



14677 Via Bettona  
San Diego, CA 92127  
858.756.4320

EVENT DATE: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_  Yes, ADDITIONAL HR: \_\_\_\_\_  
(2:30 pm Event Time only \* Additional Fee)

CLIENT(S) NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_ Adults = \_\_\_\_\_ Children = \_\_\_\_\_

ALLERGIES / VEGETARIAN DIETS: (\*\*\*\*No Gluten or Vegan Options Available\*\*\*\*)

Do you plan on coming in to decorate (No earlier than 20 minutes before event)?  Yes  No

TEA SELECTIONS (Choose 2): 1#: \_\_\_\_\_ 2#: \_\_\_\_\_

Menu available on website: <https://marlenesteandcakes.com/menu/tea/>

Are you interested in adding a custom cake/ cupcake or party favor for your guests to take home? Let us help!  
 Yes  No

- Cake cost will vary depending on size, décor, & flavor choice. Ask for a copy of our cake menu if interested.
- Party favors can be added for \$6.00 per person. Ask us about how we can make a special treat for your event.
- If bringing your own cake, a cake cutting fee of \$1.50 per person will apply.
- Cupcakes can be made for \$3.50 each (minimum order of 12)
- Flavors are: chocolate, vanilla, yellow or red velvet Frosting: Chocolate, cream cheese, or vanilla

PRICING: 20 or more guests – party fee of \$125.00

Cost Per Adult = \$42.00 (\$53.40 w/ tax & gratuity)

Cost Per Child = \$35.00 (\$44.50 w/ tax & gratuity)

FINAL GUEST COUNT & ALLERGIES DUE BY (1 week before event): \_\_\_\_\_

SPECIAL REQUESTS / NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## TERMS AND CONDITIONS

**Your event will be confirmed when you have read and signed the following event contract and supplied Marlene's Tea & Cakes with a 50% nonrefundable deposit.**

### PAYMENT TERMS & CANCELLATION POLICIES

- In order for us to reserve the seats requested for your event, a deposit based on a minimum of 50% of the total quoted costs is required and due at time booking. **This deposit is nonrefundable and will be applied toward final charges.**
- Full prepayment of all known costs, minus the deposit, is due one week prior to event date. The final guest count and all known allergies are also due at this time.
- An automatic gratuity of 18% and the local state sales tax will be added to the final bill. Additional gratuity is optional, and is always appreciated.
- Any modifications must be done 3 days before the event. If someone in your party cannot attend the day of, the food can either be placed on the tier or boxed to go.

### TEA TIME POLICIES

- Guests are encouraged to be prompt, and will be allowed to be seated 10 minutes before the tea reservation. Anyone who arrives earlier than 10 minutes before tea time is to wait outside (there is ample seating in the patio area, where there are tables and chairs).
- **If the party is not private, guests need to be courteous of other people having tea:**
  1. Guests must take a seat promptly. Guests cannot stand around and converse in disregard of other parties having tea.
  2. Children cannot leave their seats and be allowed to wander, especially near other tea parties.
  3. Voices should be kept at a normal tone. Children are not allowed to scream
- To ensure a smooth and enjoyable experience, all tea and food is scheduled to be served based on the reservation time; therefore, it is essential for all guests to arrive on time. For example, if a party is set for 11:00 a.m. seating, soup will be served between 11:15 and 11:20, and food will be served by 11:30 a.m.
- Each reservation/event is allotted a maximum of two hours from start to finish. For example, if the reservation/event start time is 2:30 p.m. the tables may be occupied until 4:30 p.m.
- For a 2:30 p.m. event an additional hour is allotted for a fee of \$300.00. If a 2:30 p.m. event is still in progress after 4:45 p.m., an additional \$300.00 will automatically be charged, and the event will be allowed to continue until 5:30 p.m. If the patio is unoccupied the party may move outside without additional cost, but cannot take any service ware (plates, cups, saucers, glasses, etc.). It is also the party's responsibility to clean up.
- If guests would like to take home leftovers, we provide to-go boxes, but guests are responsible for packing the food.



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**PRIVATE EVENTS**

*We will do our best to accommodate any requests for your event.  
Let us know how we can make it special!*

- Private events held on Saturday or Sunday require a minimum purchase of 30 guests for each area (patio/ indoor) or 60 guests for entire tea room.
- Private events held on a weekday (Wednesday – Friday) require a minimum purchase of 25 guests for each area (patio/indoor) or 50 guests for entire tea room.

**ADDITIONAL INFORMATION**

- We can seat up to 40 guests in our dining room or outside patio.
- All decorations must be approved by management prior to the event date. Decorations cannot be taped, stapled, or glued anywhere in the tea room. It also cannot be extravagant that it will bother others or impede service.
- Please be aware that you and your guest are to have tea at Marlene’s Tea & Cakes, not to rent the facility to do as you please. The tables, chairs, consoles, and other pieces of furniture cannot be moved or used unless permission is granted. We take pride in providing a memorable experience for all guests.
- **Only table decorations are allowed, but no confetti or glitter is allowed.**
- **No wall decorations are allowed.**
- Please bring your own tools and supplies when preparing for your party. We do not provide tape, scissors, office supplies, and/or other party supplies.

I, \_\_\_\_\_, hereby acknowledge and agree to the terms and conditions outlined in this contract and agree to the costs quoted in the attached proposal.

**CUSTOMER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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**COST PROPOSAL & DEPOSIT/PAYMENT INFORMATION**

ITEM	COST PER PERSON	GUEST QUANTITY	TOTAL COST
Party Fee: 20 or more - \$125.00			
Adult Tea * tax & gratuity included	\$53.40		
Children's Tea * tax & gratuity included	\$44.50		
Party Favor Boxes	\$6.00		
Private Event Fee	price varies		
Extra hour (only for 2:30 p.m. tea time)	\$300.00		
Cupcakes (minimum order is a dozen)	\$3.50 each		
Custom Cake	price varies		
Chair & Table Rentals	price varies		
Gift Table	\$75 per table		
<b>TOTAL</b>			

**PAYMENT OF DEPOSIT**

Total amount due for required 50% deposit: \_\_\_\_\_ Date: \_\_\_\_\_

**Check One:**  Visa  Mastercard  Discover  AMEX

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **Security Code:** \_\_\_\_\_

**Billing Zip Code:** \_\_\_\_\_

Remaining balance of \_\_\_\_\_ due in full on \_\_\_\_\_

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_