

# **HOLLY BERRY TEA ROOM**

## **Private Party Information**

	<b>Private Party in our Garden Room</b>	<b>After-Hours Private Party</b>
Number of guests	Up to 12 guests	20 to 40 guests
Available Times	11 AM to 1 PM Monday through Saturday	Mon. through Sat. 4:00 to 6:00 pm, Sundays-between Noon and 6 PM
Time allowed for your party	2 hours	2 hours
Room/House Fee	\$50 Room Fee-due at the time of booking to reserve your date & time <b>This fee is nonrefundable.</b>	\$200 House Fee-due at the time of booking to reserve your date & time <b>This fee is nonrefundable.</b>
Payment	Payment of the total bill is due at the end of your party.	Payment of the total bill is due at the end of your party. No separate checks for individual guests.
Additional Time	Not Available	\$75 for an additional hour
Gratuity	18 %	
Tax	8%	
Menu Options	-Buffet with catering trays*	-Buffet with catering trays*
	-Order from our regular menu	-Sit-down meal with all guests having the same menu selection
Drinks	\$2.50 per person with unlimited refills	
Cake/Dessert	You are welcome to bring your own cake/dessert for your special event. No other outside food or drink is allowed.	
Cake Cutting & Serving	You are welcome to cut and serve your cake/dessert. If you would like our staff to cut and serve for you there will be a \$20 fee.	
Decorations	Holly Berry Tea Room provides white linen tablecloths and a vase of flowers on each table. You may bring other decorations if desired. <b>No confetti, glitter or feathered boas please.</b> (A cleanup fee will be added for not adhering to these restrictions.)	
Games and Activities	May be provided by client	
Total number of guests	Please call us 3 business days before your party by 3 pm to give us a final count of the number of guests coming to your party. This is essential for our preparation. Once this number is received it will be considered final and you will be charged for that number of guests. If more guests attend than are expected, additional charges will be applied.	
Set up	You may come up to 15 minutes before your scheduled party time to set up your cake, decorations, etc.	You may come up to 30 minutes before your scheduled party time to set up your cake, decorations, etc.
Clean up	You have up to 15 minutes after your scheduled party time to wrap up your festivities. If you need more time, there will be a \$25 charge for every additional 15 minutes you go over.	

\*See our catering tray options on our web site under "Services" at [www.hollyberrystealounge.com](http://www.hollyberrystealounge.com)

Thank you for your interest in planning a private party at Holly Berry Tea Room!

Please give us a call if you have any questions or would like to book a private party with us.

**Holly Berry Tea Room**

501 East Main Street, # 4

League City, TX 77573

281-557-4433

[www.hollyberrystealounge.com](http://www.hollyberrystealounge.com)