

Twin Creek Tea Room

19 East Dayton Street
West Alexandria, Ohio 45381
Phone: 937-839-5094 or 937-839-5974
www.twincreektearoom.com

Twin Creek Tea Room Special Events Policies

We are delighted that you have contacted us about your special event. We would like to inform you of our procedures. This information explains how we operate and hopefully answers most of your questions. Please read this information thoroughly and if you have questions, feel free to call us or e-mail us.

1. The times available for private events are all day Tuesday, and 2:00-4:30 pm on Wednesday, Thursday, Friday, or Saturday. The evenings available for private parties are Tuesday, Wednesday, Thursday, Friday, or Saturday. Monday can sometimes be arranged. We are closed on Sunday and do not usually schedule special events on Sunday.
2. The listed prices are for a private event with a group of 20 people or more, with no other diners present except your guests. If your group is not that large, a room fee is assessed. The room fee is \$50.00 for 11-19 people and \$100.00 for 10 people or less. (If your group is near 20, you may order for 20 to eliminate the room fee and we will be happy to package and send the extra servings home with you.) **You will have the use of the dining rooms for two hours from the time we begin serving. The rooms are available for a longer period at \$ 18.00 per half hour of time after the first two hours.**
3. If you are booking a party **during regular Tea Room hours** (WTFS 11:00 – 2:00), we must limit the size to 20 persons or less. For the comfort of your guests and our regular dining guests, groups larger than 20 will need to be scheduled as a "Private Party" during hours that the Tea Room is not open to the public.
4. Once you have reserved a date, **a deposit of 25% of the amount estimated due is required to hold the reservation.** It should be mailed to the *Tea Room* along with your selected menu and event information sheet. (We will be happy to help you figure the amount of the deposit. If you need assistance, feel free to call us.) **Deposits are required at least one month prior to a scheduled event. Deposits are refundable if cancellations are made at least two weeks before the scheduled event. If cancellations are made less than two weeks before the event, the deposit is not refundable.**
5. Gratuity and sales tax will be added. Our tax rate is 7% and gratuity is 15% for daytime events before 4:30. Gratuity rate for evening events is 18%.

The Ivy Parlor Gift Shop (located on the upper level at the *Tea Room*) will be open for shopping or browsing prior to and after your event.

Please fill out the information form, circle your selections, and sign and return to us.

We need you to call us with an accurate count one week prior to your event. Once the count is confirmed, we will only be able to alter the count by one or two people.

Thank you for considering the *Twin Creek Tea Room* for your special occasion. We want to be your first choice for a fine dining experience. We will do our best to give your guests first class service and to help you feel like a guest at your event.

Sincerely,
Rebecca Brunk, Manager
Carolyn Ulrich, Owner