

CATERING ORDER FORM

EVENT AND CONTACT INFORMATION

■ **FILL OUT AND SUBMIT THE ORDER FORM TO PROCESS YOUR ORDER.**

■ In order to ensure the availability of all chosen menu selections, we request that menu selections be submitted to your Catering Sales Manager **at least 14 days** prior to your Event.

■ Catering In-charge : Sunmin Ahn / E-mail : sm.ahn@gdgalleria.com

Company						
Name		Contact No.		E-mail Address		
Event Date						
Venue(inside or lobby) / Booth No.						
Official Event Operation Hours	- Start Time : - End Time :					
Name of Event						
On-Site Contact Name		On-Site Contact Mobile No.				
Payment	Option 1) Credit Card(no deposit required) - All amount can be settled on-site by credit card at the conclusion of the event. - The attached authorization form should be filled out in advance.(Page3)					<input checked="" type="checkbox"/>
	Option 2) Wire Transfer (advance payment required) - The full amount of the estimate must be paid in KOREAN currency by wire transfer at least 12 days prior to the day of the event. - An additional amount on the day of the event must be settled on-site by credit card.					<input type="checkbox"/>
DATE	SET-UP TIME	END TIME	MENU ITEM	QTY	Venue(inside or lobby) / Booth No.	UNIT PRICE
EX) 00-00-2026	13:30	17:00	Coffee Break 1 - HOT	100	Hall E / Lobby	5,000

Special Comment :

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COFFEE BREAK MENU

- Available for a minimum of 20 guests per session at the same location and service is available for up to 2 hours.
- Operating hours can be adjusted based on the quantity ordered (please specify whether it's for the morning or afternoon).
- Self-type Coffee will be set up with eco-friendly disposable cups, and service staff will not be present (setup and removal only).
- If you require hot coffee to be set up for more than 2 hours, electrical usage is necessary.
- If access to power outlets is unavailable, the event organizers must provide the necessary electrical setup.
- Iced coffee is served with disposable ice cups stored in an icebox, and it is recommended to consume immediately upon setup as the ice may melt.
- Prices listed are per person.

Bottled Water – BOX	[Self] Bottled Water 20ea per box	Per Box	40,000 KRW
Tea Break	[Self] Green Tea or Black Tea	Minimum of 20pax	5,000 KRW
Coffee Break 1 - HOT	[Self] Hot Coffee	Minimum of 20pax	5,000 KRW
Coffee Break 1 - ICED	[Self] Iced Coffee	Minimum of 50pax	5,500 KRW
Coffee Break 2 - HOT	[Self] Hot Coffee, Assorted Cookies, Cheese Cake	Minimum of 20pax	11,000 KRW
Coffee Break 2 - ICED	[Self] Iced Coffee, Assorted Cookies, Cheese Cake	Minimum of 50pax	11,500 KRW
Coffee Break 3 - HOT	[Self] Hot Coffee, Assorted Cookies, Dark Chocolate Mousse, Madeleine	Minimum of 20pax	15,000 KRW
Coffee Break 3 - ICED	[Self] Iced Coffee, Assorted Cookies, Dark Chocolate Mousse, Madeleine	Minimum of 50pax	15,500 KRW
Assorted Cookies Tray	[Self] Assorted Cookies 120pcs	Per Tray	180,000 KRW
Nuts Bar Tray	[Self] Nuts Bar 50pcs	Per Tray	180,000 KRW
Financier Tray	[Self] Financier 50pcs	Per Tray	180,000 KRW
Assorted Mini Muffins Tray	[Self] Assorted Mini Muffins 50pcs	Per Tray	180,000 KRW
Almond Chocolate Tray	[Self] Almond Chocolate 50bowls	Per Tray	180,000 KRW
Assorted Finger Sandwich Tray	[Self] Assorted Finger Sandwich 50pcs - Ham & Cheese / Chicken with Lemon Sauce Ciabatta / Tuna / Sweet Pumpkin	Per Tray	180,000 KRW
Assorted Danish Tray	[Self] Assorted Danish 50pcs	Per Tray	180,000 KRW
Assorted Seasonal Fruits Tray	[Self] Assorted Seasonal Fruits 50pcs	Per Tray	180,000 KRW
Assorted Bagels Tray	[Self] Assorted Bagels 60pcs	Per Tray	180,000 KRW
VIP Coffee Break	[Served/1hour] Coffee or Tea, Water, Seasonal Fruits, Hazelnut Chocolate - Available for 5 to 30 people. - VIP coffee will be served in ceramic cups, with service staff available for up to 1 hour to provide individual service.	Per Person	15,000 KRW

PAYMENT AUTHORIZATION - Credit Card Only

EVENT AND CONTACT INFORMATION				
Company				
Name		Contact No.		E-mail Address
Event Date				
Venue / Booth No.				
Name of Event				
Payment	Credit Card			

I hereby confirm that the following Catering charges will be settled my Credit Card of definite promise.

Card Name	
Card Number	
Expiration	
Card Holder's Signature	

The card holder (I) make a definite promise to take the consequences for legal responsibility when trouble occurs by the credit above.

Card Holder's Name	
Card Holder's Signature	

DATE : 00-00-2026