



The Secret Tea Garden

Breakfast • Lunch • Brunch • Coffee Shop • Country • Light Meals • Picnics



16B Penguin Avenue, Norscot Manor Recreation Centre, Fourways
EMAIL - secretteagar@mweb.co.za
TELEPHONE - (011) 467 1191

We specialise in Baby Showers, Bridal Showers, Kitchen Teas, Christenings, Birthday Parties for young and old, Anniversaries and a whole lot more...

BANKING DETAILS

Orchards
 Standard Bank Cheque Account
 ACC# 402024842 BR# 006305 - Northcliff

PROCEDURE TO SECURE YOUR FUNCTION

1. Front Page filled out, signed & sent back
2. Venue Hire Paid (R750.00 or R1000.00)
3. Catering order emailed, Monday Prior to the function

Function Confirmation Form

BOOKED BY:		FUNCTION DATE:	
TELEPHONE #		# OF ADULTS:	
E-MAIL ADDRESS:		# OF CHILDREN:	
FAX #		TIME:	10.00 to 12.30 <input type="checkbox"/> 14.00 to 16.30 <input type="checkbox"/>

Baby Shower		Bridal Shower		High Tea		Birthday Party		Other	BOY	GIRL

TERMS & CONDITIONS

1. A **NON - REFUNDABLE** "Venue Hire Fee" is required to secure your booking. Once this has been paid, **NO REFUNDS** will be made when cancelling, nor deducted off your final bill.
 - 20 Adults & Less = **R750.00**
 - 21 - 50 Adults = **R1000.00**
 - 50+ Adults = **SQ**
2. Minimum of 10 Adults and a Maximum of 50 Adults, unless otherwise arranged
3. The duration of your party is 2.5 hours. We respectfully request that you adhere to your finishing time and vacate the area timeously. This will enable us to set up for the next function. Should you feel that you require additional time, check with management if we can arrange an extension. You are welcome to relocate to a table in the Tea Garden.
4. Final Catering Selections and Number of Guests to be submitted by the **MONDAY BEFORE** your function.
5. We supply gazebos, white table cloths, serviettes, cutlery & crockery as well as flower arrangements on the table.
6. All Catering Selections will be displayed beautifully on food stands.
7. No food, beverages or any other consumables may be brought onto the premises.
8. Full payment of Outstanding Balance to be made on the day of the function.
 (We do not, unfortunately, accept Diner's Club or American Express.)
9. Please send the confirmation of payment for the **NON - REFUNDABLE** "Venue Hire Fee" to the e-mail address provided at the top of this form. Please use **YOUR NAME & FUNCTION DATE** as reference.
10. A 10% gratuity will be added to your Final Bill which will be received by the host/hostess & assistants.
11. As we run several functions, your function area will only be available 30 minutes prior to the start time, should you choose to arrive earlier for setup.
12. Prices subject to change without prior notice.

I, _____
 and accept the Terms & Conditions hereof.

hereby acknowledge that I have read the complete document

 SIGNATURE

 DATE

Catering Selection For Adults

All catering must be provided by The Secret Tea Garden.
 You may bring your own SPECIAL Cake at an additional Corkage Charge of R100.00
 Please fill in the QUANTITY of each item required.

