

Heirlooms

Tea Room & Special Occasions

*325 Hassan Street SE, Hutchinson, MN 55350
320-587-3975*

Special Occasion 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: _____ *Gift Area:* _____ (Yes/No)

Welcome Plaque: (if desired for event, group. or honored person):

Special Requests (Hostess Table, Favors, Place cards, etc.)

Menu Selection: to be confirmed by _____ (2 weeks prior to event.)

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

Estimated Guest Count: _____ (at time of reservation)

Final Guest Count: _____ (Due 2 weeks prior to event)*

Final Guest Count Guarantee: _____ (Due 1 day prior to event to allow for final seating arrangement and place settings - adjustment should not exceed 2-3 guests)

Deposit and Cancellation: Upon signing this agreement, a \$100.00 deposit will be collected to confirm your reservation. This deposit is refundable up until the last cancellation date. After that date the deposit is forfeited. Reservations will be confirmed upon receipt of your deposit.

Deposit Due: _____ *Last Cancellation Date:* _____

Prepaid Reservation: All reservations are pre-paid for the utmost enjoyment of your event. Balance due is based on final guest count *, and will include applicable tax and 15% gratuity. Final payment is due by last Cancellation Date, 2 weeks prior to event.

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 to Audrey.

Audrey Hollatz, Proprietress.

Date

Guest Hostess

Date