



# 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

<b>BOOKED BY:</b>		<b>FUNCTION DATE:</b>					
<b>TELEPHONE NO:</b>		<b>NO OF ADULTS:</b>					
<b>E-MAIL ADD:</b>		<b>NO OF CHILDREN:</b>					
<b>GUEST OF HONOUR</b>		<b>TIME:</b>	<table border="1"> <tr> <td>10.00 to 13.00</td> <td></td> <td>13.30 to 16.30</td> <td></td> </tr> </table>	10.00 to 13.00		13.30 to 16.30	
10.00 to 13.00		13.30 to 16.30					
<i>Baby Shower</i>		<i>Bridal Shower</i>					
		<i>High Tea</i>					
		<i>Birthday Party</i>					
		<i>Other</i>					
		<b>BOY</b>	<b>GIRL</b>				

## TERMS & CONDITIONS

1. A **NON - REFUNDABLE** "Venue Hire Fee" is required to secure your booking. (Adults Only)  
Once this has been paid, it cannot be refunded upon cancellation, and is **NOT** deducted from the final bill  
0 - 10 - Adults = R550      10 - 20 - Adults = R1450      21 - 30 - Adults R2100  
31 - 40 - Adults = R2350      41 - 50 - Adults = R2600      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 (24)</b>			
Mini Vanilla Crown	R 385,00		
Mini Raspberry Crown			
Mini Cinnamon Swirl	R 385,00		
Mini Apple Coronet			
<b>Assorted Sweet Platter - Option 1 (50)</b>			
Mini Strawberry Cheesecake (10)	R 660,00		R -
Mini Milk Tarts (10)			
Mini Lemon Tarts (10)			
Chocolate Eclairs (10)			
Mini Scones with Jam & Cream (10)			
<b>Assorted Sweet Platter - Option 2 (50)</b>			
Mini Strawberry Cheesecake (10)	R 695,00		R -
Mini Peppermint Tarts (10)			
Mini Chocolate Brownie (10)			
Mini Lemon Meringue (10)			
Mini Scones with Jam & Cream (10)			
<b>Muffins (12 per serving) (choose flavours)</b>			
Banana & Pecan Nut	R 210,00		R -
Vanilla & Chocolate			
Lemon & Poppy Seed			
Blueberry			
<b>Other Pastries, Breads &amp; Sweets</b>			
Cupcakes (ea)	R 18,50		R -
Banana Loaf (Freshly Baked)	R 95,00		R -
Homemade Scones with Jam & Cream (12 halves)	R 185,00		R -
Apple Crumble with Cream or Ice Cream (serves 8 - 10)	R 380,00		R -
Fruit Kebabs (20 pieces)	R 350,00		R -
<b>Cake Selection - subject to availability</b>			
Vanilla Cake (12 slices)	R 260,00		R -
Chocolate Cake (12 slices)	R 260,00		R -
Bar One Chocolate Cake (12 slices)	R 265,00		R -
Homemade Carrot Cake (12 slices)	R 300,00		R -
Condensed Milk Cake (12 slices)	R 260,00		R -
Choc Fudge (12 slices)	R 260,00		R -
Homemade Baked Cheesecake (12 slices)	R 380,00		R -
Should you require a different type of cake that is not listed, please enquire			

## Platter Selection for Adults

All catering must be provided by The Secret Tea Garden.

