

# Tea Time

7762 NW 44<sup>th</sup> Street  
Sunrise, FL 33351  
954-757-6512

## Party Reservation Agreement

Date: \_\_\_\_\_

This agreement is entered into between Tea Time (herein referred to as Tea Parlor) and \_\_\_\_\_ (herein referred to as client.)

Day/Date of Special Event: \_\_\_\_\_

Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Address: \_\_\_\_\_

Tentative number of persons to attend: \_\_\_\_\_

Name of Honoree: \_\_\_\_\_

Type of Event:

Bridal Shower	Adult Birthday	Graduation
Christmas Party	Baby Shower	Club Meeting
Etiquette	Debutante Group	Wedding Party
Bridesmaid Luncheon	Office Party	Other

**Please call to release this date if your plans change. Thank you.**

Any special notations (ie, surprise, special menu for guests):

### Menu Selection for Party (\$23 per person)

A beautifully decorated tiered tray with two scones, lemon curd, our own clotted cream, an assortment of five finger sandwiches, five delectable mini tea desserts and seasonal fruit garnish per person.

For parties, the client chooses two (2) tea selections for continuous tea service for all guests. The tea choice can be made the day of the event. Also, guests will be provided with ice water.

All Special Events are subject to a 20% Service Charge and applicable State Sales Tax. The price is subject to change upon revision of the menu and the confirmation of the number of guests attending or other changes in the above.

The Tea Parlor will be closed to the public for parties of twenty (20) or more guests. To ensure that the parlor be closed to the public, the minimum number of guests must not be less than twenty (20). Please call two (2) days prior to the event with your final guest count. This will be the minimum you will be charged. Our maximum capacity is forty (40) guests.

Schedule of Charges

Initial Number of guests: \_\_\_\_\_ x \$ 23 = \$ \_\_\_\_\_(taxable)  
+ Florida sales tax (6%) = \$ \_\_\_\_\_  
+ Service Charge (20%) = \$ \_\_\_\_\_  
Total\* = \$ \_\_\_\_\_

\*\*\*\*\*  
Deposit (25%) = \_\_\_\_\_ Balance Due = \$ \_\_\_\_\_  
\*\*\*\*\*

Final guest count: \_\_\_\_\_ Date: \_\_\_\_\_

\*Parties of twenty (20) or more guests are afforded 2 ½ hours. Parties may request additional time at a fee of \$50 per half hour. Final guest count, or actual guest count if higher, will be used to determine final charges.

Payment will be by Cash, Check, MasterCard, Visa, Amex or Discover

\_\_\_\_\_ Cash/Check \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Amex \_\_\_\_\_ Discover

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Additional Terms and Conditions**

- 1. Client agrees to pay for any damages done to the public space(s) and the premises contracted by the client and under the control of the client for the special event.
- 2. Client agrees to treat all vintage clothing, hats, jewelry, gloves, decorations, etc with respect. Items will be returned to hangers, hooks, etc. for others to enjoy.
- 3. The Tea Parlor will not assume any responsibility for loss of any property of the client, client's guests, before or after the special event contracted by the client.
- 4. **No outside food or beverage is to be brought into the parlor. Cakes/cupcakes made by a licensed vendor (ie Publix) can be brought in. Paper plates & plastic fork must be brought in.**
- 5. Client is required to notify the Tea Parlor of any change in the guaranteed total number of guests **no later than two (2) days before the contracted event.**
- 6. Cancellations: Deposits are non-refundable; but may be transferred to another event.
- 7. If possible, we would be honored to include one of your invitations or pictures of your event on our special party photo albums or in our website photo album.
- 8. Parties may arrive 15 minutes prior to their event to set up.
- 10. No glitter, confetti or feathers.

Please sign this copy of the agreement and return it to:

**Tea Time**  
**7762 NW 44<sup>th</sup> Street**  
**Sunrise, FL 33351**  
**Phone: 954-757-6512**  
**Teatime7762@gmail.com**

Please be sure to include the deposit and keep a copy of the agreement for your reference (we will be happy to make a copy for you when you bring it in). The reservation for the space will be confirmed when the deposit is received.

\_\_\_\_\_  
Client

Date \_\_\_\_\_  
Phone \_\_\_\_\_

\_\_\_\_\_  
Tea Time, LLC

Date \_\_\_\_\_