

# The Secret Tea Garden

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

16B Penguin Dr, 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 & old, Anniversaries.....  
AND A WHOLE LOT MORE

## BANKING DETAILS

Orchard

Capitec

ACC# 1679994814 BR# 470010

## PROCEDURE TO SECURE YOUR FUNCTION

1. Check Availability
2. Front page filled out, signed & sent back with POP
3. Venue Hire paid - **Reference your name & date of function**
4. Catering order to be emailed, together with a 50% deposit on the food & beverage order on the MONDAY prior to the event

## Function Confirmation Form

BOOKED BY:		FUNCTION DATE:			
TELEPHONE NO:		NO OF ADULTS:			
E-MAIL ADD:		NO OF CHILDREN:			
GUEST OF HONOUR		TIME:	<table border="1"> <tr> <td>10.00 to 13.00</td> <td>13.30 to 16.30</td> </tr> </table>	10.00 to 13.00	13.30 to 16.30
10.00 to 13.00	13.30 to 16.30				
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, it cannot be refunded upon cancellation, and is **NOT** deducted from the final bill  

0 - 10 - Adults = R500	10 - 20 - Adults = R1400	21 - 30 - Adults R2000
31 - 40 - Adults = R2300	41 - 50 - Adults = R2500	50+ - Adults + SQ
2. The duration of your event is 3 hours. Should you feel that you require additional time, enquire with management if we can arrange an extension.  
You are welcome to relocate to a table in the Tea Garden. Please note that we close at 5pm. With this in mind, should your function be held in the afternoon time slot, and the function area is not vacated by 16.30, a surcharge of R500/hr or part thereof will be levied unless prior arrangements have been made with management
3. Final Catering Selections and Number of Guests are to be submitted by the **MONDAY BEFORE** your function.
4. We supply tables, chairs, gazebos, white table cloths, cutlery & crockery as well as a basic flower arrangement, included in your venue hire
5. **No food, beverages or any other consumables may be brought onto the premises.**
6. **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.
7. Please send the confirmation of payment for the **NON - REFUNDABLE** "Venue Hire Fee" to the e-mail address, together with this first page.
8. A **10% gratuity** will be added to your **Final Bill** which will be received by the host/hostess & assistants.
9. Your allocated function area will only be available 1 hour 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 / **NO PUBLIC ADDRESS SYSTEMS OR MUSIC** may be brought in to The Tea Garden

I, \_\_\_\_\_ hereby acknowledge that I have read the complete document & accept the Terms & Conditions hereof. Please Initial Blocks 2, 5 & 6, this indicates that you are aware & 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 a Corkage Charge of R100.00  
Please fill in the QUANTITY of each item required.

## *Sweets, Cakes & Pastries*

	PRICE	QTY	AMOUNT
<b>Assorted Danish Platter - Types may vary</b>			
Mini Vanilla Crown	R 365,00		
Mini Raspberry Crown			
Mini Cinnamon Swirl	R 365,00		
Mini Apple Coronet			
<b>Assorted Sweet Platter - Option 1 (50)</b>			
Mini Strawberry Cheesecake (10)	R 625,00		R -
Mini Milk Tarts (10)			
Mini Lemon Tarts (10)			
Chocolate Eclairs (10)	R 625,00		R -
Mini Scones with Jam & Cream (10)			
<b>Assorted Sweet Platter - Option 2 (50)</b>			
Mini Strawberry Cheesecake (10)	R 675,00		R -
Mini Peppermint Tarts (10)			
Mini Chocolate Brownie (10)			
Mini Lemon Meringue (10)	R 675,00		R -
Mini Scones with Jam & Cream (10)			
<b>Muffins (12 per serving) (choose flavours)</b>			
Banana & Pecan Nut	R 195,00		R -
Vanilla & Chocolate			
Lemon & Poppy Seed	R 195,00		R -
Blueberry			
<b>Other Pastries, Breads &amp; Sweets</b>			
Cupcakes (ea)	R 18,00		R -
Banana Loaf (Freshly Baked)	R 95,00		R -
Homemade Scones with Jam & Cream (12 halves)	R 165,00		R -
Apple Crumble with Cream or Ice Cream (serves 8 - 10)	R 350,00		R -
Fruit Kebabs (20 pieces)	R 330,00		R -
<b>Cake Selection - subject to availability</b>			
Vanilla Cake (12 slices)	R 245,00		R -
Chocolate Cake (12 slices)	R 245,00		R -
Bar One Chocolate Cake (12 slices)	R 250,00		R -
Homemade Carrot Cake (12 slices)	R 285,00		R -
Condensed Milk Cake (12 slices)	R 245,00		R -
Choc Fudge (12 slices)	R 245,00		R -
Homemade Baked Cheesecake (12 slices)	R 340,00		R -
Should you require a different type of cake that is not listed, please enquire			



