

The Secret Tea Garden

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

16B Penguin Avenue, Norscot Manor Recreation Centre, Fourways
EMAIL - secreteagar@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
 CAPITEC
 ACC# 1679 994 814 BR# 470010

PROCEDURE TO SECURE YOUR FUNCTION

1. Front Page filled out, signed & sent back with POP
2. Venue Hire Paid – **Reference your name and date of function.**
3. Catering order to be emailed, together with a 50% deposit on the food and beverage ordered on the **MONDAY PRIOR** to the event

Function Confirmation Form

BOOKED BY:		FUNCTION DATE:	
TELEPHONE #		NO. OF ADULTS:	
E-MAIL ADDRESS:		NO. OF CHILDREN:	
GUEST OF HONOUR:		TIME:	10.00 to 12.30 14.00 to 16.30
Bridal Shower	High Tea	Other	Birthday Party Baby Shower
			BOY GIRL

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.
 0 – 20 Adults = R1300.00 21 – 30 Adults = R1800.00
 31 – 40 Adults = R2100.00 41 – 50 Adults = R2300.00
 51+ 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, inquire with management if it is possible to arrange an extension. You are welcome to relocate to a table in the Tea Garden.
3. Final Catering Selections and your Number of Guests are to be submitted by the **MONDAY BEFORE** your function.
4. We supply tables, chairs, gazebos, white table cloths, napkins, cutlery and crockery along with basic flower arrangements.
5. **No food, beverages or any other consumables may be brought onto the premises.**
6. **Full payment of Outstanding Amounts 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.
7. Please send the confirmation of payment for the **NON – REFUNDABLE** "Venue Hire Fee" to the e-mail address
8. A **10% gratuity** will be added to your **Final Bill** which will be received by the host/hostess and assistants.
9. 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.
10. Prices subject to change without prior notice.
11. Please note that we are a purely outside venue only / No PUBLIC ADDRESS systems may be brought into the tea garden.

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I, _____ hereby acknowledge that I have read the complete document and agree to the terms and conditions hereof. **Please initial blocks next to point 5 & 6, this indicates you are aware of, and accept the terms as stated above.**

 SIGNATURE

 DATE

EMAIL: secreteagar@mweb.co.za

TELEPHONE: 011 467 1191

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
ASSORTED DANISH PLATTER (24)			
Almond Triangles (6)	R350.00		R -
Custard Danish (6)			
Apricot Danish (6)	R350.00		R -
Rondo Chocolate Danish (6)			
ASSORTED SWEET PLATTER – Option 1 (50)			
Mini Strawberry Cheesecake (10)	R600.00		R -
Mini Milk Tarts (10)			
Mini Lemon Tarts(10)			
Mini Scones with Jam & Cream (10)			
ASSORTED SWEET PLATTER – Option 2 (50)			
Mini Strawberry Cheesecake (10)	R650.00		R -
Mini Chocolate Brownie (10)			
Mini Scones with Jam & Cream (10)			
MUFFINS (12 per serving) (choose flavours)			
Banana & Pecan Nut	R180.00		R -
Vanilla & Chocolate			
Lemon & Poppy Seeds			
Blueberry			
OTHER PASTRIES, BREADS & SWEETS			
Cupcakes (ea)	R17.00		R -
Banana Loaf (Freshly Baked)	R90.00		R -
Homemade Scones with Jam & Cream (12 halves)	R150.00		R -
Apple Crumble with Cream or Ice Cream (serves 8 – 10)	R330.00		R -
Fruit Kebabs (20 pieces)	R300.00		R -
FULL CAKE SELECTION			
Chocolate & Vanilla (12 slices)	R240.00		R -
Chocolate Cake (12 slices)	R240.00		R -
Bar One Chocolate Cake (12 slices)	R240.00		R -
Homemade Carrot Cake (12 slices)	R270.00		R -
Amarula Cake (12 slices)	R240.00		R -
Granadilla Cake (12 slices)	R240.00		R -
Homemade Baked Cheese Cake (12 slices)	R300.00		R -

