

GROUP TEA PARTY RESERVATION

SIP Tea Room

To accommodate 7-10 guests

AGREEMENT, MENU & REQUEST FORM: 7-10 GUESTS

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 special day.

Terms & Conditions

- **Capacity:** In order to accommodate all guests, we limit parties in the tea room to 10 guests on the weekend (Saturday & Sunday). We will seat a max of 10 guests at a single table, if space is available at time of booking. We can occasionally accommodate larger groups on weekdays (Wednesday-Friday). Weekday groups are considered on a case-by-case basis depending on party details and staffing needs.
- **Availability:** Large party reservations begin at 11:00am in order to guarantee enough seating is available for your group – if the 11am spot is already booked, we will notify you if we have an alternative seating available later in the day. Alternative start times may be considered for parties scheduled Wednesday-Friday.
- **Children's parties** (12 years and under). We have found that a **max of 5 children** is ideal for the tea room seating. *Please note: Our facility is best suited for those ages 10 or older.
- **Time Limits:** Parties are reserved for **1 hour 45 minutes**. Please note that the party must be completed by the agreed upon time. In order for us to properly clean and seat our next reservation, it is imperative that the space be vacated on time. It is most helpful when the host communicates this to guests beforehand. We suggest wrapping up approximately 15 minutes prior to allow time for guests to finish mingling, capture group photos, etc. In the event that guests stay over the allotted time, a fee may be charged.
- **Space Usage:** There is NOT room to open gifts, play games or give speeches in the tea room – consider reserving the private cottage if you wish to have activities.
- **No Last-Minute Guests:** Final guest count is due 48-hours prior to your reservation. Host must make sure that the number of guests does not over-exceed the guaranteed number. We do not “squeeze” in guests. If we do have space for an extra person, there will be a \$20 fee, per person, for each unscheduled adult and/or child. This fee does not include additional food/drink.
- **Food & Beverage:** Party menu includes Traditional English Afternoon Tea, presented on a three-tier serving stand, with a selection of tea sandwiches, coleslaw, a freshly baked scone, SIP clotted cream, strawberry preserves, lemon curd, assorted sweets and is served with

loose leaf tea. Cost of the Traditional Afternoon Teas Service is \$29 per person. An upgraded Deluxe Service includes a glass of Mumm Napp at \$37 per person. Host may select standard sandwiches which include protein and vegetation options -OR- veggie sandwiches which include only vegetarian sandwiches. Additions (sausage/veggie rolls, beer/wine, etc.) may also be added via the online form. All pricing subject to change until final contract is approved by SIP management. Sorry, no outside food, cakes or beverages permitted.

- **Decorations:** Host may bring small table decorations or favors. We suggest keeping it simple because food/pots/plates take up a large portion of the table. Nothing may be attached to the walls. If you bring it in, you must take it out.
- **Not Allowed:** We love to sparkle! However, please have guests leave the following items at home - they are very messy: glitter, feather boas, confetti, glue/glue guns, flamed candles and outside food/beverages.
- **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.

Deposits, Payments & Cancellations:

- **Deposit:** A nonrefundable deposit in the amount of \$50 is required to secure date and time.
- **Service Charges (Not a Tip):** An 18% service charge is added to tables of 7 or more. This charge is not gratuity. If you wish to leave gratuity for excellent service, please feel free to do so. If your service is not outstanding, please let management know **during your visit** so we may correct any issues.
- **Tax:** Tax will automatically be added to the final bill.
- **Payment:** We do not split checks. Remaining balance, and any additional charges incurred during the function, are to be paid at the conclusion of the party. Cash or credit card payments are accepted.
- **Overage Fees:** A \$30 fee will apply for every 15 minutes the event extends past end time.
- **Cancellation and deposit forfeiture policy:** All cancellations and/or changes must occur at least 48-hours before your scheduled seating. Failure to cancel or make changes 48-hours prior will result in the full amount of your order being charged to the credit card on file. In scheduling your reservation, you are agreeing to this charge, should you cancel or make changes.
- **Confirmation:** Reservations are not confirmed until you have paid the deposit and received confirmation.



Return completed form to: Sip Tea Room, 721 Lincoln Way, San Francisco, CA 94122
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