

## CHADO TEA ROOM PRIVATE PARTY CONTRACT

### Locations:

Pasadena 79 Raymond Pasadena, CA 91103 (626-431-2832) Maximum cap 60	Los Angeles 8422 W. 3 <sup>rd</sup> Street Los Angeles, CA 90048 (323-655-2056) maximum cap 40	Downtown LA 100 N. Central Los Angeles, CA 90012 (213-258-2531) maximum cap call store for details
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### Deposits (non refundable)

A party can be penciled in; but will not be confirmed until a full deposit of a \$100.00 is received, along with a signed contract. At the conclusion of your event this deposit will be deducted from your total bill. Once this deposit is rendered there will no refunds. You can change the date only if the tea room is available. But no refunds will be given.

### Time Frame

All events are contracted for 2 hours, example if your party starts a 11:30 – 1:30pm we give you that extra half hour to leave which will give you time until 2:00pm if you do not leave by this time, we will charge you \$50 for every 15 minutes you are there. If you would like to extend your time and pay for an extra hour the fee will be \$150.00 for each additional hour. These arrangements must be made in advance.

### Tax exempt

If your party is tax exempt entity, you must provide all the forms along with a signed contract. If the tax exempt form is not provided at this time, you will be responsible for all taxes applied to the event.

### Guest List/Guarantees

When reserving Chado for an event, it is important to give us an accurate number. We suggest that you give us a greater number instead of a lesser number of guests. We can always cut the number down and help accommodate you better but if the number becomes greater and we cannot seat your guests, because of other reservations, this situation may become a little awkward for all of us. Please remember seats are limited. And unless you reserve and pay for the whole room, the tearoom will be open to other patrons.

The final number of guests for all events should be confirmed and guaranteed 48 hours prior to the event. This number is critical because of food prep and table set up. This will also ensure us to meet your needs. Once this number is received, it will be considered final and you will be charged for that full amount of guaranteed persons. If more persons should happen to show up and we have room to accommodate we will charge an additional fee per head plus tax and gratuity.

### Decorations

Flowers and party favors are always a beautiful touch to any occasion; but please keep in mind that there will already be many items on the table such as teapots, cups, glasses, 3 tier rack and plates. To decorate for the party the host can arrive 15 minutes prior, all other guests should arrive at the contracted time. If additional time is required for set up please call for arrangements with the tea room.

### Alcohol

Champagne and wine can only be served by you to your guests as we do not have a liquor license and do not take responsibility. If you wish to have alcohol please bring your own glasses.

### Cake

Although we do not recommend a cake, our “Afternoon tea” is served with a slice of cake. If you still wish to bring a cake, there will not be a cake cutting fee. Also there will be no discounts from the set price.

### Games

Any items to be placed on walls or directional signs, etc, must be approved with the management prior to the event. The guest accepts responsibility for any and all damages occurred.

Audio/Visual equipment, personal music must be approved by the general manager prior to the reservation date.

### Payment

If each guest pays separately we ask that the host collect the money from each guest and renders payment at one time on one guest check, we will not accept individual payments from each guest. All payments must be made in full at the end of each event.

### Menu

Each guest will receive an Afternoon tea service, this includes four half sandwiches 1 scone, a slice of cake and cookie, and tea. Changes to the menu can be made prior to the event no changes will be made the day of. For parties of more than 10 persons we will only serve the afternoon tea you will not be able to choose off the menu this is already preset unless other arrangements are made.

Please review the following information below, and initial beside each component. Fax completed form to 626-431-2809. For quality assurance we ask that you print and sign this contract and send it to the store in which your event will be held.

Thank you,

Circle event location:

Los Angeles	Pasadena	Inside JANM
8422 w. 3 <sup>rd</sup> St	79 N. Raymond	Downtown
Los Angeles Ca	Pasadena, CA	100 N. Central
90048	91103	Los Angeles, CA
		90012

Date of Party \_\_\_\_\_ Time of Party \_\_\_\_\_ to \_\_\_\_\_ am/pm.

Number of guests \_\_\_\_\_ Today's Date: \_\_\_\_\_

Guest of Honor \_\_\_\_\_ Occasion \_\_\_\_\_

Party host information:

Name/company \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home phone \_\_\_\_\_

Email \_\_\_\_\_ Tax exempt ID (provide copy)

I am committing to \_\_\_\_\_ number of guests, I agree to confirm my final number and make any changes 48 hours prior to the event.

The minimum number of guests required to book the entire room is \_\_\_\_\_ people I agreed that I will be charged for \_\_\_\_\_ people in the event that I want to have it private and I don't meet the minimum number of persons \_\_\_\_\_.

I acknowledge the room is reserved for exactly 2 hours; I understand an arrangement must be made at this time if the room is to be used for a longer period of time.

Chado tea room arranges events according to the anticipated guaranteed number of guests, and we reserve the right to change the area of the tea room should the guaranteed number changes.

The sponsors/host of the event is responsible for full payment upon the completion of the event. \_\_\_\_\_

No outside food of any kind will be permitted into the tea room \_\_\_\_\_

For parties of 25 or more in the event of a cancellation with 48 hours or less of the scheduled date, you will be charged an additional \$150.00 \_\_\_\_\_

No changes are accepted over the phone. Changes have to be made in writing \_\_\_\_\_  
Chado tea room will not assume responsibility for damages or loss to any merchandise or articles left in the tea room prior to or following an event.

I have read and agree to all of the Chado tea room policy. My signature below will act as my acknowledgment of all the conditions, as well as authorization to charge the non-refundable 100.00 deposit.

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Please sign

Date