Sweets, Cakes & Pastries

				PRICE	QUANTITY	AMOUNT
Assorted Sweet Platter				R 400.00		R -
8 Lemon Tartlets	8 Mini Milk Tarts					
10 Mini Scones with Cream	8 Mini Custard Slices					
8 Pecan Nut Tartlets	8 Mini Chocolate Eclairs					
Cupcakes (ea)				R 14.50		R -
Lemon Chiffon Cake (12 slices)				R 160.00		R -
Chocolate Chiffon Cake (12 slices)				R 160.00		R -
BarOne Chocolate Cake (12 slices)				R 160.00		R -
Carrot Cake (12 slices)				R 160.00		R -
Lemon Meringue				R 140.00		R -
Granadilla Chiffon Cake (12 slices)				R 160.00		R -
Baked Cheese Cake				R 180.00		R -
Yoghurt Ripple Ring				R 195.00		R -
Banana Loaf (Freshly Baked)				R 85.00		R -
Pavlova With Berries & Cream				R 210.00		R -
Scones with Jam & Cream (12 halves)				R 110.00		R -
Muffins (12 per serving)				R 95.00		- R -
Banana & Pecan Nut		Lemon & Poppy Seeds				
Vanilla & Chocolate		Blueberry				
Savoury Cheese Board (serves 10) <small>Assorted cheese, biscuits, fresh fruit & Chutney</small>				R 325.00		R -
Scones with Cheese & Tomato (12 halves)				R 110.00		R -
Sandwich Platter - Assorted fillings (10 - 15 people)				R 170.00		R -
Chicken Spring Rolls with Sweet Chilli Dip (20 servings)				R 160.00		R -
Vegetable Spring Rolls with Sweet Chilli Dip (20 servings)				R 160.00		R -
Platter Crudités with Hummus Dip (10 -15 people)				R 325.00		R -
Mini Sausage Rolls (30 servings)				R 160.00		R -
Chicken Liver Paté with Savoury Biscuits (8 -10 people)				R 125.00		R -
Philadelphia Cheese with Sweet Chilli & Biscuits (8 - 10 people)				R 175.00		R -
Savoury Tart (serves 8 - 10)				R 160.00		- R -
Spinach & Feta						
Bacon & Onion						
Butternut & Feta						
Assorted Cocktail Pie Platter (serves 10 - 12)				R 250.00		R -
Chicken & Leek (4)		Mince & Mash (4)				
Pepper Steak (4)		Game (4)				
Ham (4)		Steak (4)				

Buffet

Minimum of 20 People
Must Be PRE-ORDERED
50% Deposit required 3 days prior to function

Buffet Breakfast

	PRICE	QUANTITY	AMOUNT
OPTION 1			
Yoghurt, Muesli & Seasonal Fruit Cheese & Onion Savoury Muffins Quiche (Please indicate Vegetarian) Tea & Coffee	R72.00pp		R -
OPTION 2			
Bacon Beef Sausages OR Vegetarian Sausages Scrambled Eggs Grilled Tomatoes Toast (White & Brown) Tea & Coffee	R80.00pp		R -
OPTION 3			
Yoghurt, Muesli & Seasonal Fruit Cheese & Onion Savoury Muffins Scrambled Eggs Bacon Grilled Tomatoes Beef OR Vegetarian Sausages Toast (White & Brown) Tea & Coffee	R110.00pp		R -
	PRICE	QUANTITY	AMOUNT
LASAGNE - Choice of Vegetable OR Meat served with Greek Salad & Crispy Bread Rolls	R110.00pp		R -
BUILD YOUR OWN BURGER - Rolls, Beef OR Chicken Patties, Tomato, Lettuce, Onions & Chips	R95.00pp		R -
SRI LANKA CHICKEN CURRY - Served with Yellow Rice & Sambals as well as Cocktail Rolls	R120.00pp		R -
LADIES LUNCH - Homemade Quiche & Salad followed by Ice Cream & Chocolate sauce for dessert	R95.00pp		R -

High Tea

Must Be PRE-ORDERED
50% Deposit required 3 days prior to function

Special High Tea for Special Occasions, includes:

Fresh Flowers, and all eats are displayed beautifully on stands.

	PRICE	QUANTITY	AMOUNT
Mini Lemon Tarts			
Mini Milk Tarts			
Mini Eclairs			
Mini Custard Slice			
Scones with Jam & Cream OR Cheese & Tomato	R150.00pp		R -
Mini Sausage Rolls			
Dainty Sandwiches			
Mixed Berry Juice & Jugs with Water & Lemon			
Tea & Coffee			

Girls High Tea

Maximum 20 Little People
Must Be PRE-ORDERED
50% Deposit required 3 days prior to function

Little High Tea for Special Occasions, includes:

Tiny Tables & Chairs, Little High Tea Sets & stands, as well as flowers.

