



www.Gumboman.net  
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# CATERING ORDER FORM

## CONTACT INFORMATION:

Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Cell: \_\_\_\_\_

## EVENT DETAILS:

Date of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time of Event: From: \_\_\_\_\_ (am/pm) To: \_\_\_\_\_ (am/pm)

Event type: *(wedding, meeting, party, etc.)* \_\_\_\_\_

Location Address: \_\_\_\_\_

Location Description: \_\_\_\_\_ Inside? \_\_\_\_ Outside? \_\_\_\_

Canopy needed? \_\_\_\_ Yes \_\_\_\_ No Kitchen facilities available? \_\_\_\_ Yes \_\_\_\_ No

Electricity available? \_\_\_\_ Yes \_\_\_\_ No Handwashing facilities available? \_\_\_\_ Yes \_\_\_\_ No

Buffet tables available? \_\_\_\_ Yes \_\_\_\_ No

Expected number of guests: Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Total Guest: \_\_\_\_\_

Type of meal to be served: *(refreshments, breakfast, lunch, dinner)* \_\_\_\_\_

Style of service requested: \_\_\_\_ Buffet \_\_\_\_ Sit-Down \_\_\_\_ Buttlered-Trays

Will you require servers? \_\_\_\_ Yes \_\_\_\_ No Include services for: \_\_\_\_ Setting Up \_\_\_\_ Serving \_\_\_\_ Cleaning

Scheduling: Set-up/arrival time: \_\_\_\_\_ (am/pm) Food served time: \_\_\_\_\_ (am/pm)

Event Budget: \$ \_\_\_\_\_ /per person and/or \$ \_\_\_\_\_ Total budget for catering

## MENU:

What would you like to be served? *(Select from Gumboman menus available at www.Gumboman.net)*

Refreshments: \_\_\_\_ Broadroom Package \_\_\_\_ Executive Package

Additional items: \_\_\_\_\_

Breakfasts: \_\_\_\_ Classic Continental \_\_\_\_ Broadroom Contental

\_\_\_\_ Big Breakfast Buffet \_\_\_\_ Grand Slam Buffet

\_\_\_\_ Big Easy Buffet

Additional items: \_\_\_\_\_

**Lunches:**

**Boxed Lunches:**

- Deli Express Boxed Lunch
- Chicken Bayou Boxed Lunch
- Wrap Up Boxed Lunch
- Gumboman Club Boxed Lunch
- Louisiana Greens Boxed Lunch
- New Orleans Club Sandwich Boxed Lunch

**Cold Buffet Lunches:**

- New York Deli Buffet
- Gumboman Buffet
- Salad Bar

**Hot Buffet Lunch:**

Hot Buffet Lunch - Buffet choices:

- (2 entrees) \_\_\_\_\_
- (2 vegetables) \_\_\_\_\_
- (2 side dishes) \_\_\_\_\_
- (2 cold salads) \_\_\_\_\_
- (1 dessert) \_\_\_\_\_

Sit-Down Lunch - Choices:

- (1 entree) \_\_\_\_\_
- (2 side dishes) \_\_\_\_\_
- (Soup or salad) \_\_\_\_\_
- (1 dessert) \_\_\_\_\_

**Dinners:**

Buffet Dinner - Buffet choices:

- (3 entrees) \_\_\_\_\_
- (2 vegetables) \_\_\_\_\_
- (2 side dishes) \_\_\_\_\_
- (2 cold salads) \_\_\_\_\_
- (1 dessert) \_\_\_\_\_

Sit-Down Dinner - Choices:

- (Includes private in-home dinners)*
- (1 entree) \_\_\_\_\_
  - (2 side dishes) \_\_\_\_\_
  - (Soup or salad) \_\_\_\_\_
  - (1 dessert) \_\_\_\_\_

**Hors D'oeuvres:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Dietary restrictions:** *(vegetarian, low-sodium, sugar-free, etc.)* \_\_\_\_\_

**Catering Policy:**

To ensure a guaranteed booking with The Gumboman, we ask that you book your event two to three weeks in advance of the date. When scheduling, please be prepared to discuss your event and define your catering needs. We ask that you make us aware of any health concerns or dietary restrictions at that time. To confirm your date, we require a fifty percent (50%) deposit and a signed contract. Final payment is due in full at the end of the event. In the case of a cancellation, the deposit is non-refundable. However, your event may be rescheduled for a later date within one month of first booking. If for some unforeseen act of God, weather, or fire; or if we cannot fulfill our obligation, the Gumboman will refund your deposit. All catering events are subject to an 18% service charge and 5.85% sales tax.



*Let the Gumboman make your next event the talk of the town.*

