

# 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

WEB PAGE - www.secreteagarden.co.za

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

## BANKING DETAILS

Account Name: Orchard  
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 (R820.00 or R1100.00)
3. Catering order emailed, **MONDAY PRIOR** to the event

## Function Confirmation Form

<b>BOOKED BY:</b>		<b>FUNCTION DATE:</b>									
<b>TELEPHONE #</b>		<b># OF ADULTS:</b>									
<b>E-MAIL ADDRESS:</b>		<b># OF CHILDREN:</b>									
<b>GUEST OF HONOUR:</b>		<b>TIME:</b>	<table border="1"> <tr> <td>10.00 to</td> <td></td> <td>14.00 to</td> <td></td> </tr> <tr> <td>12.30</td> <td></td> <td>16.30</td> <td></td> </tr> </table>	10.00 to		14.00 to		12.30		16.30	
10.00 to		14.00 to									
12.30		16.30									
Bridal Shower	High Tea	Other	<table border="1"> <tr> <td>BOY</td> <td>GIRL</td> </tr> <tr> <td></td> <td></td> </tr> </table>	BOY	GIRL						
BOY	GIRL										
		Birthday Party	Baby Shower								

## TERMS & CONDITIONS

1. A **NON - REFUNDABLE** "Venue Hire Fee" is required to secure your booking. Once this has been paid, it cannot be refunded upon cancellation, and is not deducted from the final function bill.
    - 10 - 20 Adults = R820.00
    - 21 - 40 Adults = R1100.00
    - 40+ Adults = POA
  2. The duration of your event is 2.5 hours. We respectfully request that you adhere to your finishing time and vacate the area timeously. This enables 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.
  3. Final Catering Selections and Number of Guests to be submitted by the **MONDAY BEFORE** your event.
  4. We supply tables, chairs, gazebos, white table cloths, napkins, cutlery and crockery together with a flower arrangement
  5. All Catering Selections will be displayed on food stands.
  6. **No food, beverages or any other consumables may be brought onto the premises.**
  7. **Full payment of Outstanding Balance to be made on the day of the function.**  
**(We do not, unfortunately, accept Diner's Club, American Express or Cheques)**
- All EFT Payments to reflect in our bank account before we recognise it as a payment for the event.**
8. 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 AND FUNCTION DATE** as reference.
  9. A 10% gratuity will be added to your Final Bill which will be received by the host/hostess and assistants.
  10. As we run several events, your allocated area will only be available 30 minutes prior to the start time, should you choose to arrive earlier for setup.
  11. Prices subject to change without prior notice.

6

7

I, \_\_\_\_\_ hereby acknowledge that I have read the complete document and agree to the terms and conditions hereof. **Please initial blocks next to point 6 & 7, this indicates you are aware of, and accept the terms as stated above.**

SIGNATURE

DATE

## PLATTER 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
<b>ASSORTED DANISH PLATTER</b>				R290.00		R -
Almond Triangles (8)	Custard Danish (8)					
Apricot Danish (8)	Rondo Chocolate Danish (8)					
<b>ASSORTED SWEET PLATTER</b>				R465.00		R -
Mini Milk Tarts (10)	Mini Custard Slices (10)					
Mini Lemon Tartlets (10)	Mini Chocolate Eclaires (10)					
Mini Scones with Jam & Cream (10)						
<b>MUFFINS (12 per serving) (choose flavours)</b>				R130.00		R -
Banana & Pecan Nut		Lemon & Poppy Seeds				
Vanilla & Chocolate		Blueberry				
<b>OTHER PASTRIES, BREADS &amp; SWEETS</b>						
Cupcakes (ea)				R16.00		R -
Banana Loaf (Freshly Baked)				R 90.00		R -
Pavlova With Berries & Cream				R 220.00		R -
Homemade Scones with Jam & Cream (12 halves)				R 120.00		R -
Apple Crumble with Cream or Ice Cream (serves 8 - 10)				R290.00		R -
<b>CAKE SELECTION</b>						
Lemon Chiffon Cake (12 slices)				R180.00		R -
Chocolate Chiffon Cake (12 slices)				R180.00		R -
Bar One Chocolate Cake (12 slices)				R180.00		R -
Homemade Carrot Cake (12 slices)				R195.00		R -
Lemon Meringue (8 slices)				R160.00		R -
Granadilla Chiffon Cake (12 slices)				R180.00		R -
Homemade Baked Cheese Cake (12 slices)				R220.00		R -

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Please fill in the QUANTITY of each item required.

