

Luncheon Tour Guidelines

In addition to regular guided tours, Gadsden Arts offers **Luncheon Tours**. Great for book clubs, church groups or any other social groups, this includes a tour of Gadsden Arts and complementary use of our Bates Community Room in which to have lunch. Round tables with white tablecloths and black chairs are available for use for your luncheon. This group tour and lunch program is available for up to 30 guests—a great way to arrange a unique outing! To schedule a luncheon tour, please see our guidelines below and fill out the tour request and luncheon contract on the next two pages. **Be sure to submit your tour request and contract at least two weeks in advance.** Thank you!

Guidelines

- **Setup/Cleanup:** GACM staff will set up and take down tables, chairs, and table cloths for your convenience. Please be sure to throw away all food waste in the kitchen trash receptacle and GACM staff will do the rest, including taking out the trash.
- **Table Decorations: Luncheon tour 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 done on the day of the event.
- **Catering: Lunch, including food, drinks, and cutlery, must be picked up by the group or delivered to Gadsden Arts.** GACM provides a list of approved caterers to assist you in planning your luncheon. If you want to use a caterer outside of our approved list, you must submit the company's information to GACM staff for approval no later than two weeks prior to your luncheon.

Approved Luncheon Caterers: Damfino's Café & Market, Katie's Cakes & Catering, The Black Fig, Mainstreet Café, Subway. *This is a growing list! We are open to additional companies, please just ask.*

- **Food and Kitchen Accommodations:** A kitchen is available on the second floor to warm and serve food; however, the kitchen is **a warming kitchen only** and is not used for cooking. No open flames or Sternos are permitted to warm or serve food. There is a microwave, oven, and stovetop available for use. **Food must be confined to the Bates Community Room.**
- **Time Frame:** Specified tour time + 1 hour lunch and/or meeting + "on your own time" to revisit exhibitions, shop, etc.
- **Attendance:** Maximum attendance is capped at **30 persons**.

Luncheon Tour Request

Please note that your tour is not confirmed until you receive a confirmation email from the Education Director. Also, while there is no additional cost for luncheon tours, Gadsden Arts has a \$5 suggested exhibition admission per visitor.

GROUP INFORMATION

Group Name _____

Group Type

- Adult Civic Group Church Group Service Group
 Senior Group Assisted Living Group Other: _____

Requested Date and Time of Tour _____

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

Has your group visited before?

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

What would you like to tour?

Visit www.gadsdenarts.org/exhibitions.aspx for current and upcoming exhibitions.

- Specific Exhibition(s):** _____
 Variety of exhibitions

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.



Luncheon Tour Contract

Please initial each item.

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

_____ **Decorations:** I/we understand the guidelines for decorations and will thus plan accordingly if I/we plan to create table centerpieces.

_____ **Food Order/Delivery:** I/we understand that we are responsible for ordering and purchasing food, and arranging for pickup or delivery of lunch. I/we understand that we must use an approved caterer or receive written permission to use a caterer not listed on the Luncheon Guidelines.

_____ **Kitchen and Food:** I/we understand that the kitchen facility is a warming kitchen and will adjust and adhere to the restrictions accordingly.

_____ **Attendance:** I/we understand that attendance is limited to 30 persons.

Responsible party name (print) _____

Responsible party signature _____

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

Gadsden Arts, Inc. Approval _____