

CHADO TEA ROOM

PRIVATE FUNCTION CONTRACT

CHADO TEA ROOMS:

Pasadena / 79 N. Raymond Ave. / Pasadena, CA 91103/ [626 431 2832](tel:6264312832)
Hollywood / 6801 Hollywood Blvd unite 211/ Los Angeles, CA 90028/ [323 472 8111](tel:3234728111)
Los Angeles/ 100 N. central Ave/ Los Angeles, CA 90012/ [213 258 2531](tel:2132582531)
South Bay/ 1303 El Prado Ave. / Torrance, CA 90501/ [424 757 5222](tel:4247575222)

DEPOSIT

An initial deposit of \$100 is required to reserve a group of 10 or more guests. Deposit is applied towards the final group bill at the conclusion of the event. Deposit may not be transferred for a future event.

SERVICE DURATION

Groups are contracted for a 2 hour tea service, with an additional 15 minutes to set up and 15 minutes to breakdown. An additional hour may be added to your stay for \$150.00. This arrangement must be made in advance; otherwise your group will be billed \$50 for every additional 15 minutes of your stay.

TAX EXEMPT ORGANIZATIONS

If your organization is a tax exempt entity, all relevant forms must be submitted along with a signed contact.

GUARANTEES

The guaranteed number of guests attending is required 48hrs in advance of the function for group bookings. Please note, that unless we are notified of a guest count revision, the number contracted originally will be assumed as the guarantee. You will be billed for the guaranteed number given or attendance, whichever is greater.

When reserving, we recommend you provide us the maximum number of guests you expect to host. We are able to reduce table settings however it may not be possible to add additional seating due other reservations or peak periods.

Function charges are based on a per person cost plus gratuity and applicable government taxes. Please note, unless you confirm a buyout, the tearoom is open to other patrons.

DECOR

Flowers and party favors are always a beautiful touch to any occasion however please keep in mind there will be many items on the table such as teapots, cups, glasses, three tier racks and cutlery. We recommend that you keep centerpieces/decor to a minimum.

Groups are contracted 15 minutes for setting-up and breakdown of decor, any additional prep time will be billed to your group and is subject to \$50 per 15min intervals.

ALCOHOL

CHADO TEA ROOM is not liquor licensed however we will permit our guests to bring in their own champagne or wine. Groups have the sole responsibility to bring glassware and to serve alcohol to their guests. CHADO TEA ROOM does not assume or take any responsibility for alcohol brought into our premises.

CAKE

All CHADO TEA ROOM services include a variety of cakes slices and sweets. Should you still wish to bring a cake for your group, you must confirm in advance that you will be bringing a cake. Please note, there will be a \$35 cake cutting service fee for parties of 26 or more.

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SPECIAL REQUESTS

For any special activities or extensive decor required during your event, such as a bridal or baby shower games or decor, you must confirm request prior to your event. The host accepts responsibility for any and all damages incurred during the event.

Any audio/visual brought into the premises must be pre-approved prior to the event.

PAYMENT & CANCELLATION

Group payments must be made in full at the conclusion of the event.
We do not accept individual/per person payments for group events.

In the event your function is cancelled within 7 days of the event date, there will be a \$200 cancellation fee.

In the event your function is cancelled with less than 48 hours notice, your credit card will be charged for the food and beverage minimum indicated on your contract.

GROUP MENUS

OPTION 1

Afternoon Tea Service

Three Tier Rack Serving
Four half Sandwiches on toasted bread
Smoked salmon & dill
English Cucumber
Marinated Egg Salad
Smoked Chicken Cranberry

Fresh Home style Scone with Chado Cream and Jam

Dessert

Chocolate cup with chocolate mousse & cookie
Price \$25.50 per person includes tax & gratuity

OPTION 2

Afternoon Tea Service with Soup or Salad

Appetizer Course
Signature Cream of Tomato Soup or Chado Salad

Three Tier Rack Serving
Four half Sandwiches on toasted bread
Smoked salmon & dill
English Cucumber
Marinated Egg Salad
Smoked Chicken Cranberry

Fresh Home style Scone with Chado Cream and Jam

Dessert

Chocolate cup with chocolate mousse & cookie
Price \$27.95 per person includes tax & gratuity

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OPTION 3

Celebration Afternoon Tea Service

Appetizer Course

Signature Cream of Tomato Soup or Chado Salad

Three Tier Rack Serving

Four half Sandwiches on toasted bread

Smoked salmon & dill

English Cucumber

Marinated Egg Salad

Smoked Chicken Cranberry

Fresh Home style Scone with Chado Cream and Jam

Dessert

Chocolate cup with chocolate mousse & cookie
& Mauritius Tea Float

Price \$32.25per person includes tax & gratuity

OPTION 4

Children's Tea

Price \$19.35per person includes tax & gratuity

CHADO TEA ROOM POLICY

Menu changes may be made prior to the event, no changes or substitution permitted the day of the event.

For maximum capacity details, please call preferred location to confirm.

CHADO TEA ROOM arranges group seating based on the final guaranteed guest count and will ensure seating accommodates group needs. CHADO TEA ROOM reserves the right to change the layout/seating of your group as required.

Please complete and review the following information below and initial beside each line, sign and email to chadotearooms@gmail.com.

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EVENT INFORMATION
Circle preferred CHADO TEA ROOM location:
Pasadena / 79 N. Raymond Ave / Pasadena, CA 91103/ 626 431 2832
Hollywood / 6801 Hollywood Blvd unite 211/ Los Angeles, CA 90028/ 323 472 8111
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South Bay/ 1303 El Prado Ave. / Torrance, CA 90501/ 424 757 5222

EVENT INFORMATION
Event Date:
Event Time:
of max.guest:
Guest of honor:
Type of Event/Occasion:
Group Menu Selection:

CONTACT INFORMATION			
Event Contact:			
Company:			
Address:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">City</td> <td style="width: 33%; border: none;">State</td> <td style="width: 33%; border: none;">Zip</td> </tr> </table>	City	State	Zip
City	State	Zip	
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Work Phone:</td> <td style="width: 50%; border: none;">Home/Cell Phone:</td> </tr> </table>	Work Phone:	Home/Cell Phone:	
Work Phone:	Home/Cell Phone:		
Email			

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Tax Exemption ID (*if applicable*):
(please provide proof of exemption)

GROUP ACKNOWLEDGEMENT

I agree to confirm my guaranteed numbers and make any necessary changes 48 hours prior to the event.
I will be billed for the guaranteed number provided or attendance, whichever is greater. _____

I acknowledge the group is reserved for a 2 hours service with an additional 15 minutes for set up and 15 minutes for breakdown. I understand an arrangement must be made prior to the event to extend the group stay for an additional hour. _____

I agree as the group contact to be responsible for the full payment upon the completion of the event. _____

I acknowledge no outside food of any kind will be permitted in CHADO TEA ROOM. _____

I acknowledge there is a \$200 fee for groups of 20 or more if the group cancels within 7 days prior to the event date. _____

I agree all changes must be made in writing through email at chadotearooms@gmail.com.

The event date and your contact information must be included on the written communication. _____

I have read and agreed to all of the Chado Tea Room policies. My signature below will act as my acknowledgment of all the conditions and authorization to charge the non- refundable \$100.00 deposit.

Name: _____
(please print)

Signature: _____

Date: _____