

# PRIVATE COTTAGE PARTY

## SIP Tea Room

### COTTAGE AGREEMENT & REQUEST FORM

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SIP offers the perfect setting to host your next memorable occasion. We pride ourselves on delivering professional service that is tailored to your event needs and requirements, at competitive pricing. We can provide a unique and fully private setting for medium sized parties, meetings and events. SIP offers a charming atmosphere with preset menu options. We strongly suggest that you plan well in advance of your requested date as our space fills quickly, especially during holidays.

Please find a list of all the very boring, yet very important, details below! We are grateful for your consideration and look forward to being a part of your event!

#### Availability

Space usage **with** SIP food/beverage: Wednesday-Sunday 12:00pm-4:00pm

Space usage **without** food/beverage (i.e. meeting space): Monday-Sunday 9:00am-9:00pm

**Please note:** The restroom facilities for the cottage are located within the main tea room, and narrow walkways and steps lead up to the cottage. If any of your guests may have difficulty accessing these settings, our main tea room will be a more suitable venue.

#### Terms & Conditions

- **Space Usage:** Baby showers, birthday celebrations, book readings, bridal showers, business engagements, board meeting, fundraisers, ladies/gentleman's day out, networking mixers, photoshoots, recitals, retirement parties, soirees and wedding receptions. *\*Please note: Our facility is best suited for those aged 10 or older.*
- **Capacity:** Maximum 22 guests at seated tables (four 4-top tables & one 6-top table).
- **Guest Count:** Final guest count is due 10 days prior to your event date. Host must make sure that the number of guests does not over-exceed the guaranteed number. There will be a \$30 fee, per person, for each unscheduled adult and/or child. This fee does not include additional food/drink.
- **Food & Beverage:** Final menu selection is due 10 days prior to your event date. All food and beverage pricing subject to change until final contract is approved by SIP management. No outside food, cakes or beverages are permitted. Foods is set 15 minutes prior to party start time.
- **Site Decorations:** Party organizers may bring their own table decorations, banner and/or helium balloons. Please note, if you choose to bring decorations, booking start and end times are inclusive of any set up and tear down time. No glue or glue guns, glitter, feather boas, confetti, or flamed candles. Tape, nails, screws, staples, or penetrating items are not to be used on walls or floors.
- **Parking & Public Transportation:** SIP is easily accessible by light-rail, bus or bike. We encourage the use of public transportation when visiting us! If you're local, we might just be a short bike ride away. If

you choose to drive, be mindful that street parking can sometimes be tricky throughout San Francisco. Please plan accordingly and remember to check street signs and abide by posted restrictions.

- **Noise Levels:** Please be aware that the premises are located near residential units and neighborhood noise regulations do apply. Noise must be kept at a modest level. Please help us be good neighbors! In the event that your event creates a disturbance due to high noise volume, SIP has full authority to require client to turn the music/entertainment down and/or off. If repeated disturbances are created, client may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of removal, no portion of the event costs will be refunded.
- **Damage:** Client is responsible for any damage caused to the facility by, or as a direct result of their event or guests, and subject to additional charges to cover damages.
- **Laws:** Client agrees to comply with all applicable city, county, state, and federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility, at all times.
- **Liability:** Renter agrees to indemnify, defend, and hold Sip SF LLC, its landlord, owners, employees, and agents harmless of and from any liabilities, costs, penalties, or outside expenses arising out of and/or resulting from the rental and use of the premises.

