



## Heritage High Tea Service Booking Request Form

Please note that our high tea service is only available during certain times and bookings must be made **three weeks** prior to event. Please refer to the following list to help ensure availability for your preferred request date and time.

Months: June-September  
Days: Wednesday, Thursday, Friday, Sunday  
Times: 10-11:30, 12-1:30, 2-3:30

**Preferred Date:** \_\_\_\_\_ **Preferred Seating Time:** \_\_\_\_\_

### Number of Guests

Bookings require a minimum of 10 guests, with a maximum of 12. These numbers are designed to ensure that guests have the most intimate, and comfortable setting as possible in our historic spaces. Please check off the number of guests that will be in your party.

10

11

12

**Prices** Flat Rate of \$250- for 10 guests | \$25 per additional guest - up to two guests

### Payment

Once your booking request form has been received and your date confirmed by our Community Events Coordinator, you will be emailed a link to payment options. Please note that full payment is required **3 weeks** prior to your event date.

### Cancellations & Refunds

In the event you need to cancel your event, bookings are refundable until **one week prior** to your booking date, after this point they are no longer refundable. Cancellations will not occur in the event of rain; instead, parties are invited to dine inside or enjoy the rainy setting on the covered veranda.

### Booking Organizer Contact Information

First: Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone number: (        ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Please submit this form to our Events Coordinator at [mrmeventplanner@gmail.com](mailto:mrmeventplanner@gmail.com) with the Subject Line: Heritage Tea Booking, to book your event today!