## SAVOURIES

	PRICE	QUANTITY	AMOUNT
Savoury Cheese Board (serves 10) Assorted cheese, biscuits, fresh fruit & Preserve	R350.00		R -
Homemade Scones with Cheese & Tomato (12 halves)	R120.00		R -
Sandwich Platter - Assorted fillings (32 quarter servings)	R175.00		R -
Chicken Spring Rolls with Sweet Chilli Dip (20 servings)	R165.00		R -
Vegetable Spring Rolls with Sweet Chilli Dip (20 servings)	R165.00		R -
Platter Crudités with Hummus Dip (10 -15 people)	R330.00		R -
Homemade Mini Sausage Rolls (30 servings)	R165.00		R -
Chicken Liver Paté with Savoury Biscuits (8 -10 people)	R140.00		R -
Cream Cheese with Sweet Chilli & Biscuits ( 8 - 10 people)	R190.00		R -
Mini Beef Meatballs (20 pieces)	R420.00		R -
Beef Kebabs (20 pieces)	R460.00		R -
Chicken Kebabs (20 pieces)	R420.00		R -
Chicken Drumsticks (20 pieces)	R380.00		R -
Fruit Kebabs (20 pieces)	R420.00		R -
Halloumi Finger Platter with Sweet Chilli Sauce (40 pieces)	R450.00		R -
<b>Homemade Savoury Tart (serves 8 - 10) (choose flavours)</b>			
Spinach & Feta	R 175.00		R -
Bacon & Onion			
Mediterranean Savoury Tart			
<b>Homemade Assorted Cocktail Pie Platter</b>			
Chicken & Leek (4)	R280.00	Chicken Curry (4)	R -
Pepper Steak (4)		Beef & Onion (4)	
Cheese & Corn (4)		Spinach & Feta (4)	

# BUFFET STYLE

Minimum of 20 People  
 Must Be PRE-ORDERED  
 a 50% NON-REFUNDABLE deposit required 5 DAYS PRIOR to function  
 We regret, NO TAKE AWAYS for Buffet options.

## BUFFET BREAKFAST

	PRICE	QUANTITY	AMOUNT
<b>OPTION 1</b>			
Yoghurt, Muesli & Seasonal Fruits Cheese Scone with Cheese & Tomato Quiche (Please indicate Vegetarian) Tea & Coffee	R85.00pp		R -
<b>OPTION 2</b>			
Bacon Beef Sausages OR Vegetarian Sausages OR Pork Sausages Scrambled Eggs Grilled Tomatoes Toast (White & Brown) Tea & Coffee	R95.00pp		R -
<b>OPTION 3</b>			
Yoghurt, Muesli & Seasonal Fruit Cheese Scone with Cheese & Tomato Scrambled Eggs Bacon Grilled Tomatoes Beef Sausages OR Vegetarian Sausages OR Pork Sausages Toast (White & Brown) Tea & Coffee	R125.00pp		R -

## BUFFET LUNCH

	PRICE	QUANTITY	AMOUNT
<b>LASAGNE</b> - Choice of Vegetable OR Beef OR Chicken served with Greek Salad & Crispy Bread Rolls	R125.00pp		R -
<b>BUILD YOUR OWN BURGER</b> - Rolls, Beef OR Chicken Patties, Tomato, Lettuce, Onions & Chips	R95.00pp		R -
<b>CHICKEN CURRY</b> - Served with Yellow Rice & Sambals as well as Cocktail Rolls Please specify, on the bone or boneless	R 130.00pp		R -
<b>LADIES LUNCH</b> - Homemade Quiche & Salad followed by Ice Cream & Chocolate sauce for dessert	R105.00pp		R -

# HIGH TEA

Must Be PRE-ORDERED

**a 50% NON-REFUNDABLE deposit required 5 DAYS PRIOR to function**

*Special High Tea for special occasions, includes :*

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

1 - 15 people: R170.00 pp

16 + people: R155.00pp

	PRICE	QUANTITY	AMOUNT
Mini Lemon Tart			
Mini Milk Tart			
Mini Eclair			
Mini Custard Slice			
Scones with Jam & Cream OR Cheese & Tomato			
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

**a 50% NON-REFUNDABLE deposit required 5 DAYS PRIOR to function**

*Little High Tea for special occasions, includes :*

*Tiny Tables and Chairs, Little High Tea Sets & Stands, as well as flowers.*

	PRICE	QUANTITY	AMOUNT
Tea OR Hot Chocolate OR Mixed Berry Juice			
Mini Cupcakes	R85.00		R -
Mini Chocolate Cake			
Dainty Sandwiches	pp		
Biscuits, Sweets & Chocolates			

# PICNIC

Must Be PRE-ORDERED

**a 50% NON-REFUNDABLE deposit required 5 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	R190.00 pp		R -
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## KIDDIES PICNIC