#### **Deposits, Fees, Payments & Cancellations:**

- **Cottage Rate:** Rental rate is \$150 hour (minimum 2 hours). With prior approval, use of the space beyond the 2-hours may be granted at the hourly rate (additional hours are billed as a whole hour regardless of actual minutes used). NO EARLY ENTRY.
- **Overage Fees:** A \$40 fee will apply for every 15 minutes the event extends before or past the event.
- **Cleaning Fee:** The party organizer is responsible for leaving the facility as it was found prior to their event. Normal cleaning, mopping, sweeping and dishwashing is included in room rental. It does NOT cover breakage of china, extreme messes, or removal of excess trash or decorations – in these situations, a \$150 cleaning fee will be automatically charged to the credit card on file.
- **Deposit:** A signed contract, valid credit card on file and a date-hold deposit in the amount of \$300 are required to secure your date and time.
- **Tax & Service Fee:** Sales tax + 18% service fee will be added to the final bill.
- **Payment:** Remaining balance and any additional charges incurred during the function are to be paid at the conclusion of the event. Cash or credit card payments are accepted.
- **Cancellation and deposit forfeiture policy:**
  - Client cancels 30 days or more before event: 100% refund of deposit. Once under deposit, notice of cancellation must be made in writing.
  - Client cancels 29 days to 11 days before the event: 50% refund of deposit.
  - Client cancels 10 days or less before the event: 0% refund of deposit, as your agreement to rent the Cottage on this date may cause the loss of additional bookings or business. Reserved food and beverage catering will not be refunded in full if costs have been incurred toward that obligation.

# PRESET MENU OPTIONS: SIP COTTAGE

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*Buffet service, presented on a three-tier serving stands*

## Option 1

Deluxe Afternoon Tea Service, \$37 p.p.

glass of Mumm Napa  
assorted tea sandwiches (6pc)  
one warm scone  
SIP clotted cream  
preserves & lemon curd  
assorted petite sweets  
SIP coleslaw  
seasonal fresh fruit  
hot tea

## Option 2

Traditional Afternoon Tea, \$29 p.p.

assorted tea sandwiches (6pc)  
one warm scone  
SIP clotted cream  
preserves & lemon curd  
assorted petite sweets  
SIP coleslaw  
seasonal fresh fruit  
hot tea

## Tea Sandwiches

*Six (6) sandwich types are included. We change our menu regularly; daily specials will be included.  
Gluten Free serving includes a multigrain crispbread & gluten free scone for an additional \$2pp charge*

## Option A

Chef's Sandwich Special  
*(includes meat, fish AND vegetarian sandwiches)*

## Option B

Vegetarian Selection

## Additions

Items below may be added to your tea service

Sausage Roll Bites: one (12) dozen, \$33  
flaky, buttery puffed-pastries filled with seasoned pork  
sausage and served with HP Brown Sauce

Additional Scones: half (6) dozen, \$19  
traditional currant or special of the day  
Add Scone Toppings: \$8 each

Arugula Salad: serves 6, \$30  
Hand-tossed arugula, Welsh cheddar, red onion, green  
apple, candied walnuts and SIP lemon dressing

Mixed greens Salad: serves 6, \$24  
Mixed greens, tomatoes, cucumbers, SIP lemon dressing

Dessert Bites, Half (6) Dozen, \$15  
Delicious dessert bites created by SIP's onsite baker

Pitcher of OJ or Lemonade: Serves 6, \$9

French Press Coffee, \$4 each

Pitcher of Soda (Coke, Diet Coke, Sprite), \$7

## Bubbles & Wine

Bubbles and wine are sold by the bottle



### BUBBLES

Mumm Napa, Sparkling, Napa County, 46  
Campo Viejo Cava Rosé, 38  
Champagne, Nicholas Feuillatte, France, 58

### ROSÉ

Torres De Casta, Rosé Wine, Spain, 34

### WHITE

Ruffino, Pinot Grigio, Italy, 30  
Nobilo, Sauvignon Blanc, New Zealand, 38  
Kim Crawford, Chardonnay, New Zealand, 34  
Kenwood Six Ridges, Chardonnay, 46

### RED

Noble Vines 667, Pinot Noir, Monterey, 34  
Chateau Smith, Cabernet Sauvignon, WA State, 46  
Kenwood Six Ridges, Cabernet Sauvignon, 54