

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 (900.00 or R1300.00)
3. Catering order emailed, **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 <input type="checkbox"/> 14.00 to 16.30 <input type="checkbox"/>
Bridal Shower <input type="checkbox"/>	High Tea <input type="checkbox"/>	Other <input type="checkbox"/>	Birthday Party <input type="checkbox"/>
			Baby Shower <input type="checkbox"/>
			BOY <input type="checkbox"/> GIRL <input type="checkbox"/>

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 = R900.00
21 – 40 Adults = R1300.00
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, 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 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 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.
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

EMAIL: secretteagar@mweb.co.za

TELEPHONE: 011 467 1191

BANKING DETAILS

Account Name: Orchard

Standard Bank Cheque Account

ACC# 402024842 BR# 006305 - Northcliff

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				R310.00		R -
Almond Triangles (8)	Custard Danish (8)					
Apricot Danish (8)	Rondo Chocolate Danish (8)					
ASSORTED SWEET PLATTER				R500.00		R -
Mini Milk Tarts (10)	Mini Custard Slices (10)					
Mini Lemon Tartlets (10)	Mini Chocolate Eclaires (10)					
Mini Scones with Jam & Cream (10)						
MUFFINS (12 per serving) (choose flavours)				R150.00		R -
Banana & Pecan Nut		Lemon & Poppy Seeds				
Vanilla & Chocolate		Blueberry				
OTHER PASTRIES, BREADS & SWEETS						
Cupcakes (ea)				R17.00		R -
Banana Loaf (Freshly Baked)				R90.00		R -
Pavlova With Berries & Cream				R240.00		R -
Homemade Scones with Jam & Cream (12 halves)				R130.00		R -
Apple Crumble with Cream or Ice Cream (serves 8 - 10)				R300.00		R -
Fruit Kebabs (20 pieces)				R420.00		R -
FULL CAKE SELECTION						
Chocolate & Vanilla (12 slices)				R200.00		R -
Chocolate Cake (12 slices)				R200.00		R -
Bar One Chocolate Cake (12 slices)				R210.00		R -
Homemade Carrot Cake (12 slices)				R220.00		R -
Amarula Cake (12 slices)				R200.00		R -
Granadilla Cake (12 slices)				R200.00		R -
Homemade Baked Cheese Cake (12 slices)				R250.00		R -

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.

SAVOURIES

	PRICE	QUANTITY	AMOUNT	
Savoury Cheese Board (serves 10) Assorted cheese, biscuits, fresh fruit & Preserve	R360.00		R -	
Homemade Scones with Cheese & Tomato (12 halves)	R140.00		R -	
Sandwich Platter - Assorted fillings (32 quarter servings)	R200.00		R -	
Chicken Spring Rolls with Sweet Chilli Dip (20 servings)	R175.00		R -	
Vegetable Spring Rolls with Sweet Chilli Dip (20 servings)	R175.00		R -	
Platter Crudités with Hummus Dip (10 - 15 people)	R340.00		R -	
Homemade Mini Sausage Rolls (30 servings)	R175.00		R -	
Chicken Liver Paté with Savoury Biscuits (8 - 10 people)	R160.00		R -	
Cream Cheese with Sweet Chilli & Biscuits (8 - 10 people)	R200.00		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 -	
Halloumi Finger Platter with Sweet Chilli Sauce (40 pieces)	R450.00		R -	
Homemade Savoury Tart (serves 8 - 10) (choose flavours)	R185.00		R -	
Spinach & Feta				
Bacon & Onion				
Mediterranean				
Homemade Assorted Cocktail Pie Platter	R300.00		R -	
Chicken & Leek (4)				Chicken Curry (4)
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
OPTION 1			
Yoghurt, Muesli & Seasonal Fruits Cheese Scone with Cheese & Tomato Quiche (Please indicate Vegetarian) Tea & Coffee	R90.00pp		R -
OPTION 2			
Bacon Beef Sausages OR Vegetarian Sausages OR Pork Sausages Scrambled Eggs Grilled Tomatoes Toast (White & Brown) Tea & Coffee	R95.00pp		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	R125.00pp		R -

BUFFET LUNCH

	PRICE	QUANTITY	AMOUNT
LASAGNE - Choice of Vegetable OR Beef OR Chicken served with Greek Salad & Crispy Bread Rolls	R125.00pp		R -
BUILD YOUR OWN BURGER - Rolls, Beef OR Chicken Patties, Tomato, Lettuce, Onions & Chips	R95.00pp		R -
CHICKEN CURRY - Served with Yellow Rice & Sambals as well as Cocktail Rolls Please specify, on the bone or boneless	R 130.00pp		R -
LADIES LUNCH - 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: R180.00 pp

16 + people: R160.00pp

	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 Tea Sets & Stands, as well as flowers.

	PRICE	QUANTITY	AMOUNT
Tea OR Hot Chocolate OR Mixed Berry Juice			
Mini Cupcakes	R95.00		R
Mini Chocolate Cake	pp		
Dainty Sandwiches			
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 and Tea & Coffee	R190.00 pp		R -
--	---------------	--	-----

KIDDIES PICNIC

4 Chicken Nuggets & Smileys, Fresh Fruit, Packet of Chips, Packet of Gummy Sweets and a Juice Box	R95.00 pp		R -
---	-----------	--	-----

DRINKS

	PRICE	QUANTITY	AMOUNT
1.3L Water Jug With Lemon & Ice	-		R -
1.3L Fresh Fruit Juice	R75.00		R -
1.3L Mixed Berry Juice	R55.00		R -
330ml Appletizer, Grapetizer	R24.00		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)	R11.00		R -
Beers & Ciders			
Castle, Black Label, Hansa	R26.00		R -
Windhoek Lager, Windhoek Light, Amstel, Castle Lite	R27.00		R -
Heineken, Millers Draught	R29.00		R -
Windhoek Draught	R29.00		R -
Hunters Dry	R25.00		R -
Savanna Dry, Savanna Light	R26.00		R -
Smirnoff Spin	R24.00		R -
Wines			
Warwick "The First Lady" Cabernet Sauvignon	R170.00		R -
Porcupine Ridge Merlot	R160.00		R -
Spier Sauvignon Blanc	R155.00		R -
Fat Bastard Chardonnay	R170.00		R -
Spier Secret Sparkling	R165.00		R -
Robertsons Range	R145.00		R -
Krone Range	R290.00		R -
Sparkling Wines			
Spier - The Secret	R150.00		R -
Robertsons Sparkling Range	R130.00		R -
Krone Sparkling Range	R270.00		R -

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

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 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	R45.00		R -
PARTY PACK ADD ONS:			
Sucker	R5.00		R -
Chomp (large)	R10.00		R -
Fizzer (large)	R6.00		R -
Smarties (medium)	R19.00		R -
Juice Box	R13.00		R -
INDIVIDUAL KIDDIES MEALS & TREATS:			
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 -
FOR THE TABLE:			
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 -
NOSTALGIC SWEET TREATS			
Smartie Crammed Clown Man (ea.)	R17.00		R -
Boudoir Racing Car (ea.)	R10.00		R -

EXTRAS

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)

EXTRA DÉCOR

	PRICE	QUANTITY	AMOUNT
Standard Helium Balloons (ea)	R15.00		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	R680.00		R -
Popcorn Machine (includes Popcorn & Standard Salt)	R400.00		R -
Candy Floss Machine Rental (includes Sugar & Sticks)	R275.00		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.

Didi & Tamsin

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>

**Post a review of your function on our Facebook Page or Google and receive a discount on your
NEXT RESTAURANT BILL.**