

GROUP TEA PARTY RESERVATION

SIP Tea Room

To accommodate 9-12 guests

AGREEMENT, MENU & REQUEST FORM: 9-12 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 9-12 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)*
We will seat a max of 12 guests at a single table, if space is available at time of booking.
- **Children's parties** (10 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.
- **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 **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 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. There is NOT room to open gifts or play games in the Tea room – consider reserving the private cottage if you wish to have activities.
- **No Last Minute Guests:** 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 \$20 fee, per person, for each unscheduled adult and/or child. This fee does not include additional food/drink.

- **Food & Beverage:** Hosts must preselect their menu to book reservations. Final menu 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 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 choose to bring decorations, reservation start and end times are inclusive of any set up and tear down time. 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 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.
- **Service Charges:** An 18% service charge is added to the final bill. 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 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: 9-12 GUESTS – SIP TEA ROOM

Option 1

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

Presented on a three-tier serving stand

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

Option 2

Traditional English Afternoon Tea, \$29 p.p.

Presented on a three-tier serving stand

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

Option 3

Savories & Scones, \$25 p.p.

Assorted tea sandwiches (6 pc)
one warm scone
SIP clotted cream
preserves & lemon curd
hot tea

Additions

Items below may be added to your tea service

Sausage Roll Bites (1/2 dozen), \$16.50
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 or O.J. \$9

French Press Coffee, \$4 each

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

Hot Chocolate w/Cream, \$4 each

Gluten Free Option, \$2 Per Person
GF includes a multigrain crispbread & GF scone

Tea Sandwich Selection

Six (6) sandwich types are included. We change our menu regularly; daily specials will be included.

Option A

SIP Sandwich Special

(includes meat, fish AND vegetarian sandwiches)

Option B

Vegetarian Selection

Tea Selection

Two (2) tea options from the list below

- Big Hibiscus (cf)
- Ceylon
- China Rose Petal
- Chamomile (cf)
- Darjeeling
- Earl Grey
- English Breakfast
- Fine Assam
- Green Jasmin
- HoneyBush (cf)
- Irish Breakfast
- Masala Chai
- Mao Feng Shui
- Peppermint (cf)
- Rooibos (cf)
- Scottish Breakfast
- Sencha
- Spearmint (cf)
- Tea Room Blend
- Yorkshire Gold

PARTY REQUEST: 9-12 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.

Name: _____ Business: _____

Event Date: _____ | Total # Guests: _____ [# Adults _____ # Kids (12 & under) _____]

**Host will be charged a \$20 per person fee for each unscheduled adult and/or child – see terms & conditions*

Event Start Time: **11:00AM** | Event End Time: **12:45 PM** (1-hour & 45-minute time limit)

Type of Event: _____ Guest of Honor: _____

Address: _____ City _____ St: _____ Zip: _____

Phone: _____ Email: _____

How did you hear about Sip Tea Room? _____

MENU ORDER (Select 1)

- Option 1, Deluxe Afternoon Tea Service, \$37 pp
- Option 2, Traditional Afternoon Tea, \$29pp
- Option 3, Savories & Scones, \$25 pp

ADDITIONS

- Sausage Roll Bite, ½ dz \$16.50 x _____
- Additional Scones, \$3.25 x _____
- Arugula Salad, \$11 x _____
- Dessert Bites ½ dozen, \$15 x _____
- Pitcher of Lemonade, \$9 x _____
- French Press Coffee, \$4 x _____
- \$2.25/ ___ Coke, ___ Diet, ___ Sprite
- Hot Chocolate w/Cream, \$4 x _____
- Add Gluten Free order(s) for # _____ guests (*multigrain crispbread & GF scone, add \$2pp*)
- I will be bringing cake/cupcakes. Please add the \$2 per person Cake Service Fee to my bill.
- BUBBLY & WINE: Check box and complete the following page to order Bubbly and/or Wine.

SANDWICH SELECTION (Select 1)

Each option comes with six assorted sandwiches - chefs choice

- Option A:** SIP Special (*includes meat, fish AND vegetarian sandwiches*)
- Option B,** Vegetarian Selection

TEA SELECTION (Select 2)

- Big Hibiscus (cf)
- Ceylon
- China Rose Petal
- Chamomile (cf)
- Darjeeling
- Earl Grey
- English Breakfast
- Fine Assam
- Green Jasmin
- HoneyBush (cf)
- Irish Breakfast
- Masala Chai
- Mao Feng Shui
- Peppermint (cf)
- Rooibos (cf)
- Scottish Breakfast
- Sencha
- Spearmint (cf)
- Tea Room Blend
- Yorkshire Gold

Signature: _____ Date: _____

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

SIP TEA ROOM PARTY: BUBBLES & WINE

Bubbles and wine are sold by the bottle

Please indicate the number of bottles to include with your order:

BUBBLES

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

ROSÉ

- _____ x Rosé Wine, Torres De Casta, Spain, 34

WHITE

- _____ x Ruffino, Pinot Grigio, Italy, 30
- _____ x Nobile, Sauvignon Blanc, New Zealand, 38
- _____ x Kim Crawford, New Zealand, 34
- _____ x Kenwood Six Ridges, Chardonnay, 46

RED

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

Serving Considerations:

When deciding on the number of wine bottles to purchase for your party, allow for slight overages; calculate on the basis of five glasses of wine per 750-mL bottle. One bottle serves approximately five drinks (6-ounce pour).

To help calculate the total number of servings needed, use the following formula as a guideline:

LENGTH OF PARTY (in hours) x # OF GUESTS x DRINKS PER PERSON = TOTAL SERVINGS

