



The Tea Room Event Rental Agreement and Contract

TeaLula's Tea Room is an elegant venue to host small showers, corporate meetings, holiday parties, birthday parties, tea tastings, and other special events.

Capacity

Our tea room has a **maximum** capacity of 24 people for a seated event and 30 for a standing event. The space can be arranged in an open floor plan for a cocktail reception, set banquet style for an afternoon tea party, classroom style for a business/club meeting, or theatre style for a lecture or presentation.

- Four 48" round tables comfortably seat 24 guests
- Six café tables can be configured into classroom seating accommodating 12 guests
- 24 chairs can be arranged theatre style for a lecture
- Four 30" round tables can be set for parties of 16
- For a cocktail setting, four 30" round tables at cocktail height can be placed throughout the space

Rental Fees

The rental fee is based on the type of event you wish to host. Your signed contract, plus the room rental deposit, is required a minimum of two weeks prior to your event to hold your date. The deposit will be credited to your bill. Final payment is due at the end of the event.

Option 1

Existing Space

To fee to rent the existing space is \$75 per hour. No changes will be made to the room set.

- Tea is charged by consumption at \$4.50/16 oz pot or \$5.00/16 oz pot for nai cha (tea lattes). Iced teas are \$4.50. Specialty iced teas are \$5.00.
- If you wish staff to plate your food on our three-tier stands, the food must be delivered 90 minutes prior to the start of your event.
- Rental fees are exclusive of tax and gratuity.

Option 2

Banquet/Classroom/Lecture/Cocktail Set up

The fee for a 2-hour event is \$300.

- The rental fee includes event coordination, two staff members, set up/clean up.
- Rental fees are exclusive of tax and gratuity.
- Additional rental time exceeding contracted time is billed at \$50 per half hour.
- Tea is charged by consumption as rates indicated above.
- If you wish staff to plate your food on our three-tier stands, the food must be delivered 90 minutes prior to the start of your event.
- A 30-minute tea tasting conducted during your event by one of our certified tea specialists is an additional \$50.

Option 3

Private Afternoon Tea Service

A private, two-hour, afternoon tea party for up to 24 people is \$45 per person, which includes the room rental fee, food service, and tea. A minimum of 16 people is required.

- We will coordinate the food through our preferred caterer. You will receive a menu with plenty of options from which to choose.
- To ensure we meet your needs and expectations, we must receive your menu two weeks prior to your event.
- Your final head count is due 72 hours prior to the event, or the approximate number will be used as a guarantee.
- An additional fee of \$200 will be applied to events wishing to serve liquor. This fee includes the temporary liquor permit required by the City of Park Ridge and the cost of insurance.
- Events exceeding contracted time is billed at \$50 per half hour.
- The fee is exclusive of tax and gratuity.

Option 4

Group and Private Tea Tastings:

A 90-minute group tea tasting is \$25 per person and requires a four-person minimum. The largest class size we can accommodate is 24 people.

- For groups up to 8 people, the tasting takes place at our large farmhouse table. Other customers may be in the space having tea during your class. If you prefer to secure the space just for your group, there is an additional fee of \$110.
- Group tea tastings for 9 to 24 people requires the tea room to be reserved just for your group, which is an additional \$110.

Amenities

Your rental fee includes the tea room, sound system with satellite radio and tablet/mobile phone capability, wi-fi access, a 60" monitor to display photos, videos or presentations, plus the following items.

- High-boy tables, 30" round x 42" high
- Banquet tables, 48" round x 29" high
- 1 Large wooden farmhouse table, 10' long x 27" high (seats 10)

- Black café chairs
- Coat Rack
- 108” White linens
- 18”x18” white napkins
- teacups/saucers
- 16 oz teapots
- Creamer/sugar bowls
- Small glass bud vases
- Silver three tier stands
- White three tier stands

Any items not included on our inventory list must be brought in by the host.

Enhancements such as flowers, personalized menus, and slideshow, special signage/message are available for an additional charge. We will do our best to accommodate your wishes.

