

THE GADSDEN

DOUGLAS HOTEL ARIZONA

EST. 1901

HOTEL
GADSDEN

Catering
& EVENT PACKAGES

FOOD ♦ VENUES ♦ CELEBRATIONS ♦ UNFORGETTABLE MOMENTS

THE GADSDEN HOTEL

DOUGLAS, ARIZONA • EST. 1907

EVENT PLANNING & SELECTION FORM

CATERING • VENUES • DECOR • LODGING

Celebrate at The Gadsden

CLIENT & EVENT INFORMATION

Event / Organization

Contact Name

Event Date

Event Type

Start Time

End Time

Expected Guests

Phone

Email

SERVICES REQUESTED

☐

Breakfast Catering

☐

Luncheon Catering

☐

Plated Dinner

☐

Venue Rental

☐

Ceremony / Speakeasy

☐

Decor Rentals

☐

Hotel Room Block

☐

Other / Custom Request

EVENT VISION / SPECIAL REQUESTS

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BREAKFAST CATERING

PRICES PER PERSON

SELECT ONE BREAKFAST PACKAGE

☐ **Gadsden Continental** **\$21 / person**

- Assorted chilled juices
- Fresh sliced fruit display
- Individual Greek yogurt & granola
- Breakfast pastries
- Freshly brewed coffee, decaffeinated coffee & assorted hot tea

☐ **Hot Breakfast Buffet - minimum 15 guests** **\$27 / person**

Includes all Continental Breakfast items plus scrambled eggs and breakfast house potatoes.

HOT BREAKFAST CHOICES

Cheese - choose one

☐

Mozzarella

☐

Cheddar

Breakfast meats - choose two

☐

Smoked Bacon

☐

Sausage Link

BREAKFAST NOTES / DIETARY REQUESTS

All prices are subject to a 20% service fee and prevailing sales tax. Prices are subject to change without notice.

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LUNCHEON CATERING

11:00 A.M. - 3:00 P.M. • PRICES PER PERSON

PLATED LUNCHEON - SELECT ONE

- | | | |
|--------------------------|---|-------------|
| ☐ | Gadsden Purchase
House-made patty, lettuce, tomato, mayo, cheddar cheese, grilled onion, bacon, green chili. | \$25 |
| ☐ | Saddle and Spur
Half-pound burger with BBQ sauce, crunchy onion straws, melted cheddar cheese and crispy bacon. | \$25 |
| ☐ | Green Chile Relleno
Two Anaheim chiles stuffed with melted cheese, house-made sauce, rice, beans and flour or corn tortillas. | \$24 |
| ☐ | Grilled Chicken
Two thin-sliced chicken breasts, seasonal vegetables and baked potato. | \$22 |
| ☐ | Smelter Fettuccine Chicken Alfredo
Fettuccine pasta with creamy Alfredo sauce and parmesan cheese; chipotle sauce on the side. | \$24 |
| ☐ | Strawberry Spinach Salad
Dried cranberries, pecans, feta cheese and balsamic raspberry dressing. Add flame-grilled chicken +\$4. | \$20 |
| ☐ | Pancho Villa's Friend "Don Cesar" Salad
Baby heart romaine, peppery dressing and shaved parmesan. Add flame-grilled chicken +\$4. | \$20 |

BUFFET LUNCH

- | | | |
|--------------------------|---|----------------------|
| ☐ | Fajitas - minimum 15 orders
Corn and flour tortillas; choice of chicken or beef. Shrimp upgrade +\$5. Includes guacamole, sour cream, Spanish rice and beans. | \$29 / person |
|--------------------------|---|----------------------|

All meals include a choice of lemonade, tea, sweet tea, or water.

