

Private Dining & Special Events

Whatever your event or celebration, we are here to make your special day a truly memorable one. Our party packages allow us to create beautiful and stress-free celebrations with an afternoon tea. Indulge yourself in our truly scrumptious afternoon tea and chic tearoom or private courtyard garden. All reservations for parties have a two-hour limit but you are welcome to rent, at \$50 per additional half hour. Please advise your guests to arrive on time. Our tearoom capacity is 50 guests seated.

Contact Information

Today's date	Name (Host/Hostess)		
Daytime phone	Evening phone	email	

Celebration

- | | | | |
|--|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Bridal Shower/Tea | <input type="checkbox"/> Birthday—Adult | <input type="checkbox"/> Anniversary | <input type="checkbox"/> Graduation |
| <input type="checkbox"/> Baby Shower | <input type="checkbox"/> Birthday—Child | <input type="checkbox"/> Red Hat | <input type="checkbox"/> Other: _____ |

Party Detail

Party date:	Guest of Honor:		
Start time:	End time:	Additional time:	
Total number of guests*	Adults:	Children:	

*Each guest would be required to participate in the Afternoon Tea Menu

Tearoom Policies

- The Host/Hostess must provide menu selections four days prior to event.
- Final guest count is due 72 hours before party. Unfilled reservations will be billed at full price. Please understand we may have turned other guests away to host your party, so your final count is important. Cancellation is due 1 week prior to your party.
- Please feel free to bring small tabletop decorations.
- NO glitter, confetti, or wall pins allowed.
- An adult must accompany children to restroom; please do not leave child unattended while in the tearoom.
- A MINIMUM of 45 guests required for a private dining room experience. For functions less than 45 guests wishing to reserve the entire dining room, an additional rental fee is required. Host/Hostess agree to pay \$15 per chair for the difference between their final head count. Should patron choose not to book the entire dining room, other guests will be seated in the same room and at the same time as your function. Host/Hostess and all guests attending the function agree to conduct the function in a manner that is respectful to others enjoying the tearoom.
- Host/Hostess agree to begin function promptly at the scheduled time and to vacate premises at the closing hour indicated. The maximum seating time is 2 hours. Host/Hostess agrees to pay \$50 for each half hour over the maximum seating time.
- Host/Hostess assumes responsibility for any and all damages caused by any guest, invitee or other person attending function.
- There will be a NON-REFUNDABLE \$100 deposit for parties under 14 and a \$200 deposit for parties 15 and over. The deposit is due at time of booking to secure the required date and time.
- Payment will be taken as either credit card or cash, we do not accept checks.

Customer Signature _____ Date _____

My signature indicates that I have read and understand the Party Agreement for Tea & Teacups and agree to the policies stated above.

Your party time will not be confirmed until you receive an email or call from us verifying your day, time, and that we have received your paperwork and deposit. We often receive multiple requests for the same day and time so your party time is not guaranteed. Your deposit will be returned if your party time and day are no longer available.



Welcome

At Tea & Teacups Tearoom, we are privileged to provide our guests with an elevated sipping and dining experience. We take our role as hosts very seriously, and your satisfaction is our first priority. Allow our dedicated team to create the perfect event for you by providing tea-time treats—including our award-winning artisan scones and a wide selection of fine loose-leaf teas—all served in our chic tearoom or in our private courtyard garden. From intimate gatherings, baby or bridal showers, anniversaries, or anything your heart desires—the Tea & Teacups team will be delighted to make your party dreams a reality!



"There are few hours in life more agreeable than the hour dedicated to the ceremony known as afternoon tea."

Henry James

Tea Par-tea Packages

Sweet Affair	Pot of tea, accompanied by a freshly baked scone and three irresistible sweet treats.	\$20
Traditional Affair	Pot of tea, accompanied by a freshly baked scone, and an assortment of five delectable tea sandwiches.	\$21
Royal Affair	Pot of tea, accompanied by a freshly baked scone, an assortment of five delectable tea sandwiches, and three irresistible sweet treats presented on a 3-tiered server. A classic afternoon tea experience.	\$28

Children's Tea Par-tea Packages

For ages 5 to 12 years.

Cupcake Tea	Choice of tea, lemonade, or hot chocolate, scone with strawberry jam & whipped Devonshire cream, and a cupcake for each child to decorate & enjoy.	\$12
Little Prince and Princess Tea	Choice of lemonade, hot chocolate, or tea, accompanied by a freshly baked scone, peanut butter & jelly and cucumber-dill tea sandwiches, and a cupcake, all presented on a 3-tiered server.	\$14

The above is a set menu. We will try to accommodate special dietary requests with 48-hour notice prior to the party. All prices are per person plus tax & 20% service fee

Add-Ons

Make your party extra special by adding any of the following to your package

	<i>per person</i>
<input type="checkbox"/> Scone	\$3.75
<input type="checkbox"/> Soup du Jour	\$4.95
<input type="checkbox"/> Side Salad	\$5.75
<input type="checkbox"/> Sparkling Apple Cider Toast	\$2.00
<input type="checkbox"/> Cupcake Tower (minimum 12 cupcakes)	\$3.25
<input type="checkbox"/> Cake Cutting Fee	\$1.50
<i>If you choose to bring your own dessert we are happy to serve it for you as well as provide plates and utensils for \$1.50 per person. Otherwise, the plates and utensils must be provided by the host/hostess.</i>	
<input type="checkbox"/> Party Favors <i>(1oz loose tea packaged with custom note)</i>	\$5.00
<input type="checkbox"/> Princess Tiara & Wand	\$6.00
<input type="checkbox"/> Corkage Fee (per bottle) <i>Host/hostess responsible to open wine and serve guests.</i>	\$10.00

Fine Loose-Leaf Teas

Choose up to 3 flavors

BLACK

- Apricot Peach
- Black Currant
- Chai Spice
- Darjeeling
- Earl Grey
- English Breakfast
- Hazelnut Vanilla
- Lavender Earl Grey
- Orange Spice

GREEN

- Cherry Sencha
- Jasmine Blossom
- Moroccan Mint
- Sencha
- Tropical

WHITE

- Pomegranate
- White Champagne Raspberry

ROOIBOS

- Chocolate Mint
- Crème Au Caramel
- Herbal Masala Chai
- Hibiscus Peach

HERBALS & TISANES

- Apple Cider Herbal
- Berry Berry
- Peach Melba

OOLONG

- Apricot
- Formosa

DECAFFEINATED

- Cinnamon Orange
- Earl Grey
- English Breakfast
- Peach

As you like it...

We're happy to work with you to create a custom package to meet the needs of your special day. Give us a call or stop by and we'll start dreaming up the perfect party for you and your guests.

Etiquette Lesson

Not sure whether to put the milk in the tea first or second?
Are finger sandwiches actually eaten with your fingers?
Pinkies up or down?

Learning proper tea-time etiquette is fun for all ages with our in-house specialist, who will teach you all the tea-time dos and don'ts you need to know to drink tea like a Royal.

\$4.00 per person