

Pink 
Bicycle
Tea Room

PRIVATE EVENTS



JUNE 1, 2016

PINK BICYCLE TEA ROOM

HISTORIC OCCOQUAN

303 COMMERCE STREET

OCCOQUAN, VA 20125

(703) 491-5216

www.PinkBicycleTeaRoom.com

TeaLady@PinkBicycleTeaRoom.com

PRIVATE EVENTS PACKAGES

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### **Adult Tea Parties**

#### ***The Queen's Tea***

*A three course Victorian treat elegantly garnished*

Course 1: Choice of homemade soup or fresh organic salad

Course 2: A fresh baked scone served with cream, butter jam or curd

Course 3: Variety of tea sandwiches, including our classic English Cucumber Sandwiches, savories, petit desserts & fresh fruit

*\$30 per person*

***Seated Tea***

#### ***The Lady Belle***

*A fresh baked scone served with cream, butter, jam or curd*

*Variety tea sandwiches, including our classic English Cucumber Sandwiches, savories, petit deserts & fresh fruit*

*\$24 per person*

***Seated or Buffet Tea***

#### ***The Little Cottage Tea***

*A fresh baked scone served with cream, butter, jam or curd*

*Sampling of tea sandwiches, including our classic English Cucumber Sandwiches, savories, petit deserts & fresh fruit*

*\$19 per person*

***Seated or Buffet Tea***

*Each package includes four varieties of unlimited Hot Tea  
Menu selection change month to month*

***Price does not include***

***3% Occoquan Tax***

***6% VA State Tax***

***20% Gratuity for parties of 6 or more***



## Children Tea Parties

1 ½ hour hostess guided tea party  
Guest are encourage to wear their favorite princess gown

As the guest arrive the little Princesses can put on  
their finishing touches to get ready for the party

Served on China for the full tea experience  
Pink Lemonade, Apple Juice or Tea served in decorative tea pots

### **The Princess Tea:** Ages 5 to 10

Fresh baked scones;  
Tea Sandwiches may include selection of 2  
Turkey, PB&J or Cream Cheese with Strawberry  
Jam and Cucumber Sandwiches  
Assorted fresh fruit and cheese  
\$17 per child

### **The Lady Bug Tea:** Ages 4 & under

Fresh baked scones;  
Tea Sandwiches may include selection of 1  
Turkey, PB&J or Cream Cheese with Strawberry  
Jam and Cucumber Sandwiches  
Assorted fresh fruit and cheese  
\$12 per child

### **Party add on**

Cupcakes-\$2 per child  
Craft time to take home-\$4 per child  
Goodie bag-\$4 per child  
Face Painter-\$120 an hour  
Balloon Artist-\$120 an hour

**For the adult guest of the party**  
***(Sorry we can only accommodate 2 non eating adult guest with children parties)***

### **The Queen's Tea**

Choice of homemade soup or fresh organic salad  
A fresh baked scone served with cream, butter jam or curd  
Variety of tea sandwiches, including our classic English Cucumber Sandwiches, savories, petit desserts &  
fresh fruit  
\$30 per person

### **Lady Belle Tea**

A fresh baked scone served with cream, jam or curd  
Variety of tea sandwiches, savories  
Including our classic English Cucumber Sandwich  
Variety of petite desserts & fresh fruit  
Selection of tea  
\$24 per person

**ASK ABOUT SMALLER GROUPS AND OPTIONS OUTSIDE THE PACKAGE**

**Price does not include**

**3% Occoquan Tax -6% VA State Tax-20% Gratuity for parties of 6 or more**



## **Private Events Details**

- **NUMBER OF GUEST:** We can accommodate up to 30 guest in a seated or a buffet social setting.
- **DURATION:** Private parties for children last one and half hour, adults 2 hours. Going over the blocked time will incur a cost of \$75 per half hour.
- **DEPOSIT:** Adult parties of 12 or less require a credit card hold. Adult parties of 13 or more require a non-refundable deposit of \$100 and a signed agreement to secure the scheduled date. Children parties require a non-refundable deposit of \$75 and a signed contract to secure the scheduled date. Deposits will be credited to your final balance. The balance due shall be paid to the Tea Room at the end of the scheduled event.
- **CANCELLATION:** Cancellation for private parties within 14 days from the date and time of the reservations are charged \$15 per person for cancellation and dropping **two** guest below the booked reservation. In the event that the Client is a no-show the full amount of the balance shall be charged to the Client's credit card used for the deposit as liquidated damages. Every effort will be made to reschedule the event within 14 days of the original date. **Cancellation must be in writing via email. Rescheduling is the responsibility of the Client and must be within 14 days of the original event.**
- **CANCELLATION DUE TO WEATHER OR NATIONAL SECURITY:** Cancellation is based on closure of Prince William County, Virginia Government. If the county government is closed due to weather conditions or national security we will be closed as well. The Tea Room will contact the Client prior to the event.
- **OUTSIDE FOOD:** Outside food and drinks are not allowed. Cupcakes/cakes and wrapped snacks as giveaways are allowed with a waiver and fee of \$30 which includes tier, cutting and plates. Sorry, we **cannot** store outside food.
- **CONFIRMATION:** The contracted headcount and details about the event will be confirmed 72 hours prior to the event. If on the day of the event more than the total number of people stated in the contract attends, the Tea Room reserves the right to increase the total price to reflect the total number of people in attendance. **In no event shall the contracted price be decreased below the total contract amount stated in the contract.**
- **PAYMENT:** Cash, money order and credit cards only. **Sorry no checks.** Payments can be split by payment type and payer with a \$3 fee per transaction.

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I'm all set to book my party. Now what?

1. We will set up time to talk on the phone to go over the details and confirm the date and time is available for your party.
2. A contract will be sent to you.
3. You return the contract with the deposit via email or regular USPS mail.
4. And wait for the Big Day.
5. We will confirm information a few days before your event.

If you have questions along the way or come up with an idea don't hesitate to ask.