



TVR SMALL EVENT CONTRACT

TVR agrees to hold a small event for _____, to be held on (month) ____ (day)____, (year)_____ at (time) _____. The location address is: **118 W. 3rd Street, Rochester, MI 48307**. Please note, there is limited free parking on the side and in the back parking lot, and there is public paid parking one block away on Walnut and 4th Street. There are two handi-cap spots in the back center parking lot, along with a ramp that starts at the front sidewalk. The following is agreed upon by both parties:

- \$50 non-refundable deposit for parties of 10-24 people (will be deducted from final bill on day of event)
- No room rental fee for parties under 25 people held during normal restaurant hours
- You will have approximately 2 hours to hold your Small Party Event.
- We respectfully ask that NO OUTSIDE food (cakes, cookies) be brought in during normal business hours
- We do ask for parties of 10-24 people that the food selection is narrowed down to 2 options of the 5 offered from our Luncheon Menu, so we can serve food in a timely manner. *If this is not possible, then please note, we may not have all 5 options available in the kitchen, if 24 people all ask for the same menu item.
- 2 types of tea to be served at every table. Typically, people pick 1 caffeinated and 1 decaffeinated

FOOD OPTIONS (select one):

___ OPTION 1 – LUNCHEON:

- \$21 per person, plus 6% tax and 20% gratuity, includes: Luncheon, Tea, Dessert *ask about our senior citizen discount
- Choose 2 of the 5 below luncheon options to offer to your guests in the invitation (they will need to rsvp their choice to you, and we will need final numbers 2 weeks before event):
 - ___ Spinach OR Quiche Lorraine (has bacon) served with Victorian Rose Side Salad
 - ___ Chicken Potpie with tarragon gravy on top, served with Victorian Rose Side Salad
 - ___ Victorian Rose Salad: grilled chicken on top of Victorian Rose Salad, served with warm dinner roll
 - ___ Cashew Chicken Salad: scoop of chicken salad served on top of bed of greens, with fruit garnish & scone
 - ___ Extreme Victorian: combination of Victorian Rose and Cashew Chicken Salad, comes with scone

___ OPTION 2 - 2-TIER TEA PARTY:

- If there is a small group of 10-24 people paying individually, there is no deposit, but each person must call ahead with their credit card rsvp *please note, there is a \$12 cancellation fee per person
- \$25 per person + 6% tax + 20% gratuity, includes: 2-Tier Platter, Tea
- 2-Tier Platter Comes with 3 savorys, 3 sweets and fresh fruit for everyone:
 - 2-Tier Savory Options (pick 3 out of 5 options for everyone to be served):
 - ___ Egg Salad Tea Sandwich: Egg Salad on top of crunchy slaw, spread onto thin wheat bread
 - ___ Chicken Salad Tea Sandwich: Cashew Chicken Salad, spread onto croissant
 - ___ Salmon Spread Tea Sandwich: Salmon mayo spread onto thin white bread
 - ___ Cucumber Tea Sandwich: garlic cream cheese spread on thin wheat bread, topped with thinly sliced cucumbers and dill
 - ___ Quiche Corner: Bite size spinach quiche
 - 2-Tier Sweets (each person receives): 1 scone w/ sweet butter, 1 Lemon Tart, 1 Raspberry Chocolate Torte, Fresh Fruit

A typical small party event looks like this, if your reservation starts at 12 pm (example given below):

- Our venue comes fully decorated with linens, chair covers and centerpieces. Host may arrive 15 minutes early to decorate, if needed. Please note, less is better, as our tables will be very full with centerpiece, teapots, teacups, plates and possibly 2-tiers
- Guests should arrive at 12 pm.
- Tea will be placed on tables at 12 pm
- Lunch will be served shortly after (depending on guests' arrival), followed by dessert
- Gift opening normally starts around 1 pm (if gifts are being given)
- Guests will leave around 2 pm

Cancellation / Refunds: If this event must be cancelled, there will be no refund of the \$50 deposit

FOR TVR TO FILL OUT ON DAY OF EVENT:

of people: ____ @____: _____

+6% tax: _____

+20% gratuity: _____

Total Amount Due: _____

I hereby agree to the above event, and understand the cancellation / refund policy.

Signature: FIRST & LAST NAME _____

Tonia Carsten, Owner

Date: _____

Date: _____