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SAVOURIES

	PRICE	QUANTITY	AMOUNT
Savoury Cheese Board (serves 10) Assorted cheese, biscuits, fresh fruit & Preserve	R480.00		R -
Homemade Scones with Cheese & Tomato (12 halves)	R160.00		R -
Sandwich Platter - Assorted fillings (32 quarter servings)	R220.00		R -
Chicken Spring Rolls with Sweet Chilli Dip (20 servings)	R195.00		R -
Vegetable Spring Rolls with Sweet Chilli Dip (20 servings)	R195.00		R -
Platter Crudités with Hummus Dip (10 -15 people)	R370.00		R -
Homemade Mini Sausage Rolls (30 servings)	R195.00		R -
Chicken Liver Paté with Savoury Biscuits (8 - 10 people)	R190.00		R -
Cream Cheese with Sweet Chilli Sauce & Biscuits (8 - 10 people)	R220.00		R -
Mini Beef Meatballs (20 pieces)	R180.00		R -
Beef Kebabs (20 pieces)	R300.00		R -
Chicken Kebabs (20 pieces)	R280.00		R -
Chicken Drumsticks (20 pieces)	R260.00		R -
Halloumi Finger Platter with Sweet Chilli Sauce (40 pieces)	R495.00		R -
Whole Homemade Savoury Tart (serves 8 - 10) (choose flavours)			
Spinach & Feta	R220.00		R -
Bacon & Onion			
Mediterranean			
Homemade Assorted Cocktail Pie Platter (24)			
Chicken & Leek (4)	R360.00		R -
Pepper Steak (4)			
Cheese & Corn (4)			

BUFFET STYLE

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
OPTION 1			
Yoghurt, Muesli & Seasonal Fruits Cheese Scone with Cheese & Tomato Quiche (Please indicate Vegetarian) Tea & Coffee	R105.00pp		R -
OPTION 2			
Bacon Beef Sausages OR Vegetarian Sausages OR Pork Sausages Scrambled Eggs Grilled Tomatoes Toast (White & Brown) Tea & Coffee	R120.00pp		R -
OPTION 3			
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	R150.00pp		R -

BUFFET LUNCH

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

	PRICE	QUANTITY	AMOUNT
SUNDAY ROAST – Roast Lamb and Chicken, served with Rice, Roast Potatoes, Veg, Gravy and Mint Sauce	R170.00pp		R -
BUILD YOUR OWN BURGER – Rolls, Beef OR Chicken Patties, Tomato, Lettuce, Onions & Chips	R105.00pp		R -
CHICKEN CURRY – Served with Yellow Rice & Sambals as well as Dinner Rolls	R 140.00pp		R -
LASAGNE – Choice of Vegetable OR Beef OR Chicken served with Greek Salad and Dinner Rolls	R140.00pp		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.

Option 1

1 - 15 people R180.00pp 16+ People R170.00pp	PRICE	QUANTITY	AMOUNT
Mini Milk Tart Mini Strawberry Cheesecake Chocolate Profiteroles Scones (Jam and Cream OR Cheese and Tomato) Mini Sausage Rolls Dainty Sandwiches Tea and Coffee Fruit Juice			

Option 2

1 - 15 People R250.00pp 16+ People R230.00pp	PRICE	QUANTITY	AMOUNT
Mini Chocolate Brownie Mini Peppermint Tart Mini Lemon Meringue Mini Strawberry Cheesecake Mini Scones (Jam and Cream OR Cheese and Tomato) Mini Caramelised Onion Quiche Mini Sausage Rolls Dainty Sandwiches Tea and Coffee Fruit Juice			

GIRLS' HIGH TEA

Must Be PRE-ORDERED

Little High Tea for Special Occasions, includes :

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

	PRICE	QUANTITY	AMOUNT
Tea OR Hot Chocolate OR Fruit Juice Mini Cupcakes Mini Chocolate Cake Dainty Sandwiches Assorted Biscuits	R105.00 pp		R -

