

GROUP TEA PARTY RESERVATION

SIP Tea Room

To accommodate 9+ guests

AGREEMENT, MENU & REQUEST FORM: 9+ 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.

This reservation request form is required to book parties of 9+ guests. Reservations are within the main seating area at Sip Tea Room. We encourage you to visit our tea room. Once you decide to make a reservation, submit this request form to secure your date and time. We strongly suggest that you plan well in advance of your requested date as our space fills quickly, especially during holidays.

Terms & Conditions

- **Capacity:** In order to accommodate all guests, we limit parties in the tea room to:
 - **12 guests maximum** on **Saturday & Sunday** *(please include children as they are people too)*
 - **16 guests maximum** on **Wednesday-Friday** *(please include children as they are people too)**If we have space, we will happily seat a maximum of 10 guests at a single table. If you book a party for 11-16 guests, your guests will be seated at separate tables.*
- **Children's parties** (12 years and under). We have found that a **maximum of 5 children** is ideal for the main tea room seating. Larger groups of children are more comfortable in our private party space so they have ample amount of room to move about.
- **Availability:** Saturday & Sunday parties begin at 11:00am in order to guarantee enough seating is available for your group. Alternative start times may be considered for parties scheduled Wednesday-Friday. SIP is closed on Monday and Tuesday.
- **Time Limits:** Parties are reserved for 2-hours. 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 15min prior to allow time for guests to finish mingling, capture group photos and to take gifts to the car, etc. In the event that guests stay over the allotted time, a fee may be charged.
- **Space Usage:** A few suggested usages include: baby showers, birthday celebrations, bridal showers, friend's day out and retirement parties.
- **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. *Children are people too and must be reflected in your final count.

- **Food & Beverage:** Hosts may select their menu items once the reservation is confirmed. Final menu selection is due 10 days prior to your event date. All food and beverage pricing is subject to change until final contract is approved by SIP management. No outside food or beverage permitted -- *Exception:* if you wish to bring your own cake/cupcakes there is a Cake Service Fee of \$2 per person, and advance notification is needed.
- **Decorations:** Party organizers may bring small table decorations. 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 choose to bring decorations, reservation start and end times are inclusive of any set up and tear down time.
- **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 and flamed candles.
- **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 signed contract and date-hold deposit in the amount of \$125 is required to secure your date and time.
- **Gratuity & Service Charges:** Gratuity is **not** included on your bill. We hope you find our servers to be exceptional. If so, may we suggest 18%-20% gratuity. If your service is not outstanding, please let management know during your visit so we may correct any issues. We do not require a service charge to host your party with us.
- **Tax:** Tax will automatically 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.
- **Overage Fees:** A \$30 fee will apply for every 15 minutes the event extends past end time.
- **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 reserve a party 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: 9-16 GUESTS – SIP TEA ROOM

Option 1

Traditional English Afternoon Tea, \$27 p.p.

Presented on a three-tier serving stand

Assorted tea sandwiches (6 pieces)
one warm traditional currant scone
SIP clotted cream, freshly prepared preserves & lemon curd
2 assorted dessert bites
SIP coleslaw
seasonal fresh fruit
large pot of tea for each table

Option 2

Savories & Scones, \$20 p.p.

Assorted tea sandwiches (6 pieces)
one warm traditional currant scone
SIP clotted cream, freshly prepared preserves & lemon curd
large pot of tea for each table

Additions

Items below may be added to your tea service

Sausage Roll Bites, \$2.25 each
flaky, buttery puffed-pastries filled with seasoned pork
sausage and served with HP Brown Sauce

Additional Scones, \$3.25 each
traditional currant or special of the day

Arugula Salad, \$11 Each
Hand-tossed arugula, Welsh cheddar, red onion, green
apple, candied walnuts and SIP lemon dressing (Mixed
Green Salad, available upon request)

Dessert Bites, half (6) Dozen, 15
SIP's onsite baker can create delicious creations for your
event contact us for details and pricing

Pitcher of Organic Lemonade, \$9

French Press Coffee, \$4 each

Soda (Coke, Diet Coke, Sprite) \$2.25 each

Hot Chocolate w/Cream, \$4 each

Tea Sandwich Selection

Four (4) sandwich options from the list below

Baked Ham, English Mustard & Tarragon Butter
Cucumber & SIP Cream Cheese (v)
Egg Salad with Arugula(v)
Aged White Cheddar, Branston Pickle & Green Apples(v)

Goat Cheese & Fresh Herbs (v)
Smoked Salmon & SIP Cream Cheese
Peanut Butter and Jelly (v)
Hazelnut Spread (v)

Tea Selection

Two (2) tea options from the list below

Ceylon
Darjeeling
English Breakfast
Earl Grey
Mao Feng Shui

Fine Assam
Irish Breakfast
Masala Chai
Scottish Breakfast
Peppermint (cf)

Big Hibiscus (cf)
China Rose Petal
HoneyBush (cf)
Chamomile Meadow (cf)

PARTY REQUEST: 9-16 GUESTS – SIP TEA ROOM

Please complete this request form and return it to 721 Lincoln Way or email to info@SipTeaRoom.com. You will receive an email follow up. If we can accommodate your request, a contract and financial details will be supplied. All parties are subject to availability and approval by management.

Event Date: _____

Number of Guests: _____ (Adults _____ Kids, 12 & Younger _____)

Event Start Time: 11:00 AM (Friday-Sunday Parties begin at 11am):

Event End Time: 1:00 PM (2-hour time limit)

Name: _____

Business, if applicable: _____

Type of Event / Celebration: _____

Mailing Address: _____

City _____ St: _____ Zip: _____

Contact Person: _____

Phone: _____ Email: _____

- I will be bringing cake/cupcakes. Please add the \$2 per person Cake Service Fee to my bill.

Menu Options (Select):

- Option 1:** Traditional English Afternoon Tea, \$27 per person

- Option 2:** Savories & Scones, \$20 per person

Additions:

Sausage Roll Bites x _____

Additional Scones x _____

Arugula Salad x _____

Dessert Bites, 1/2 dz, x _____

Pitcher of Lemonade x _____

French Press Coffee x _____

_____ Coke, _____ Diet, _____ Sprite

Hot Chocolate w/Cream x _____

Signature: _____ Date: _____

I certify that I understand and agree to all terms outlined in this four-page Party Agreement.

Return completed form to: Sip Tea Room, 721 Lincoln Way, San Francisco, CA 94122
415-683-5592 | info@SipTeaRoom.com