



EVENTS BASIC INFORMATION

Thank you for choosing Queens Tea House in Parkland Florida for your upcoming event. It is our goal to provide you and your guests with the best experience, kind service and the perfect decor settings.

STEPS OVERVIEW

- Step-1 Read this "Events Basic Information"
- Step-2 Read the "Terms of Use"
- Step-3 Complete Reservation and Deposit online (preferred) or via telephone
- Step-4 Agree and Sign Contract, you will receive via e-mail by one of our Event Team Members
- Link to complete reservation + deposit online, there is no need to open an account or to sign-in:
<https://www.queensteahouse.com/reservations>
- If you have any question or require additional information please call us at (954) 775-0210 or events@flqth.com

MENUS OPTIONS

High Tea Experience (**)

Seasonal High Tea (\$60/person)
Cristina High Tea (\$55/person)
Victoria High Tea (\$50/person)
Gluten-Free High Tea (\$50/person)

Platter Experience (**)

Leonor Platter (\$46/person)
Sophia Platter (\$40/person)
Isabel Platter (\$40/person)

Children's Menu (**)

Princess High Tea (\$30/children) <10yo
Pirate High Tea (\$30/children) <10yo

The above menus and/or prices for any contracted Event, taking place more than forty-five (45) days after the signed contract are subject to change without notice. Food and Beverage increase will not exceed 10%.

() Please note that if this event is not private, it is possible that there will be other parties at the same time.*

*(**) Visit our website for menu details <https://www.queensteahouse.com/menus>*

Please be advised that some of our menu items may contain tree nuts (almonds, hazelnuts, pecans, walnuts, peanuts, and peanut butter). Such menu items are prepared using shared utensils with other menu items. Due to the nature of allergens, cross-contamination may occur.

VISIT OUR WEBSITE TO READ THE FULL TERMS OF USE.

1. RESERVATION AND DEPOSIT:

- Reservations for parties of 1-6 guests do not require a deposit.
- Reservations for parties of 7 guests or more require a deposit of \$10 per guest is due at the time of the reservation.
- All reservations for Saturdays, Sundays and Special/Holidays dates requires the above mentioned deposit noted in section 1.(b).
- Reservations for parties of 12 guests or more requires the above mentioned deposit noted in section 1.(b). as well as as an agreed and signed contract.
- For all cases the deposit will be deducted from the final bill at the conclusion of your event.

2. CANCELLATION:

- Any cancellation of an event must be in writing via e-mail sent to: events@flqth.com
- Any cancellation of an event of 1-11 guests, the following cancellation and deposit forfeitures apply:
 - Any cancellation of an event of 1-11 guests will result in a cancellation fee of \$50.
 - Event canceled 5 days or less before the event: 0% refund of the deposit.
 - Event canceled 10 days or more before the event: 50% refund of deposit.
 - Event canceled 15 days or more before the event: 100% refund of deposit.
- Any cancellation of an event 12 guest or more, the following and deposit forfeitures apply:
 - Any cancellation of an event with a signed contract will result in a cancellation fee of \$150.
 - Event canceled 7 days or less before the event: 0% refund of the deposit.
 - Event canceled 14 days or more before the event: 50% refund of deposit.
 - Event canceled 45 days or more before the event: 100% refund of deposit.
- Weather Related Cancellations: In the event the State of Florida issues a "travel not recommended" warning, an event maybe postponed at no charge. This event must be rescheduled within 90 days (subject to availability) or is subject to the applicable cancellation fee above mentioned in sections 2(b)(1) and 2(c)(1).



3. PRIVATE EVENT (IF APPLICABLE):

- (a) For private events (any day), we will require a minimum of 25 High Tea or Platter purchases.
- (b) Additionally, a Private Fee will be added as follows: 50 minus your total number of guests multiplied by \$25.
- (c) 50% of the Private Fee is due at the time of the reservation. The other 50% of the Private Fee will be added to the final bill. Private Fee is subject to the Cancellation policies noted in Section 2.

For example: a private event of 35 guests, the estimate Private Fees will be as follows:

$$(50 - 35) \times \$25 = \$375$$

TOTAL PRIVATE FEES = \$375

4. EVENT TIME ALLOCATION

- (a) All events reservations have a 2.5 hour time limit. If an event runs over the time limit, a charge of \$100 per every 30 minutes will be added to the final bill.
- (b) In an effort to respect the integrity of the reservations made our by guests, we expect that your event will begin promptly within 15 minutes of the scheduled start time, and that the event will conclude within 15 minutes of the scheduled end time.

5. TAX, GRATUITY/SERVICE FEE, AND ADMIN FEE

- (a) The final bill is subject to a 20% Gratuity/Service Fee and 7% Florida Sales Tax (food and beverages).
- (b) For events with 15 guests or more a \$75 Admin Fees will be added.

6. FINAL PAYMENT

- (a) Payments accepted are by cash or credit card only, we accept all major credit cards.
- (b) We don't accept personal or business checks as a form of payment.
- (c) The final payment is due immediately upon the conclusion of your event.
- (d) The final check may be paid with no more than three (3) different tenders in any combination of cash, or credit card.