



# The Secret Tea Garden

Breakfast • Lunch • Brunch • Coffee Shop • Country • Light Meals • Picnics



1 6B Penguin Avenue, Norscot Manor Recreation Centre, Fourways  
**EMAIL** - secretteagar@mweb.co.za  
**TELEPHONE** - (011) 467 1191

We specialise in Baby Showers, Bridal Showers, Kitchen Teas, Christenings, Birthday Parties for young and old, Anniversaries and a whole lot more...

**BANKING DETAILS**

Orchards  
 Standard Bank Cheque Account  
 ACC# 402024842 BR# 006305 - Northcliff

**PROCEDURE TO SECURE YOUR FUNCTION**

1. Front Page filled out, signed & sent back
2. Venue Hire Paid (R500, R750.00 or R1000.00)
3. Catering order emailed, Monday Prior to the function

## Function Confirmation Form

<b>BOOKED BY:</b>		<b>FUNCTION DATE:</b>			
<b>TELEPHONE #</b>		<b># OF ADULTS:</b>			
<b>E-MAIL ADDRESS:</b>		<b># OF CHILDREN:</b>			
<b>FAX #</b>		<b>TIME:</b>	10.00 to 12.30	14.00 to 16.30	
Baby Shower		Bridal Shower		High Tea	
				Birthday Party	
				Other	
					BOY
					GIRL

**TERMS & CONDITIONS**

1. A **NON - REFUNDABLE** "Venue Hire Fee" is required to secure your booking. Once this has been paid, **NO REFUNDS** will be made when cancelling or deducted off your final bill.
  - High Tea Standard Rate = **R500.00**
  - 20 Adults & Less = **R750.00**
  - 21 - 50 Adults = **R1000.00**
  - 50+ Adults = **SQ**
2. Minimum of 10 Adults and a Maximum of 50 Adults, unless otherwise arranged
3. The duration of your party is 2.5 hours. We respectfully request that you adhere to your finishing time and vacate the area timeously. This will enable us to set up for the next function. Should you feel that you require additional time, check with management if we can arrange an extension. You are welcome to relocate to a table in the Tea Garden.
4. Final Catering Selections and Number of Guests to be submitted by the **MONDAY BEFORE** your function.
5. We supply gazebos, white table cloths, serviettes, cutlery & crockery as well as flower arrangements on the table.
6. All Catering Selections will be displayed beautifully on food stands.
7. No food, beverages or any other consumables may be brought onto the premises.
8. Full payment of Outstanding Balance to be made on the day of the function. (We do not, unfortunately, accept Diner's Club or American Express.)
9. Please send the confirmation of payment for the **NON - REFUNDABLE** "Venue Hire Fee" to the e-mail address provided at the top of this form. Please use **YOUR NAME & FUNCTION DATE** as reference.
10. A 10% gratuity will be added to your Final Bill which will be received by the host/hostess & assistants.
11. As we run several functions, your function area will only be available 30 minutes prior to the start time, should you choose to arrive earlier for setup.
12. Prices subject to change without prior notice.

I, \_\_\_\_\_ hereby acknowledge that I have read the complete document and accept the Terms & Conditions hereof.

hereby acknowledge that I have read the complete document

SIGNATURE

DATE

## Catering Selection For Adults

All catering must be provided by The Secret Tea Garden.  
You may bring your own SPECIAL Cake at an additional Corkage Charge of R100.00  
Please fill in the QUANTITY of each item required.