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TWO-COURSE PLATED DINNER

PRICES PER PERSON • SELECT ONE UNIFIED MENU OPTION

DINNER ENTRÉE - SELECT ONE

- | | | |
|--------------------------|--|-------------|
| ☐ | Rib-eye Steak
Seasonal vegetables, baked potato with mushrooms, peppercorn gravy and bread roll. | \$45 |
| ☐ | Atlantic Salmon Lemon Cream Sauce
Seasonal vegetables, salt-crusted baked potato and house-made lemon cream sauce. | \$39 |
| ☐ | Shrimp Alfredo
Grilled shrimp fettuccine with signature garlic Alfredo sauce and freshly baked baguette. | \$33 |
| ☐ | Roasted Chicken Breast
Seasonal vegetables, red-skin garlic mashed potatoes, white wine mushroom sauce and bread roll. | \$38 |
| ☐ | Chipotle Cream Chicken Breast
Seasonal vegetables, salt-crusted baked potato, chipotle cream and rich mushroom sauce. | \$38 |
| ☐ | Beef Barbacoa - Classic Sonora Dinner Plate
Minimum 50 plates. Macaroni elbow salad, Mexican rice, whole beans with jalapeno and four tortillas. | \$20 |

INCLUDED & ADD-ON

Side salad: Classic Cesar (not included with Barbacoa). Beverage: lemonade, iced tea, sweet tea, or water.

- | | | |
|--------------------------|--|--------------|
| ☐ | Cake Serving Service - customer provides pre-cut sheet cake | \$100 |
|--------------------------|--|--------------|

For catered events, the client is requested to select a single unified menu option. Vegetarian dietary requirements can be reasonably accommodated with a vegetarian alternative.

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EVENT SPACE RENTALS

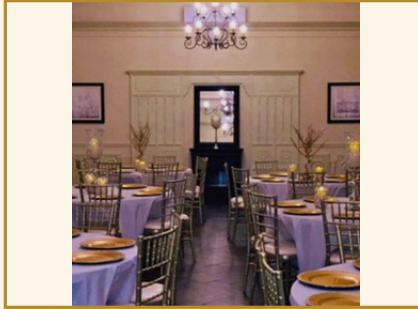
SELECT DESIRED VENUE(S)



☐ Lobby
\$1,200

LOBBY

Up to 125 guests. Additional seating space in conjunction with lobby: \$275. Prior-day setup preferred. Music ends 12:00 a.m.; bar last call 11:30 p.m.



☐ Conference Room
\$80/hour • \$375 full day

CONFERENCE ROOM

Minimum 2-hour rental. Full day up to 8 hours. Capacity 60. Security deposit \$100.



☐ Diamond Room
\$500 full day

DIAMOND ROOM

Includes ivory linens, plate chargers and centerpieces. Capacity 40. Available 8:00 a.m.-8:00 p.m. Security deposit \$250.

TERRACE

☐ Terrace - summer small gathering \$400

No food service; alcohol must be purchased in the Tavern. Maximum occupancy: 35.

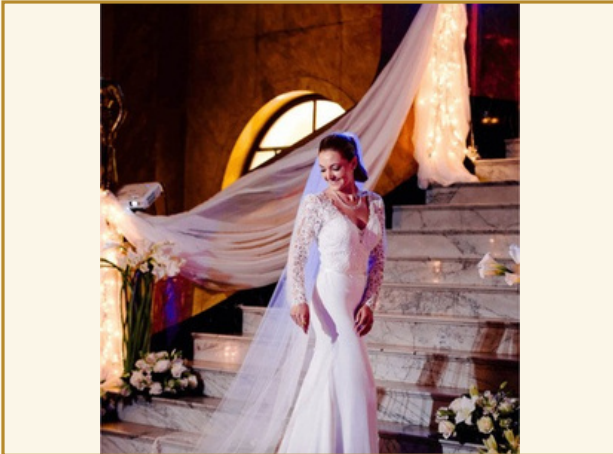
Lobby and catering: 50% non-refundable if canceled within 60 days of event. Payment in full must be completed 30 days prior to event unless other arrangements are approved by management.