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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 530,00		R -
Homemade Scones with Cheese & Tomato (12 halves)		R 200,00		R -
Sandwich Platter - Assorted fillings (32 quarter servings)		R 260,00		R -
Chicken Spring Rolls with Sweet Chilli Dip (20 servings)		R 230,00		R -
Vegetable Spring Rolls with Sweet Chilli Dip (20 servings)		R 230,00		R -
Platter Crudités with Hummus Dip (10 -15 people)		R 410,00		R -
Homemade Mini Sausage Rolls (30 servings)		R 230,00		R -
Chicken Liver Paté with Savoury Biscuits (8 -10 people)		R 240,00		R -
Cream Cheese with Sweet Chilli Sauce & Biscuits ( 8 - 10 people)		R 260,00		R -
Mini Beef Meatballs (20 pieces)		R 220,00		R -
Beef Kebabs (20 pieces)		R 350,00		R -
Chicken Kebabs (20 pieces)		R 330,00		R -
Chicken Drumsticks (20 pieces)		R 320,00		R -
Halloumi Finger Platter with Sweet Chilli Sauce (40 pieces)		R 585,00		R -
<b>Homemade Savoury Tart (serves 8 - 10) (choose flavours)</b>		R 270,00		R -
Spinach & Feta				
Bacon & Onion				
Mediterranean				
<b>Homemade Assorted Cocktail Pie Platter (24 pieces)</b>		R 410,00		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* (Choose 1 option only)

	PRICE	QTY	AMOUNT
<b>OPTION 1</b>	R140.00pp		R -
Yoghurt, Muesli & Seasonal Fruit			
Cheese Scone with Cheese & Tomato			
Quiche (Please indicate Vegetarian)			
Tea & Coffee			
<b>OPTION 2</b>	R160.00pp		R -
Bacon			
Beef Sausages			
Scrambled Eggs			
Grilled Tomatoes			
Toast (White & Brown)			
Tea & Coffee			
<b>OPTION 3</b>	R195.00pp		R -
Yoghurt, Muesli & Seasonal Fruit			
Cheese Scone with Cheese & Tomato			
Scrambled Eggs                      Bacon			
Grilled Tomatoes                      Beef Sausage			
Toast (White & Brown)			
Tea & Coffee			

### *Buffet Lunch* (Choose 1 option only)

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	R170.00pp		R -
<b>BUILD YOUR OWN BURGER</b> - Rolls, Beef OR Chicken Patties, Tomato, Lettuce, Onions & Chips	R125.00pp		R -
<b>CHICKEN CURRY</b> - Served with Yellow Rice & Sambals as well as Bread Rolls	R165.00pp		R -
<b>SUNDAY ROAST</b> - Roast Lamb & Chicken, served with Rice Roast Potatoes, Vegetables, Gravy & Mint Sauce	R198.00pp		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 with floral cups & saucers

### OPTION 1

1-15 people R210.00pp    16+ people R200.00pp	PRICE	QTY	AMOUNT
Mini Milk Tarts - 1 per person Mini Strawberry Cheesecake - 1 per person Chocolate Eclairs - 1 per person Mini Scones (Jam & Cream OR Cheese & Tomato) Please select - 1 per person Mini Beef or Chicken Sausage Rolls, please select - 4 per person Dainty Sandwiches - Vegetarian option on request - 1 full sandwich per person Tea & Coffee Fruit Juice			

### OPTION 2 (1 of each per person)

1-15 people R295.00pp    16+ people R270.00pp	PRICE	QTY	AMOUNT
Mini Chocolate Brownie - 1 per person Mini Peppermint Tart - 1 per person Mini Lemon Meringue - 1 per person Mini Strawberry Cheesecake - 1 per person Mini Scones (Jam & Cream OR Cheese & Tomato) Please select - 1 per person Mini Caramelized Beef & Onion OR Spinach & Feta Quiche. Please select - 1 p/p Mini Beef or Chicken Sausage Rolls. Please select - 4 per person Dainty Sandwiches - Vegetarian option on request - 1 full sandwich per person Tea & Coffee Fruit Juice			

## Girls High Tea (minimum of 6 people)

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	R135.00pp		

## Picnic (minimum of 10 people)

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	R280.00pp		R -
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## Kids Picnic

4 Chicken Nuggets & Smiley Faces, Fresh Fruit, Packet of Chips, Packet of Gummy Sweets & a Juice Box	R140.00pp		R -
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## *Drinks*

