



4765 Fox Run Road • Buckner, Kentucky 40010
502-222-6420 • Fax 502-222-6419 • www.sistersteaparlor.com

CHILDREN’S PRIVATE PARTY AGREEMENT

This agreement is entered into between *Sisters Tea Parlor & Boutique* and _____ (referred to as Host/Hostess) on this day _____. Host/Hostess is placing a reservation for the following Special Event _____ to be held on _____ (Day, Date for example: Tuesday, January 2, 2008). To be held between the hours of _____ and _____ (Maximum 2 hours, \$25 each additional 30 minutes).

Host/Hostess Printed Name: _____
Phone: _____ Alternate Phone: _____
Address: _____

Secondary Contact Person: _____ Phone: _____
Name of Guest of Honor _____
Number of guests to attend: _____ (Min-8/10, Max-16)

Guest List

During regular business hours (Monday – Saturday, 10am – 6pm) a minimum of eight (8) guests are required for the *Garden Gate Tea Party*. If Special Event is to take place after regular business hours, a minimum of ten (10) guests is required. A maximum of sixteen (16) tea party guests are allowed in the *Garden Gate Party Room*. The total maximum capacity for the *Garden Gate Party Room* is twenty-two (22). This number includes party guests and other invited adults. Adults guests will be served the *Garden Gate Tea Tray* for \$10 per adult. Host/Hostess will also be served the *Garden Gate Tea Tray* at no charge.

Please inform guests’ parents that only those formally invited will be allowed in the *Garden Gate Party Room*. Parents who wish to observe may do so from Gigi’s Drawing Room if they choose to order from Sisters Tea Parlor Menu and seating is available. Reservations are strongly recommended to ensure seating.

If *Garden Gate Tea Party* is scheduled after hours, parents are invited to sit in Gigi’s Drawing Room without additional purchase. Casual Teas (Pot of Tea and Two Scones with Lemon Curd and Clotted Cream) will be available for serving. Parents are welcome to place a reservation for any of our Lunch Teas or Afternoon Teas during these after-hours Garden Gate Tea Parties, guaranteed with a credit card. Reservations must be made at least 24 hours prior to the party.

Invitations

Garden Gate Tea Parties include invitations that *Sisters Tea Parlor & Boutique* will send once the Special Event Children’s Party Agreement is signed and non-refundable deposit is received. Host/Hostess should provide Guest List with complete address information and name and phone number for RSVP to **sisters@sistersteaparlor.com**. *Sisters Tea Parlor & Boutique* will send invitations ten (10) business days prior to event once agreement is signed and deposit made. Host/Hostess is responsible for RSVP. Guests must be five (5) years or older.

Garden Gate Tea Party Agenda Includes:

- Etiquette Lesson
- Age Appropriate Story
- Tea Tray and Pot of Fruit Tea
 - Strawberry Cream Cheese Heart Sandwich
 - Cheese Cubes
 - Grapes
 - Chocolate Chip Southern Scone
 - Small Tea Pot with Fruit Tea (naturally caffeine-free)
 - Tea Pot Birthday Cake
- Tea Pot Game with Age Appropriate Prize
- Gift Opening Ceremony
- Keepsake Photo of Celebration
- Keepsake Tea Certificate
- Good Manners Card
- Sisters Tea Parlor & Boutique Party Favor Gift Bag
 - Host/Hostess choice of:
 - Tea Pot Necklace
 - Miniature China Tea Set

Cost is \$24 per tea party guest and \$10 per invited adult.

Please note: Adults will receive the *Garden Gate Tea Tray* only.

Schedule of Charges

All *Garden Gate Tea Parties* are subject to a 15% gratuity and applicable Kentucky State Sales Tax. The price is subject to change upon revision of the menu, if required by Host/Hostess, and the confirmation of the number of guests attending or other changes in the above. Please call at least two days (48 hours) prior to the event with your final guest count. Cancellations must be made at least 48 hours before scheduled date and time. Payment is due in full if cancellation is made after that time.

The *Garden Gate Party Room* will be reserved for event for a period of two (2) hours. A charge of \$25 per 30 minutes will be incurred for events going over the allotted time frame.

Number of Guests: _____ X \$ _____ = \$ _____ (taxable)

Number of Adults: _____ X \$ _____ = \$ _____ (taxable)

Additional time charge: _____/30 minutes = _____ X \$25 = _____

+Kentucky state sales tax (6%) = \$ _____

Subtotal = \$ _____

+ Gratuity (15%) = \$ _____

Total * = \$ _____

Non-refundable Deposit (\$50) = _____ Balance Due * = _____

Final guest count: _____ Due Date (48 hours prior to event): ____ / ____ / ____

Final guest count, or actual guest count if higher, will be used to determine final charges.

Payment type: MasterCard Visa Discover Cash

Card Number _____ Expiration Date _____

Signature _____ Check # _____ (\$30 Fee for Returned Check)

Additional Terms and Conditions

1. Host/Hostess agrees to pay for any damages done to the public space(s) and the premises contracted by the Host/Hostess and under the control of the Host/Hostess for the special event.
2. Host/Hostess agrees to treat all vintage clothing, hats, jewelry, gloves, 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 Host/Hostess, Host/Hostess' guests, before or after the special event contracted by the Host/Hostess.
4. No outside food is to be brought into the parlor, including birthday cakes. A teapot birthday cake is included with all *Garden Gate Tea Parties*.
5. Cancellations: Deposits are nonrefundable, but may be transferred to another event or date if approved by *Sisters Tea Parlor & Boutique* Manager if made one week prior to Special Event. Payment in full will be due if cancellation made 48 hours or less prior to scheduled date and time.
6. If the required security deposit is not paid by the date contracted by this agreement, this contract is considered null and void.
7. If possible, we would be honored to include one of your invitations or pictures of your event in our special party photo album or on our website photo album.

Please sign this copy of the agreement and return with deposit to:

Sisters Tea Parlor & Gifts
4765 Fox Run Road
Buckner, Kentucky 40010

The reservation for the time, date, and space will be confirmed and noted in schedule book once the deposit is received and a *Sisters Tea Parlor & Boutique* Manager speaks with you to confirm the Private Party Agreement, Day, Date, and Time, Guest Count, and Deposit.

Any special notations: _____

Host/Hostess Signature _____ Date _____

Host/Hostess Printed Name _____

Host/Hostess Phone _____ Alternate Phone _____

Date _____

Sisters Tea Parlor & Boutique

Manager's Signature _____
_____ Date _____

Manager's Printed Name _____