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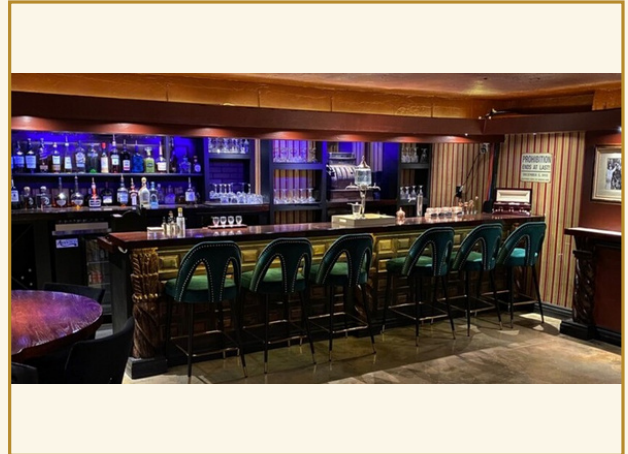
CEREMONY, SPEAKEASY & DECOR

ADDITIONAL EVENT SELECTIONS



☐ **Stairway Ceremony**
\$250

2-hour limit. Includes 20 chairs in front of the staircase.
Security deposit: \$50.
Deposit is non-refundable if canceled within 7 days of the event.



☐ **Speakeasy**
\$800

Full-day rental only. Capacity: 46.
Available 4:00 p.m. - 11:00 p.m. Ages 21+ only.
Security deposit: \$750.
Deposit is non-refundable if canceled within 14 days of the event.

DECORATION RENTALS

☐ **Tablecloths - Ivory / Black Gold**

Qty **\$12 / table**

☐ **Manzanita Tree Centerpieces**

Qty **\$20 / piece**

☐ **Gold Plate Chargers**

Qty **\$1 / plate**

Music Vendor Name & Phone

Decorator Name & Phone

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TERMS & CONDITIONS

PLEASE REVIEW BEFORE SIGNING

- **DEPOSITS:** Required at time of reservation and signed contract.
- **CATERING:** Catered by hotel only. Catering menu and custom options available.
- **DESSERTS:** Dessert menu available. Outside vendors permitted for wedding cakes, desserts and candy tables.
- **MUSIC:** Music volume and bass level are controlled by management due to the delicacy of the stained-glass mural and stained-glass ceilings.
- **DECORATIONS:** Decor and layout must be approved 1 month in advance by the Hotel Manager. Flame candles are permitted only on lobby floor level with pre-approval and written permission.
- **ALCOHOLIC BEVERAGES:** Sold by hotel only. No outside alcohol permitted on premises. Arizona Revised Statutes 4.244.40 forbids persons to bring spirituous liquor onto licensed premises. Violations will result in a minimum fine of \$250.
- This agreement shall be binding between Bright Brain Hospitality dba Gadsden Hotel and the lessee. Upon default in any term or condition, the owner shall have the right to undertake remedies permitted by law. Arizona law shall apply.
- I acknowledge and understand the pricing, terms and conditions listed above.

ACKNOWLEDGEMENT

Lessee / Client Name

Manager Name

Lessee Signature

Manager Signature

Date

Date

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HOTEL ROOM GROUP RATES

10-ROOM MINIMUM REQUIRED

SELECT REQUESTED ROOM TYPES

☐ Single King - 11 available	Qty 	Nights \$130 / night
☐ Two Queens - 5 available	Qty 	Nights \$140 / night
☐ Suite - 3 available	Qty 	Nights \$155 / night
☐ Governor's Suite - 1 available	Qty 	Nights \$165 / night
☐ Apartment: 2 King + 2 Twin Pullout	Qty 	Nights \$220 / night

ROOM BLOCK & LODGING NOTES

ROOM BLOCK AUTHORIZATION

Requested By / Lessee

Hotel Manager

Signature

Signature

Date:

Date: