



# 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 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.

\_\_\_\_ **Payment and Lunch Orders:** All payments and lunch order forms for the Luncheon @ the Museum are due by 5pm, one week prior to your tour date. Scheduled luncheons will be considered canceled if forms and payment are not received by the deadline. You will not receive a reminder, so please plan to submit forms and payment on time. Required payments/forms:

1. Lunch Order Cover Sheet
2. Individual Boxed Lunch Order Forms (one from every person attending)
3. Full Payment (cash, check, or credit card)

DUE BY \_\_\_\_\_

\_\_\_\_ **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.

\_\_\_\_ **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 \_\_\_\_\_