Food and Beverage

1. **We are required to comply with all health codes regarding food and beverage. Therefore, catering must be purchased and prepared by a licensed caterer.**
 - a. To ensure we meet your needs and expectations, your menu must be selected and emailed to us two weeks prior to your event.
 - b. Your head count is due 72 hours prior to the event, or the approximate number will be used as a guarantee.
 - c. An additional fee of \$200 will be applied to events wishing to serving liquor. This fee includes the temporary liquor permit required by the City of Park Ridge and the cost of insurance.

Parking

Street parking is available. Weekdays after 11 am, guests may use the commuter lot located off Prairie Ave. Saturdays from May -October the lot is open after 1 pm. Sundays the lot is open all day.

TeaLula Hours of Operation

Sunday 11am-4pm

Monday-Wednesday 9:30am-6:00pm

Thursday-Friday 9:30am-7:00pm

Saturday 9:00am-4:00pm

Room Availability & Seating Times

The Tea Room is held on a first come-first served basis and is reserved only when a deposit is

received. Afternoon tea service may be scheduled between 11:00 am to 3:00 pm. Evening events may be scheduled after 5:30 pm. If staff is required to set up for an event before the shop's regular opening and/or closing times, an additional fee of \$25 per hour will be applied to the party.

Cancellations

To receive a full refund of your deposit, cancellations must be submitted in writing to your event coordinator at least 14 days prior to the event. You must receive a return email or call confirming we received your cancellation. You will forfeit your deposit if your cancellation is received less than 14 days prior to your event.

Decorations

Decorations are welcome; however, removable tape must be used. No decorations may be hung resulting in damage to the walls. Please take any decorations with you when you leave. No confetti or glitter. It's a nightmare to clean up.

Liability...Yours & Ours

Host will be held liable for any unusual damage to the room or its contents.

TeaLula, LLC or its owners and managers shall not be liable for non-performance of this contract in the event that TeaLula has to close for any reason that is beyond our reasonable control...Imagine acts of God, national emergencies, etc. Additionally, the host agrees to indemnify and hold harmless TeaLula, LLC its members, and managers for any costs incurred, including attorney's fees, arising from any injury to person or damage of property, or any other claim whatsoever resulting from client's use of premises.

All federal, state, and local laws regarding food and beverage purchases and consumption are strictly adhered to. We reserve the right to control all private events held on the premises. We do not permit food from outside sources. Due to health regulations, we cannot permit food to be taken off property without a waiver of liability. The host assumes all responsibilities for guest(s)' actions and liabilities that may occur.

Contact Information

To discuss your event needs, please contact our event coordinator Melissa Arnos at marnos.tealula.com or call (847) 823-8327. Melissa is available Monday, Tuesday, Thursday and Friday from 10 am to 2 pm.



The Tea Room Rental Contract

Event Date: _____ Start and End Times: _____ # of Guests _____

Event Option: Option 1 Option 2 Option 3 Option 4

Event Type: Bridal Shower Baby Shower Birthday Party Corporate Event

Additional Event Information: _____

Event Host: _____

Primary Phone: _____ Email address: _____

How do you prefer to be contacted? (Please check only one.) Phone Text Email

DEPOSIT

I understand the hourly rental fee for TeaLula’s Tea Room is either \$75 for the current setting or \$300 for a two-hour event requiring a change to the space.

To confirm my reservation, I agree to have my credit card charged the deposit fee of \$75. I understand I will be charged \$50 per half hour exceeding the contracted time. I agree to pay the balance of my event fee and all food and beverage costs at the conclusion of the event. I will forfeit my deposit if I cancel within 14 days of the event resulting in the loss of additional events, tasting classes, or other business for TeaLula.

PAYMENT

Credit Card # _____ EXP _____ CVV _____

Address _____

Name as it appears on card _____

This contract is made in the State of Illinois and shall be construed and enforced in accordance with the laws of such State. This Private Event Contract constitutes the entire agreement between parties and may not be modified or amended except by an instrument in writing signed by both the Host and TeaLula, LLC. The undersigned acknowledges that he or she has read and understands the Private Event Contract including this page and the preceding pages. By signing and dating below, the undersigned accepts this contract and agrees to comply with same.

Signature _____ Date _____