breakfast casserole for each person.</i>	
<input type="checkbox"/>	Egg & Cheese Sandwich
<input type="checkbox"/>	Egg, Cheese, Bacon Sandwich
<input type="checkbox"/>	Egg, Cheese, Sausage Sandwich
<input type="checkbox"/>	Breakfast Casserole (vegetarian)
<input type="checkbox"/>	Total <i>(must equal group total)</i>
<i>Brunch platter is served with fresh, assorted baked goods (scones, pastries, muffins, etc.).</i>	
Included:	
<ul style="list-style-type: none"> • Assorted Juices • Ice Water • Cups, Plates, Cutlery, etc. 	

Additional Items Available to Order (Extra Cost)	
<input type="checkbox"/>	Sweet Tea (\$5.50/gallon)
<input type="checkbox"/>	Unsweet Tea (\$5.50/gallon)
<input type="checkbox"/>	Coffee (\$8 for 8 servings)
<input type="checkbox"/>	Seasonal pie (please inquire)

Please note that *Damfino's Café & Market* is a farm-to-table restaurant with fresh, seasonal ingredients. Menu options may change.