



Painted Pony Tea Room Party Agreement



Thank you for choosing the Painted Pony Tea Room for your party/event!

Our basic price is \$375 for two hours.

Included in the package is your choice of 5 party trays, each enough for 20 servings, water, coffee, and featuring our signature "Byrdi-Flower Tea". Choose from Croissant Sandwiches (chicken salad or egg salad), Quiche, Fruit Medley, Mini Pie Tarts, Cookies, Banana Nut Bread-Cream Cheese finger Sandwiches, and Spinach-Strawberry-Pecan Salad.

We set up, host and clean up while you attend, watch, enjoy! All we ask is that you show up on time, have a great time, and are ready to go at the end of your reservation so the room can be cleaned for the next event. Our staff will remind you 15 minutes prior to the party end time, so that no additional charges should occur.

Additional Trays can be ordered for an added fee. Choose from Quiche (\$65.95), Chicken Salad Sandwiches or Egg Salad Sandwiches (\$65), Fruit (\$45.95), or Cookies (\$40). Of course, your guests are welcome to order off of the tea room menu at their own expense, if you would rather.

Please do not bring in any outside food, drink, decorations, glitter or confetti, or apply tape to walls or furniture/fixtures. These things are prohibited. The ONLY exceptions to this is a themed cake (or cookies/cupcakes in lieu of cake), and your table-top decorations and paper-goods/plastic-ware. **Absolutely no alcohol or smoking/tobacco products allowed, inside or out.** Thank you for respecting this policy.

(Initial) _____

If you would like to use OUR dishes, there is an additional \$1.50 per person fee for dishwashing.

Party/event usage time equals 2 hours from the first minute of your event time. However, we know you want to set up before your guests arrive, so you may arrive to set up no earlier than 15 minutes before event time. This is not for guests, but for the host(s). We will also give you 15 minutes at the conclusion of your event time to gather items. Starting the first minute after that 15 minutes, a charge of \$25 for any minutes up to 15 minutes will be charged, and additionally, \$25 per every consecutive 15 minute interval until the room has cleared.

If a date is desired and available on a day we're normally closed and additional fee of \$100 will apply. _____

A deposit of \$100 is due at the time the party/event is booked that goes towards the party package price. If you need to cancel for any reason, \$75 of the deposit will be refunded as long as cancellation notice is given at least ten days prior to the event. The remaining \$25 is a non-refundable holding fee. Any time after the ten days prior to the party/event begins; no part of the deposit is refundable.

The remaining balance for the party is due in full by 3 pm ten days prior to your event. A credit card will be required to hold the event in case of **incidentals** like last minute changes to number of guests, over time fees, or damages to the property.***

I have thoroughly read, understand, and agree to the terms of this agreement as stated above.

(Signature) _____ Date ____/____/____

(Printed name) _____



Name of honoree: _____

Event to be celebrated: _____

Date of event: ____/____/____ Time of event: _____ Day of the week: _____

Event fee: \$375.00

Cash/Charge Pre-paid deposit: \$100.00



Dish Fee \$

Special Open Date Fee \$

Extra Platters Fee \$

Remainder of event fee: \$ 275.00

Total Balance Due \$

Date to be paid in full before 3 pm: (10 days prior to event)

____/____/____



Balance total (due 10 days before event): \$____.____

Cash/Charge/Check # _____ Date paid: ____/____/____

* **Note:** Your credit card information will be held in case of any incidentals (explained above) and charged accordingly if necessary. (Initial)_____

Name of parents/responsible party: _____

Address: _____

Phone number: _____ Email address: _____

Credit Card Information (for incidentals):

____ Expr: ____/____ CVC _____ Billing zip code: _____

