



"We bring the tearoom to you"

The ParTea Planner
P.O. Box 73223
San Clemente, CA 92673
Toll Free 1.877.766.2692
Office/Fax 949.481.4307
Email: info@thepartea planner.com
www.TheParTeaPlanner.com

The ParTea Planner Package
Menu, Optional Catering, Fee & Booking Info

The Par Tea Package

\$32.⁰⁰ per person

Includes:

- ✿ Traditional Three Course Tea Menu (see Menu for selections) consisting of finger tea sandwiches, tender scones and decadent assorted sweets
- ✿ Buffet style set-up – includes silver trays, platters, tiers and pedestal service
- ✿ 6' Banquet Table for Buffet if needed, or can use the Host's table
- ✿ Linen for the buffet table in white or pink satin crinkle
- ✿ Floral accents for the food presentation on the buffet table
- ✿ Fine China – Unique Teacup & Saucer, Luncheon Size Plate
- ✿ Flatware - Fork, Knife & Spoon
- ✿ Linen napkins in satin crinkle (white or pink) with a napkin cuff
- ✿ Creamer & Sugar sets with tongs on each table
- ✿ Appropriate background music (select from classical, bridal or baby)
- ✿ Hot Tea Service from our quality loose leaf tea selection
- ✿ Lemonade, Iced Tea and Ice Water

Does not include serving staff, sales tax, 20% service charge, catering delivery charges (depending on the city) or any rentals such as tables, chairs, additional linens.

Prices and menu are subject to change without notice.

Prices shown are for parties at your location. We will provide you a full detailed estimate for your event after acquiring pertinent event details.

A minimum of 20 Guests are required for catered parties



Tea Menu

(Menu is a general sample,
we can make accommodations)

Sandwiches

Select Four

Cucumber & Watercress with Cream Cheese, Egg Salad,
Turkey & Cranberry or Avocado, Tuna Salad, Ham Salad,
variety of Chicken Salad, Smoked Salmon & Cream Cheese (add. 50¢ /pp)

Breads to choose from:

White, Pink, Wheat, Nine Grain, Pumpernickel, Marbled Rye, Raisin

Scones

Select Two

Currant, Cream, Almond, Raspberry, Lemon, Blueberry, Cranberry
Scones are accompanied with: Devonshire Cream, Lemon Curd,
and Strawberry & Orange Marmalade Fruit Preserves

Sweets

Select Four

Pecan Tartlets, Ganache Brownies, Lemon Bars,
Raspberry Linzer Cookies, Coconut Macaroons, Crème Puffs,
Tea Cookies, Cheesecake Bites, Éclairs, Mini Fruit Tartlets,
Napoleons, Shortbread Cookies, Thumbprint Jam Cookies,
Petit Fours or Chocolate Dipped Strawberries (add. \$1 /pp)



Additional Catering Options

We can also provide:

Fresh Fruit Fromage, Cheese & Cracker Display

Hot or Cold Hors d'Oeuvres - Display or Tray Passed

Soups & Salads

A Brunch or Luncheon menu

Sumptuous Decorated Cakes, Cookies or Cupcakes

Theme Decorated Cookies - Display or Favors

Cookies Decorated with Your Photo or Graphics

Theme Decorated Cakes

Chocolate Fountains with Decadent Dipping Items

...plus a whole lot more! Just ask us what other options and menus are available.

Cold Beverages

Cold beverage selections such as: sparkling pink lemonade, sparkling raspberry or nonalcoholic sparkling cider, water bottles with personalized labels, fruit tea sparklers \$2.⁰⁰ /pp

Italian Sodas (variety of flavors) \$3.⁰⁰ /pp

For your Young Guests: Choice of either pink lemonade, milk, pink strawberry milk chocolate milk or apple juice served from teapots \$2.⁰⁰ /pp

Specialty party punch in a selection of flavors, lemonade or iced tea served in either a punch bowl or large apothecary jar with lid, includes a ladle and small drip bowl. \$3.⁰⁰/pp + cost of glassware rentals, or disposable cups



Fee Information

- ✿ Catering delivery charges are based on the city and location
- ✿ Sales tax is based on Orange County tax of 7.75%
- ✿ Service fee is 20% (California State Board of Equalization Regulation No.1603)
- ✿ If an event is booked with less than three weeks notice, a rush fee may apply

Serving Staff

(Estimate only - type of food service requested, number of guests, the layout of the site, etc.)

Server attendant(s) to unload, set-up the guest tables, display food, make and serve tea, replenish food items, clean-up tea tables, hand wash & dry items, take garbage to on-site receptacles. Clean the tea time area and kitchen area. We can also assist with pouring drinks, passing hors d'oeuvres or anything else to provide comfort for your guests. Server's attire is a white shirt, necktie or broach, black pants and apron.

\$25.⁰⁰ per hour per staff member, minimum of four hours.

Gratuity for the servers is not included and is at the Host's discretion.

Due to the nature of this unique type of hospitality service provided, we need one server per 15 guests. A minimum of two servers is required for any party. There is a travel fee outside of Orange County, depending on distance.



ParTea Process

To book a ParTea, the process is as follows:

- We will need to speak with you regarding the details of your event: Approx. number of guests, rentals required, décor needed etc. We will then provide an **Initial Estimate for Services** of what the ParTea may cost sent via email.
- Once the estimate is approved by the Host(s) and would like to go forward with booking The ParTea Planner for the event, we will forward an **Event Agreement** that will need to be signed by both parties and returned to us along with a \$100.⁰⁰ non-refundable booking *retainer*, to guarantee and secure the event date and our services.
- Along with the **Event Agreement** will be additional information such as terms and conditions, cancellation refund policies, a detailed explanation of our services, event timeline, instructions for guest confirmation and rentals, etc.
- A **50% deposit** of the estimated full balance due, must be received four (4) weeks prior to the event date. If you are booking your ParTea less than four weeks from your event date, the retainer and deposit must be received as soon as possible. A rush fee may apply if booked less than four weeks from event date.

As a professional event planner, I want your special occasion to be one of the most memorable parties you have ever hosted! But not only memorable, but to free you from the stress or uncertainty that you may experience while planning such an event. It is your job to be the gracious and calm Host, and my job to do all the behind-the-scenes work.

It is my objective to provide your occasion with personalization, details that linger, delicious mouth-watering food and tea, and an ambiance that exudes gentility, comfort and happiness for you and your honored guests.

Thank you for your kind consideration!
Risa Provencio

