



The Tasting Room Event Rental Agreement and Contract

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

Capacity

Our tea tasting room has a maximum capacity of 24 people for a seated event and 30 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

Rental fees are based on the type of event you wish to host. Your signed contract, plus the room rental deposit, is required to hold your date. The deposit will be credited to your bill. Final payment is due at the end of the event.

1. Existing Space:

\$75 per hour. No changes are made to the room. 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

2. Special Set up:

\$300 for a two-hour event. This fee is applied to events requiring a change to the existing space including banquet, classroom, lecture, or cocktail.

- 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.

- A 30 minute tea tasting conducted during your event by one of our certified tea specialists is an additional \$50.

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, EVOO. 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.
- The rental fee includes event coordination, two staff members, set up/clean up.
- Additional rental time exceeding contracted time is billed at \$50 per half hour.
- Rental fees are exclusive of tax and gratuity.

4. Group and Private Tea Tastings:

- A 90-minute group tea tasting costs \$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 tasting room to be reserved just for your group, which is an additional \$110.

Amenities

Your rental fee includes the tasting 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.

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|---|---------------------------|
| • 4 High-boy tables, 30" round x 42" high | • 12 White folding chairs |
| • 4 Banquet tables, 48" round x 29" high | • 24 Black café chairs |
| • 1 Large wooden farmhouse table, 10' long x 27" high (seats 8) | • 1 Coat Rack |
| | • 4 108" White linens |

- 36 18”x18” white napkins
- 36 teacups/saucers
- 36 16 oz teapots
- 6 Creamer/sugar bowls
- 6 Small glass bud vases
- 4 Silver three tier stands
- 4 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. However, for the afternoon tea service, we will coordinate the food through our preferred caterer, Twisted Trunk Catering.
 - 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 4 pm, 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-5:30pm

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

Saturday 9:00am-4:00pm

Room Availability & Seating Times

The Tasting 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 TeaLula staff is required for an event before the shop's regular opening and/or closing times, an additional fee of \$25 per hour may 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, nothing may be taped, pinned, or hung on 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 Sheila Duda or Melissa Arnos at thetastingroom@tealula.com or call (847) 823-8327.



The Tasting Room Event Rental Contract

Event Host: _____ Event Date: _____

of Guests: _____ Ideal Start and End Times: _____

Event Type: Bridal Shower Baby Shower Afternoon Tea Private Party Corporate Event

Address: _____

City: _____ State: _____ Zip: _____

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 Tasting 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 for the hourly rate option or \$150 for the two-hour option. 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 _____

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 _____