4 Chicken Nuggets & Smileys, Fresh Fruit, Packet of Chips, Packet of Gummie Sweets & a Juice Box	R85.00 pp		R -
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## DRINKS

	PRICE	QUANTITY	AMOUNT
1.3L Water Jug With Lemon & Ice	-		R -
1.3L Fresh Fruit Juice	R65.00		R -
1.3L Mixed Berry Juice	R50.00		R -
330ml Appletizer, Grapetizer	R21.00		R -
330ml Lipton Ice Tea	R21.00		R -
500ml Still, Sparkling Mineral Water	R17.00		R -
330ml Soft Drinks	R18.00		R -
TEA & COFFEE STATION - Self Service (billed per used cup)	R10.00		R -
<b>Beers &amp; Ciders</b>			
Castle, Black Label, Hansa	R22.00		R -
Windhoek Lager, Windhoek Light, Amstel, Castle Lite	R24.00		R -
Heineken, Millers Draught	R25.00		R -
Windhoek Draught	R28.00		R -
Craft Beer on Tap	R35.00		R -
Hunters Dry	R24.00		R -
Savanna Dry, Savanna Light	R25.00		R -
Smirnoff Spin, Brutal Fruit	R22.00		R -
<b>Wines</b>			
Protea Merlot	R140.00		R -
Zandvliet Shiraz	R200.00		R -
Protea Pinot Grigio	R120.00		R -
Protea Chardonnay (unwooded)	R150.00		R -
Pierre Jourdan Tranquille	R180.00		R -
Nederburg Rosé	R95.00		R -
Protea Rosé	R110.00		R -

We charge a corkage fee of R50.00 per bottle brought in - unlisted wine and sparkling wine only

**Ask us for our full wine list .**

## SPECIALITY CAKES, CUPCAKES & BISCUITS

Our baker has been in the business for over 16 years.

**Available for you to order for your Special Event:**

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

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

Send us a picture of the cake you would like and we will quote accordingly.

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

## 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)

### PARTY PACKS

*served in a white party box*

	PRICE	QUANTITY	AMOUNT
<b>Basic Kiddies Party Pack includes:</b>			
1 x Packet of Gummies, 1 x Juice Box & 1 x Packet of Crisps	R45.00		R -
<b>PARTY PACK ADD ONS:</b>			
Sucker	R5.00		R -
Chomp (large)	R10.00		R -
Fizzer (large)	R6.00		R -
Smarties (medium)	R19.00		R -
Juice Box	R13.00		R -
<b>INDIVIDUAL KIDDIES MEALS &amp; TREATS:</b>			
Mini Yoghurt & Fruit	R20.00		R -
French Toast & Bacon	R35.00		R -
Chicken Nuggets & Smiley Faces	R45.00		R -
Soft Serve Cone (Tokens Supplied)	R13.00		R -
Soft Serve Cone & Flake (Tokens Supplied)	R16.00		R -
<b>FOR THE TABLE:</b>			
Bowl of Marshmallows	R50.00		R -
Cheese Curls	R26.00		R -
Flings	R26.00		R -
Kiddies Biscuits	R60.00		R -
Viennas & Tomato Sauce (10 servings)	R60.00		R -
Hot Chips & Tomato Sauce (10 servings)	R55.00		R -
<b>NOSTALGIC SWEET TREATS</b>			
Smartie Crammed Clown Man (ea.)	R17.00		R -
Boudoir Racing Car (ea.)	R10.00		R -

## EXTRAS

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## EXTRA DÉCOR

	PRICE	QUANTITY	AMOUNT
Standard Helium Balloons (ea)	R13.00		R -
Medium Foil Helium Balloons (ea)	POA		R -
Large Foil Helium Balloons (ea)	POA		R -
Special Helium Balloons (ea)	POA		R -
Helium Only	POA		R -
Adult Chair Covers (ea)	R13.00		R -
Kiddies Chair Covers (ea)	R9.00		R -
Chair Tie Backs (ea)	R4.00		R -
Table Overlays (ea)	R9.00		R -
Table Runners (ea)	R9.00		R -

## AMUSEMENTS

Jumping Castle	R680.00		R -
Popcorn Machine (includes Popcorn & Standard Salt)	R385.00		R -
Candy Floss Machine Rental (includes Sugar & Sticks)	R 250.00		R -

**Please chat to us regarding additional décor options to personalise your function.**

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

*Didi & Tamsin*

If you wish to visit our website, please log on to [www.secretteagarden.co.za](http://www.secretteagarden.co.za)

Please "LIKE" us on Facebook and post your reviews.

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