

Heirlooms

Tea Room ☪ Special Occasions

325 Hassan Street SE, Hutchinson, MN 55350

320-587-3975

Group Reservation Agreement

Thank you for choosing to host your special occasion at Heirlooms. Our goal is to ensure the enjoyment of your event, and to provide a special place where you and your guests may relax in a truly memorable experience. We would like to clarify and confirm the points of your reservation. In order for everyone to enjoy their visit, we request that all cell phones be turned off during the time at Heirlooms Tea Room.

Guest/Hostess Name: _____

Address: _____

Phone: _____ Email: _____

Event Date: _____ Time: _____
(Month/Date/Year) (2 hr. time period)

Type of Event: _____ Estimated Guest Count: _____

Welcome Plaque: (if desired for event, group, or honored person): _____ Gift Area: (Yes/No)

Special Requests (Hostess Table, party favors, centerpieces, place cards, nametags, etc.)

Note: We will make every effort to provide the best seating arrangements for your group. If place cards are desired, please provide names of guests to be seated together, so that place cards may be set appropriately.

Menu Selection: to be confirmed by _____ (10 days prior to event.)

\$ _____ X _____ = \$ _____ by _____
(Cost per person) (Final Guest Count) (Total Amount Due) (10 days prior to event)

Prepaid Reservation: All reservations are pre-paid for the utmost enjoyment of your event. Cost includes applicable tax and 15% gratuity. Payments may be made by cash, or check payable to: **Heirlooms Tea, LLC.**

NOTE: To ensure proper communication with Heirlooms pertaining to your special occasion (updates, details or cancellation) all contact should be made directly with Audrey at 320-587-3975 or heirloomstea@yahoo.com.

Audrey Hollatz, Proprietress.

Date

Guest Hostess

Date