



Queenie's is the preferred venue for smaller, more intimate celebrations up to 32 guests.

*GROUP BOOKING TERMS AND CONDITIONS

1. Bookings are confirmed upon receipt of deposit (\$10 per person).
2. Duration of bookings is 2 hours from time of booking.
3. Failure to arrive on time and/or without a phone call notifying of late arrival may result in the reservation being cancelled after 20 minutes.
4. Bookings cannot extend past the 2 hour time allocated.
5. Late guests will be served soon after they arrive.
6. Consideration of other guests is requested at all times - we are not a party game venue. Speeches and singing to be kept low key.
7. Extra seating cannot be guaranteed for guests who just turn up.
8. Tables are set for ease of conversation and service for your guests. Moving of tables or 'squeezing' someone in is not an option.
9. A selection of our finest teas will be served throughout your function. Any other beverages charged at menu price unless prior arrangements made with the Events Manager.
10. We offer BYO for sparkling wine (\$2 corkage per person)
11. One bill will be raised for your function. Payment by cash or card. (see item 3.c over page)
12. Confirmation of **final numbers required at least 7 days prior** to function.
13. Full payment will be charged for confirmed guests who simply fail to show on the day or give less than 4 hours notice to the venue.
14. Full deposit may be withheld if booking cancelled less than 7 days prior to function date. Deposits can be held over if another date is confirmed.
15. No further discounts apply to event price.
16. Any guests occupying a seat and not eating **may be charged**. Please be understanding of our position on this as space is limited and demand high.

*Monday – Friday 10 or more guests. Saturday & Sunday 8 or more guests.

HELPFUL HINTS FOR THE HOSTESS

1. First check availability with the venue.
2. Pay deposit.
3. Send out invitations with the following information –
 - a. **Date** of function.
 - b. Starting and finishing **times**.
 - c. **Cost** per person (if applicable). Have your guests hand their money to you in a clearly marked envelope at the beginning of the function to make it easier on you.
 - d. **R.S.V.P.** date and who to advise. This is essential for final numbers for set menu and seating arrangements.
 - e. Ask for any '**special dietary**' requirements.
 - f. Other than very young babies who are being breast fed suggest older children are left with **babysitter**. (it is no fun for anyone to have a bored/restless child at a function).
4. 7 days prior - confirm your final numbers with the tea house. Any changes after this date, please call a.s.a.p. - we may have people on a wait list OR not be able to increase your booking at this late stage.
5. There is no need to bring table decorations. There will be table confetti and a FREE tiara for the guest of honour - plus we need room for the food and teapots.
6. If you are bringing sparkling wine bring it in a few days prior to the function. We can store this in our cold room.
7. All dealings in relation to the function will be between you and the manager – so please feel free to call to discuss any issues.

Last but not least -

8. Sit back, relax and enjoy yourself! You have done a wonderful job for your friends and now it's time to CELEBRATE!

Thank you for choosing Queenie's for your celebration. We would like to offer you and your guests a 15% discount on all (full priced) retail purchases made on the day of your function.

For all enquiries and reservations –
Call the Events Manager: Ph: **3266 6632**
View menu on line: queeniesteahouse.com.au

NOTE: Information is correct as at November 2011 and supersedes all other Queenie's Event information and price lists. Menu items may change without notice due to seasonal availability.