## Platter Selection for Adults

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Please fill in the QUANTITY of each item required

### Savouries

		PRICE	QTY	AMOUNT
Savoury Cheese Board (10 pax) Assorted cheese, biscuits, fresh fruit & Preserves		R 495,00		R -
Homemade Scones with Cheese & Tomato (12 halves)		R 170,00		R -
Sandwich Platter - Assorted fillings (32 quarter servings)		R 235,00		R -
Chicken Spring Rolls with Sweet Chilli Dip (20 servings)		R 210,00		R -
Vegetable Spring Rolls with Sweet Chilli Dip (20 servings)		R 210,00		R -
Platter Crudités with Hummus Dip (10 -15 people)		R 385,00		R -
Homemade Mini Sausage Rolls (30 servings)		R 210,00		R -
Chicken Liver Paté with Savoury Biscuits (8 -10 people)		R 220,00		R -
Cream Cheese with Sweet Chilli Sauce & Biscuits ( 8 - 10 people)		R 240,00		R -
Mini Beef Meatballs (20 pieces)		R 200,00		R -
Beef Kebabs (20 pieces)		R 330,00		R -
Chicken Kebabs (20 pieces)		R 300,00		R -
Chicken Drumsticks (20 pieces)		R 285,00		R -
Halloumi Finger Platter with Sweet Chilli Sauce (40 pieces)		R 520,00		R -
<b>Homemade Savoury Tart (serves 8 - 10) (choose flavours)</b>		R 240,00		R -
Spinach & Feta				
Bacon & Onion				
Mediterranean				
<b>Homemade Assorted Cocktail Pie Platter (24 pieces)</b>		R 380,00		R -
Chicken & Leek (4)	Chicken Curry (4)			
Pepper Steak (4)	Beef & Onion (4)			
Cheese & Corn (4)	Spinach & Feta (4)			



## *Buffet*

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

## *Buffet Breakfast*

	PRICE	QTY	AMOUNT
<b>OPTION 1</b>			
Yoghurt, Muesli & Seasonal Fruit Cheese Scone with Cheese & Tomato Quiche (Please indicate Vegetarian) Tea & Coffee	R115.00pp		R -
<b>OPTION 2</b>			
Bacon Beef Sausages Scrambled Eggs Grilled Tomatoes Toast (White & Brown) Tea & Coffee	R135.00pp		R -
<b>OPTION 3</b>			
Yoghurt, Muesli & Seasonal Fruit Cheese Scone with Cheese & Tomato Scrambled Eggs                      Bacon Grilled Tomatoes                      Beef Sausage Toast (White & Brown) Tea & Coffee	R165.00pp		R -

## *Buffet Lunch*

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

	PRICE	QTY	AMOUNT
<b>LASAGNE</b> - Choice of Vegetable, Chicken OR Beef served with a Greek Salad & Crispy Bread Rolls	R150.00pp		R -
<b>BUILD YOUR OWN BURGER</b> - Rolls, Beef OR Chicken Patties, Tomato, Lettuce, Onions & Chips	R115.00pp		R -
<b>CHICKEN CURRY</b> - Served with Yellow Rice & Sambals as well as Dinner Rolls	R150.00pp		R -
<b>SUNDAY ROAST</b> - Roast Lamb & Chicken, served with Rice Roast Potatoes, Vegetables, Gravy & Mint Sauce	R185.00pp		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, with all eats beautifully displayed on stands.*

### OPTION 1

1-15 people R195.00pp    16+ people R185.00pp	PRICE	QTY	AMOUNT
Mini Milk Tarts Mini Strawberry Cheesecake Chocolate Eclairs Mini Scones (Jam & Cream OR Cheese & Tomato) Please select Mini Beef or Chicken Sausage Rolls, please select Dainty Sandwiches - Vegetarian option on request Tea & Coffee Fruit Juice			

### OPTION 2

1-15 people R275.00pp    16+ people R250.00pp	PRICE	QTY	AMOUNT
Mini Chocolate Brownie Mini Peppermint Tart Mini Lemon Meringue Mini Strawberry Cheesecake Mini Scones (Jam & Cream OR Cheese & Tomato) Please select Mini Caramelized Beef & Onion OR Spinach & Feta Quiche. Please select Mini Beef or Chicken Sausage Rolls. Please select Dainty Sandwiches - Vegetarian option on request Tea & Coffee Fruit Juice			

## Girls High Tea

Must Be PRE-ORDERED

Little High Tea for Special Occasions, includes:

	PRICE	QTY	AMOUNT
Tea OR Hot Chocolate OR Fruit Juice - Please select Mini Cupcakes Mini Chocolate Cake Dainty Sandwiches Assorted Biscuits & Chocolates	R120.00pp		