Tea OR Hot Chocolate OR Mixed Berry Juice			
Mini Cupcakes			
Mini Chocolate Cake	R75.00pp		R -
Dainty Sandwiches			
Biscuits, Sweets & Chocolates			

Picnic

Maximum 30 Adults / Kids
Must Be PRE-ORDERED
50% Deposit required 3 days prior to function

Adult Picnic

Bread Rolls, Cheese & Biscuits, 2 Chicken Kebabs, Greek Salad, Potato Salad, Fruit Kebabs, Mini Scones with Jam & Cream & Tea & Coffee	R170.00pp		R -
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Kids Picnic

4 Chicken Nuggets & Smileys, Fresh Fruit, Packet of Chips, Packet of Gummie Sweets & a Ceres Juice Box	R75.00pp		R -
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Catering Selection For Kids

All catering must be provided by The Secret Tea Garden.
 You may bring your own SPECIAL Cake at an additional Corkage Charge of R100.00
 We do a Basic Setup for Kiddies Parties. (Plain White Tablecloths on request)

Kidz Corner

	PRICE	QUANTITY	AMOUNT
Cheese Curls (large packet)	R 25.00		R -
Flings (large packet)	R 25.00		R -
Bowl of Gummies	R 40.00		R -
Fizzers Large	R 40.00		R -
Marshmallows	R 40.00		R -
Suckers (ea)	R 3.50		R -
Chomps (ea)	R 5.00		R -
Kiddies Biscuits	R 45.00		R -
Viennas & Tomato Sauce (10 per serving)	R 48.00		R -
Hot Chips & Tomato Sauce (10 per serving)	R 45.00		R -
4 Chicken Nuggets & 4 Smiley Potatoes (pp)	R 32.00		R -
Soft Serve Cone	R 10.00		R -
Soft Serve Cone & Flake	R 15.00		R -
Soft Serve Cup	R 15.00		R -
Mini Yoghurt & Fruit (pp)	R 14.50		R -
Ceres Juice Box (ea)	R 12.00		R -

Extras

Jumping Castle	R 680.00		R -
Trampoline	R 680.00		R -

Once this has been paid, NO REFUNDS will be made when cancelling, nor deducted off your final bill.

	PRICE	QUANTITY	AMOUNT
1L Water Jug With Lemon & Ice	-		-
1L Fresh Fruit Juice	R 50.00		R -
1L Mixed Berry Juice	R 48.00		R -
330ml Appletizer, Grapetizer	R 20.00		R -
330ml Lipton Ice Tea	R 20.00		R -
500ml Still, Sparkling Mineral Water	R 16.00		R -
330ml Soft Drinks	R 18.00		R -
TEA & COFFEE STATION - Self Service (bill per used cup)	R9.50pp		-
Beers & Ciders	POA		-
Wines	POA		-

EXTRAS

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Extra Décor

	PRICE	QUANTITY	AMOUNT
Standard Helium Balloons (ea)	R 12.50		R -
Medium Foil Helium Balloons (ea)	R 60.00		R -
Large Foil Helium Balloons (ea)	R 120.00		R -
Special Helium Balloons (ea)	POA		#VALUE!
			R -
Adult Chair Covers (ea)	R 12.50		R -
Kiddies Chair Covers (ea)	R 8.50		R -
			R -
Chair Tie Backs (ea)	R 3.50		R -
			R -
Table Overlays (ea)	R 8.50		R -
Table Runners (ea)	R 8.50		R -

Please chat to me regarding additional décor options to personalise your function.

Speciality Cakes & Cupcakes

Our baker has been in the business for over 15 years.
Please send all special cake requests to secretteagar@mweb.co.za

We can do:

Special Cakes for Birthdays, Baby Showers, Bridal Showers, Christenings, etc.

Special Cupcakes

Special Biscuits for Party Favours or a special Treat for your guests

Please note: We require a 50% deposit on all Speciality Cakes

Thank you for choosing The Secret Tea Garden for hosting your event.
We look forward to making your function a special day to remember.

If you wish to visit our website, please log on to www.secretteagarden.co.za

Please like us on Facebook and post your reviews.

<https://www.facebook.com/norscotsecretteagarden>

Thank You,

Didi Smith