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 and Tea & Coffee	R220.00 pp		R -
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KIDDIES PICNIC

4 Chicken Nuggets & Smileys, Fresh Fruit, Packet of Chips, Packet of Gummy Sweets and a Juice Box	R115.00 pp		R -
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DRINKS

	PRICE	QUANTITY	AMOUNT
1.3L Water Jug With Lemon & Ice	-		R -
1.3L Fresh Fruit Juice	R75.00		R -
Appetizer, Grapetizer	R25.00		R -
Lipton Ice Tea Peach/Lemon	R23.00		R -
Still, Sparkling Mineral Water Bottles	R17.00		R -
Soda Cans	R19.00		R -
TEA & COFFEE STATION - Self Service (billed per used cup)	R12.00		R -
Beers & Ciders			
Castle, Black Label, Hansa	R27.00		R -
Windhoek Lager, Windhoek Light, Amstel, Castle Lite & Free	R29.00		R -
Heineken, Millers Draught	R30.00		R -
Windhoek Draught	R31.00		R -
Hunters Dry	R26.00		R -
Savanna Dry, Savanna Light	R28.00		R -
Smirnoff Spin	R25.00		R -
Wines			
Warwick "The First Lady" Cabernet Sauvignon	R185.00		R -
Porcupine Ridge	R160.00		R -
Boschendal	R140.00		R -
Fat Bastard Chardonnay	R180.00		R -
Spier Wine Farms	R170.00		R -
John B Sauvignon Blanc	R135.00		R -
Wolftrap Red	R140.00		R -
Sparkling Wines			
Spier - The Secret	R180.00		R -
Robertsons Sparkling Range	R150.00		R -
Krone Sparkling Range	R300.00		R -

We charge a corkage fee of R100.00 per bottle brought in - Please ask for our wine list to see options not listed here

SPECIALITY CAKES, CUPCAKES & BISCUITS

Our baker has been in the business for over 18 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 Party Box. (Please check with us what we have available)

	PRICE	QUANTITY	AMOUNT
Basic Kiddies Party Pack includes:			
1 x Packet of Gummies, 1 x Juice Box & 1 x Packet of Crisps	R50.00		R -
PARTY PACK ADD ONS:			
Sucker	R6.00		R -
Chomp (large)	R12.00		R -
Fizzer (large)	R7.00		R -
Smarties (medium)	R21.00		R -
Juice Box	R13.00		R -
INDIVIDUAL KIDDIES MEALS & TREATS:			
Mini Yoghurt & Fruit	R20.00		R -
French Toast & Bacon	R40.00		R -
Chicken Nuggets & Smiley Faces	R48.00		R -
Soft Serve Cone (Tokens Supplied)	R15.00		R -
FOR THE TABLE:			
Bowl of Marshmallows	R60.00		R -
Chees Curls / Flings	R26.00		R -
Kiddies Biscuits	R60.00		R -
Hot Dogs	R33.00		R -
Viennas & Tomato Sauce (10 servings)	R70.00		R -
Hot Chips & Tomato Sauce (10 servings)	R55.00		R -
NOSTALGIC SWEET TREATS			
Smartie Crammed Clown Man (ea.)	R18.50		R -
Boudoir Racing Car (ea.)	R18.50		R -

EXTRAS

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EXTRA DÉCOR

	PRICE	QUANTITY	AMOUNT
Standard Helium Balloons (ea)	R18.00		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)	R10.00		R -
Chair Tie Backs (ea)	R6.00		R -
Table Overlays (ea)	R10.00		R -
Table Runners (ea)	R10.00		R -

AMUSEMENTS

Jumping Castle	R700.00		R -
Popcorn Machine (includes Popcorn and Standard Salt)	R500.00		R -
Candy Floss Machine Rental (includes Sugar & Sticks)	R400.00		R -

Please chat to us regarding additional décor items to personalise your function.

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

Debs & Steve

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>