## 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	R240.00pp		R -
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### Kids Picnic

4 Chicken Nuggets & Smiley Faces, Fresh Fruit, Packet of Chips, Packet of Gummy Sweets & a Juice Box	R125.00pp		R -
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## *Drinks*

	PRICE	QTY	AMOUNT
1L Water Jug with Ice & Lemon	R 5.00		
1L Fresh Fruit Juice	R85.00		
Appetizer or Grapetizer	R27.00		
Lipton Ice Tea Peach / Lemon	R25.00		
Still or Sparkling Mineral Water	R18.00		
Soda Cans	R22.00		
Tea & Coffee Station-Self Service (Billed per cup used) minimum charge of R100	R15.00		
<b>Beers &amp; Ciders</b>			
Castle, Black Label, Hansa	R30.00		
Windhoek Lager, Windhoek Light, Amstel, Castle Light & Castle Free	R30.00		
Heineken & Millers Draught	R33.00		
Windhoek Draught	R35.00		
Hunters Dry	R30.00		
Savanna Dry & Savanna Light	R32.00		
Smirnoff Spin	R30.00		
<b>Wines</b>			
Warwick "The First Lady" Cabernet Sauvignon	R190.00		
Porcupine Ridge Merlot	R165.00		
The Wolftrap Red	R150.00		
Boschendal Blanc	R148.00		
Fat Bastard Chardonnay	R185.00		
Spier Signature Sauvignon Blanc	R175.00		
John B Sauvignon Blanc	R145.00		
<b>Sparkling Wines</b>			
Spier - The Secret	R195.00		
Robertson's Sparkling Range	R165.00		
Krone Sparkling Range	R320.00		

Should you wish to bring a special bottle of wine or champagne for your function that does not appear on our wine list a R100.00 corkage will be levied per bottle



## Catering Selection For Kids

All catering must be provided by The Secret Tea Garden.  
 You may bring your own SPECIAL Cake at a 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	QTY	AMOUNT
<b>Basic Kiddies Party Pack Includes :</b>			
1 x Packet of Gummies, 1 x Juice Box & 1 x Packet of Chips	R 60,00		
<b>Party Pack Add Ons :</b>			
Suckers (ea)	R 7,00		
Chomp (L)	R 13,50		
Fizzer (L)	R 8,50		
Smarties (M)	R 23,00		
Juice Box	R 15,00		
<b>Individual Kiddies Meal &amp; Treats</b>			
Mini Yoghurt & Fruit	R 21,00		
French Toast & Bacon (1 slice)	R 45,00		
Chicken Nuggets & Smiley Faces	R 49,50		
Soft Serve Ice Cream Cone (Tokens Supplied)	R 15,00		

## For The Table

	PRICE	QTY	AMOUNT
Bowl of Marshmallows	R 60,00		
Cheese Curls / Flings	R 28,00		
Kiddies Biscuits	R 65,00		
Hot Dog Served with Half Portion of Chips	R 35,00		
Viennas & Tomato Sauce (10 servings)	R 85,00		
Hot Chips & Tomato Sauce (10 servings)	R 95,00		
<b>Nostalgic Sweet Treats</b>			
Smartie Crammed Clown Man (each)	R 28,50		
Boudoir Racing Car (each)	R 28,50		

## Extras

	PRICE	QTY	AMOUNT
Adult Chair Covers (each)	R15.00		
Kiddies Chair Covers (each)	R12,50		
Chair Back Ties (each)	R 8.00		
Table Overlays (each)	R12,50		
Table Runners (each)	R12,50		

## Amusements

	PRICE	QTY	AMOUNT
Jumping Castle	R750.00		
Popcorn Machine Rental (Includes Popcorn & Standard Salt)	R650.00		
Candy Floss Machine Rental (Includes Sugar & Sticks)	R500.00		

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



## *Frequently asked Questions*

### **YOU ARE WELCOME TO BRING THE FOLLOWING ITEMS IN FOR YOUR FUNCTION**

Additional Flowers

Your own Balloons

Your own décor, which must be removed after the function as we are not able to store it

You may arrive 1 hour before your booked time should you wish to personalise your function & add your own décor

Special Cake (R100.00 corkage applies)

Contact our recommended photographer to capture your special day Debbie 082 305 8820

**There are no exceptions to the NO MUSIC OR PA SYSTEMS terms & conditions, as we are in a residential area and our lease prohibits this**

For pictures of examples of set ups we offer, please have a look at our website [www.secreteagarden.co.za](http://www.secreteagarden.co.za)  
or alternatively our Facebook Page <https://www.facebook.com/norscotsecreteagarden>

Please remember to LIKE us on Facebook and leave us a review

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

Warm regards

*Steve Orchard*