

GROUP TEA PARTY RESERVATION

SIP Tea Room

Policies & Agreement: 6-12 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.

Terms & Conditions

- **Capacity:** In order to accommodate all guests, we limit parties in the tea room to 12 guests. **We offer full private rental of the Tea Room for parties of 13-30, visit our website for full details on Private Tea Room Rentals.*
- **Availability:** Large party reservations begin at 11:00am, 1:00pm or 3:00pm.
- **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. In the event that guests stay over the allotted time, a fee may be charged.
- **Children** (8 years and under). We have found that a **max of 5 children** is ideal for the tea room seating. Our facility is best suited for those ages 8 or older. We do not have space for large stroller's. No highchairs available.
- **Space Usage:** There is **NOT** room to open gifts, play games or give speeches in the tea room – consider a Private Tea Room Rental if you wish to have activities.
- **No Last-Minute Guests:** 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 \$30 fee, per person, for each unscheduled adult and/or child. This fee does not include additional food/drink.
- **Food & Beverage:** Party menu includes full Traditional English Afternoon Tea Service, presented on a three-tier serving stand. Menu is selected at the time of booking. Sorry, no outside food, cakes or beverages permitted.
- **Decorations:** Host may bring small table decorations or favors. Please keep 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:** Glitter, feather boas, confetti, glue/glue guns, and outside food/beverages.

Deposits, Payments & Cancellations

- **Party Deposit:** A nonrefundable deposit of \$50 for parties of 6-12 guests, is required to secure reservations.
- **Change Policy:** Any changes to your reservation must occur at least 24-hours before your scheduled seating or you will be charged according to your original contract. *(example: If you reserve for 8 guests, and only 7 guests arrive, you will receive food and be charged for all 8 guests, unless you have notified us in writing at least 24-hours prior to your seating time).* No changes can be made within 24-hours of your reservation.
- **No-Show Policy:** If your entire party does not show for your reservation, you will be charged an additional \$10 PER GUEST using the card on file. In scheduling your reservation, you are agreeing to this charge, should you not show.
- **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.
- **Fees & Taxes:** Final bill will include a 10% Large Party Service Fee and 8.5% tax. Gratuity is optional. If your service is not outstanding, let management know during your visit so we may correct any issues.
- **Overage Fees:** A \$30 fee may apply for every 15 minutes the event extends past end time.
- **Confirmation:** Reservation are not confirmed until you have paid the deposit.

Large Party Afternoon Tea Menu Selection

Tea Service Menu includes your choice of:

Option 1: **Traditional Afternoon Tea Service** (\$31 pp), presented on a three-tier serving stand, with a selection of tea sandwiches, a freshly baked scone, SIP clotted cream, preserves, lemon curd, assorted sweets, mixed greens and is served with your choice of two tea varieties.

Option 2: **Traditional Afternoon Tea Service & Savories** (\$37 pp), presented on a three-tier serving stand, with a selection of tea sandwiches, a freshly baked scone, SIP clotted cream, preserves, lemon curd, assorted sweets, mixed greens, served with your choice of two tea varieties. Includes a savory sausage roll bite and veggie roll bite, with HP Brown Sauce.

Option 3: **Deluxe Afternoon Tea Service** (\$39 pp), presented on a three-tier serving stand, with a selection of tea sandwiches, a freshly baked scone, SIP clotted cream, preserves, lemon curd, assorted sweets, mixed greens, served with your choice of two tea varieties. Includes a champagne glass of Campo Viejo Cava Rosé, or nonalcoholic sparkling juice, for each guest.

Option 4: **Deluxe Afternoon Tea Service & Savories** (\$45 pp), presented on a three-tier serving stand, with a selection of tea sandwiches, a freshly baked scone, SIP clotted cream, preserves, lemon curd, assorted sweets, mixed greens, served with your choice of two tea varieties. Includes a savory sausage roll bite and veggie roll bite, with HP Brown Sauce, and a champagne glass of Campo Viejo Cava Rosé, or nonalcoholic sparkling juice, for each guest.

Children's Afternoon Tea: Ages 2-7, (\$18 pp), One Tea Sandwich, a Freshly Baked Scone of the day, SIP Clotted Cream, Preserves, Lemon Curd, Fresh Fruit, Tea Cookie, served with a Small Pot of Tea, Milk or Hot Chocolate

**Host may add beer, wine and bubbles to any option above, at an additional charge.*

Menu Selection:

Chef's Special - includes a selection of Meat, Fish & Vegetarian Items

Vegetarian Selection - includes only Vegetarian Items