

# GROUP TEA PARTY RESERVATION

## SIP Tea Room

To accommodate 9+ guests

### AGREEMENT, MENU & REQUEST FORM: 9+ GUESTS

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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:
  - **10 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 weekday 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 **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. 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: 9-16 GUESTS – SIP TEA ROOM

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### 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  
hot tea

### 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  
hot tea

### Additions

Items below may be added to your tea service

Sausage Roll Bites (1/2 dozen), \$15  
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 Apple(v)  
Goat Cheese & Fresh Herbs (v)

Smoked Salmon & SIP Cream Cheese  
Peanut Butter and Jelly (v)  
Hazelnut Spread (v)  
Hummus & Cucumber (vegan)

### 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](mailto: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: \_\_\_\_\_ | **Total # Guests:** \_\_\_\_\_ [# Adults \_\_\_\_\_ # Kids (12 & under) \_\_\_\_\_]

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

Name: \_\_\_\_\_ Business: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Guest of Honor: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How did you hear about Sip Tea Room? \_\_\_\_\_

## **MENU ORDER**

- Option 1**, Traditional English Afternoon Tea, \$27pp
- Option 2**, Savories & Scones, \$20 pp

### **Additions:**

- |  |  |
|--|--|
| <input type="checkbox"/> Sausage Roll Bite, ½ dz \$15 x _____ dz | <input type="checkbox"/> Pitcher of Lemonade, \$9 x _____    |
| <input type="checkbox"/> Additional Scones, \$3.25 x _____       | <input type="checkbox"/> French Press Coffee, \$4 x _____    |
| <input type="checkbox"/> Arugula Salad, \$11 x _____             | <input type="checkbox"/> \$2.25/ __ Coke, __ Diet, __ Sprite |
| <input type="checkbox"/> Dessert Bites ½ dozen, \$15 x _____     | <input type="checkbox"/> Hot Chocolate w/Cream, \$4 x _____  |

### **Sandwich Selection**

**Select four (4)** sandwich options from the list below:

- |  |   |
|--|---|
| <input type="checkbox"/> Baked Ham, Mustard & Tarragon Butter          | <input type="checkbox"/> Smoked Salmon & SIP Cream Cheese |
| <input type="checkbox"/> Cucumber & SIP Cream Cheese (v)               | <input type="checkbox"/> Peanut Butter and Jelly (v)      |
| <input type="checkbox"/> Egg Salad with Arugula(v)                     | <input type="checkbox"/> Hazelnut Spread (v)              |
| <input type="checkbox"/> Aged Cheddar, Branston Pickle, Green Apple(v) | <input type="checkbox"/> Hummus & Cucumber (vegan)        |
| <input type="checkbox"/> Goat Cheese & Fresh Herbs (v)                 |   |

### **Tea Selection**

**Select two (2)** teas from the list below:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Ceylon            | <input type="checkbox"/> Irish Breakfast    | <input type="checkbox"/> HoneyBush (cf)  |
| <input type="checkbox"/> Darjeeling        | <input type="checkbox"/> Masala Chai        | <input type="checkbox"/> Chamomile (cf)  |
| <input type="checkbox"/> English Breakfast | <input type="checkbox"/> Scottish Breakfast | <input type="checkbox"/> Mao Feng Shui   |
| <input type="checkbox"/> Earl Grey         | <input type="checkbox"/> Big Hibiscus (cf)  | <input type="checkbox"/> Peppermint (cf) |
| <input type="checkbox"/> Fine Assam        | <input type="checkbox"/> China Rose Petal   |  |

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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