

# Reservations & Party Time

The Strawberry Tree Tea Room

814-236-8328

[www.strawberrytreeshop.net](http://www.strawberrytreeshop.net)

Welcome! We are pleased you are having or considering having a party in our Tea Room.

To help us make your visit a special one, here are some guidelines for you as you plan your special event. Rhonda, our Tea Room manager, is always happy to help you. Call her at 814-236-8328.

- The Tea Room can accommodate up to 26 people.
  - Parties of less than 10 may request exclusive use of the Tea Room for an additional fee of \$50.00.
- Reservations must be made by phone **at least 48 hours** prior to the desired party date to reserve the room. The room will book according to availability.
- The number of guests **must be confirmed 48 hours** prior by the hostess. (I.e. A final count for Saturday must be confirmed by Thursday.)
- The hostess will be billed \$10 per no-show.
- A 20% gratuity will be added to parties of 6 or more.
- Menu must be chosen 2 days or earlier prior to the party by the hostess.
- No outside food can be brought in other than a celebration cake. Special dietary needs are an exception. i.e. Gluten Free
- Everyone attending will order from the menu below.

**Menu for Parties of 10 or More:** *Price Below includes meal, beverage, tax & gratuity.*

- Tea Room Fun: A sampler and drink served to each attendee. Choose from our "So Sweet" Sweet Sampler and the current seasonal sampler. \$20.00 / person plus taxes and gratuity.
- Luncheon Delight: A cup of soup with half deli sandwich of Ham and Turkey, Fruit cup, chips, mini dessert sampler and beverage. \$20.00 /person plus taxes and gratuity.
- Children's Tea is a delightful choice for our younger guests. \$10.00 /person

**Children's Birthday Parties:** *\$10 per Child*

- For Children 7 or older.
- Up to 15 guests.
- Reservation and guest rules apply.
- The Tea room staff will present the tea and a short program on tea etiquette if desired.
- Children are expected to act like young ladies and gentlemen at all times. Parental supervision in the Tea Room and Gift Shop is a must.
- Everyone who attends is expected to order a meal. Adults may order from the daily menu.

Thank You and remember it is never too early to reserve The Tea Room at The Strawberry Tree!

# Reservation Form For The Tea Room

Hostess' Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Date & Time of Reservation \_\_\_\_\_

18 People Maximum in 2<sup>nd</sup> Dining Room/ 26 People in 2 Rooms

## Checklist:

\_\_\_\_\_ Named Hostess

\_\_\_\_\_ Menu Chosen

1. Tea Room Fun \$20.00 Per Person – Plus Taxes and Gratuity
  - a. So Sweet Sampler
  - b. Seasonal Sampler
2. Luncheon Delight \$20.00 Per Person- Plus Taxes and Gratuity
  - a. Cup of the soup of the week
  - b. Half Ham & Turkey Deli Sandwich
  - c. Fruit Cup, Chips, Mini Dessert Sampler, & Beverage
3. For our guests 10 years and younger: Children's Tea \$10 Per Child
  - a. Peanut Butter & Jelly or Turkey Tea Sandwiches
  - b. Cheese and Crackers
  - c. Chips, Ranch Dressing, Carrot Stix , Fruit Cup, Two Cookies, & Beverage

\_\_\_\_\_ 20% Gratuity for party of 8 or more.

\_\_\_\_\_ \$50 Charge for exclusive use of room for party of less than 10.

\_\_\_\_\_ One Check will be written to the hostess.

Holiday Weekend Party will be held For Number of reservations made by **CREDIT CARD ONLY!**

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

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

Type of Card: \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ Discover \_\_\_\_\_ American Express

Name on Card: \_\_\_\_\_

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

\_\_\_\_\_

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