	PRICE	QTY	AMOUNT
1L Water Jug with Ice & Lemon	R 6,50		
1L Fresh Fruit Juice	R95.00		
Appetizer or Grapetizer	R29.50		
Lipton Ice Tea Peach / Lemon	R27.50		
Still or Sparkling Mineral Water (500ml)	R18.00		
Soda Cans	R24.00		
Tea & Coffee Station-Self Service	R16.50		
<b>Beers &amp; Ciders</b>			
Castle, Black Label, Hansa	R35.00		
Windhoek Lager, Windhoek Light, Amstel, Castle Light	R35.00		
Heineken & Millers Draught	R38.00		
Windhoek Draught	R39.00		
Hunters Dry	R36.00		
Savanna Dry & Savanna Light	R36.00		
Smirnoff Spin	R36.00		
<b>Wines</b>			
Warwick "The First Lady" Cabernet Sauvignon	R198.00		
Porcupine Ridge Shiraz	R180.00		
The Wolftrap Red	R170.00		
Boschendal Blanc	R165.00		
Fat Bastard Chardonnay	R198.00		
Spier Signature Sauvignon Blanc	R198.00		
John B Sauvignon Blanc	R170.00		
<b>Sparkling Wines</b>			
Spier - The Secret	R200.00		
Robertson's Sparkling Range	R185.00		
Robertson's Non-Alcoholic	R160.00		
Pongracz	R345.00		
Krone Sparkling Range	R340.00		

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

Spirits are sold as per our menu prices

Please refer to our menu for our full selection of wines

We endeavour to have all drinks available at all times, however from time to time our suppliers are unable to supply. Should this occur we believe that there are suitable alternatives for you to order



## *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 70,00		
<b>Party Pack Add Ons :</b>			
Suckers (ea)	R 8,00		
Chomp (L)	R 15,00		
Fizzer (L)	R 9,00		
Smarties (M)	R 26,00		
Juice Box	R 17,00		
<b>Individual Kiddies Meal &amp; Treats</b>			
Mini Yoghurt & Fruit	R 24,00		
French Toast & Bacon (1 slice)	R 48,50		
Chicken Nuggets & Smiley Faces	R 55,00		
Soft Serve Ice Cream Cone (Tokens Supplied)	R 18,00		

### *For The Table*

	PRICE	QTY	AMOUNT
Bowl of Marshmallows	R 70,00		
Cheese Curls / Flings	R 35,00		
Kiddies Biscuits	R 75,00		
Hot Dog Served with Half Portion of Chips	R 45,00		
Viennas & Tomato Sauce (10 servings)	R 105,00		
Hot Chips & Tomato Sauce (10 servings)	R 140,00		

### *Extras*

	PRICE	QTY	AMOUNT
Adult Chair Covers (each) White Only	R16.00		
Princess Chair	R200.00		
Kiddies Chair Covers (each) Colour	R13,00		
Chair Back Ties (each) Various colours available	R 9.50		
Table Overlays (each) Various colours available	R15,00		
Table Runners (each) Various colours available	R15,00		

### *Amusements*

	PRICE	QTY	AMOUNT
Jumping Castle	R850.00		
Popcorn Machine Rental (Includes Popcorn & Standard Salt)	R800.00		
Candy Floss Machine Rental (Includes Sugar & Sticks)	R650.00		

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 a typical set up we offer, please have a look at our website [www.secretteagarden.co.za](http://www.secretteagarden.co.za)

or alternatively our Facebook Page <https://www.facebook.com/norscotsecretteagarden>

Please note that some images contain additional décor items that have been outsourced by our clients

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

Thank you for considering The Secret Tea Garden to host your event.

### **Please take note of the following frequently asked question.....**

We are on outdoor venue only, and do not have inside facilities. We will however endeavour to accommodate your function in a room inside the manor house if there is inclement weather. These rooms do not form part of our leased area and therefore cannot be guaranteed.

We look forward to making your function a special day to remember.

Warm regards

*Steve Orchard*