### Sweets, Cakes & Pastries

	PRICE	QUANTITY	AMOUNT
<b>Assorted Sweet Platter</b>			
8 Lemon Tartlets                      8 Mini Milk Tarts	R 400.00		R -
10 Mini Scones with Cream            8 Mini Custard Slices			
8 Pecan Nut Tartlets                    8 Mini Chocolate Eclairs			
Cupcakes (ea)	R 14.50		R -
Lemon Chiffon Cake (12 slices)	R 160.00		R -
Chocolate Chiffon Cake (12 slices)	R 160.00		R -
BarOne Chocolate Cake (12 slices)	R 160.00		R -
Carrot Cake (12 slices)	R 160.00		R -
Lemon Meringue	R 140.00		R -
Granadilla Chiffon Cake (12 slices)	R 160.00		R -
Baked Cheese Cake	R 180.00		R -
Yoghurt Ripple Ring	R 195.00		R -
Banana Loaf (Freshly Baked)	R 85.00		R -
Pavlova With Berries & Cream	R 210.00		R -
Scones with Jam & Cream (12 halves)	R 110.00		R -
<b>Muffins (12 per serving)</b>			
Banana & Pecan Nut		Lemon & Poppy Seeds	
Vanilla & Chocolate		Blueberry	
	R 95.00	-	R -

### Savoury Treats

Savoury Cheese Board (serves 10) <small>Assorted cheese, biscuits, fresh fruit &amp; Chutney</small>	R 325.00		R -
Scones with Cheese & Tomato (12 halves)	R 110.00		R -
Sandwich Platter - Assorted fillings (10 - 15 people)	R 170.00		R -
Chicken Spring Rolls with Sweet Chilli Dip (20 servings)	R 160.00		R -
Vegetable Spring Rolls with Sweet Chilli Dip (20 servings)	R 160.00		R -
Platter Crudités with Hummus Dip (10 -15 people)	R 325.00		R -
Mini Sausage Rolls (30 servings)	R 160.00		R -
Chicken Liver Paté with Savoury Biscuits (8 -10 people)	R 125.00		R -
Philadelphia Cheese with Sweet Chilli & Biscuits ( 8 - 10 people)	R 175.00		R -
Savoury Tart (serves 8 - 10)			
Spinach & Feta	R 160.00		-
Bacon & Onion			R -
Butternut & Feta			
Assorted Cocktail Pie Platter (serves 10 - 12)			
Chicken & Leek (4)	R 250.00	Mince & Mash (4)	
Pepper Steak (4)		Game (4)	
Ham (4)		Steak (4)	R -

# Buffet

Minimum of 20 People  
Must Be PRE-ORDERED  
50% Deposit required 3 days prior to function

## Buffet Breakfast

	PRICE	QUANTITY	AMOUNT
<b>OPTION 1</b>			
Yoghurt, Muesli & Seasonal Fruit Savoury Muffins Quiche (Please indicate Vegetarian) Tea & Coffee	R72.00pp		R -
<b>OPTION 2</b>			
Bacon Beef Sausages OR Vegetarian Sausages Scrambled Eggs Grilled Tomatoes Toast (White & Brown) Tea & Coffee	R80.00pp		R -
<b>OPTION 3</b>			
Yoghurt, Muesli & Seasonal Fruit Savoury Muffins Scrambled Eggs                      Bacon Grilled Tomatoes                      Beef OR Vegetarian Sausages Toast (White & Brown) Tea & Coffee	R110.00pp		R -

## Buffet Lunch

	PRICE	QUANTITY	AMOUNT
<b>LASAGNE</b> - Choice of Vegetable OR Meat served with Greek Salad & Crispy Bread Rolls	R110.00pp		R -
<b>BUILD YOUR OWN BURGER</b> - Rolls, Beef OR Chicken Patties, Tomato, Lettuce, Onions & Chips	R95.00pp		R -
<b>SRI LANKA CHICKEN CURRY</b> - Served with Yellow Rice & Sambals as well as Cocktail Rolls	R120.00pp		R -
<b>LADIES LUNCH</b> - Homemade Quiche & Salad followed by Ice Cream & Chocolate sauce for dessert	R95.00pp		R -

# High Tea

Must Be PRE-ORDERED

50% Deposit required 3 days prior to function

R500.00 Standard Venue Hire to be paid

Special High Tea for Special Occasions, includes:

Fresh Flowers, and all eats are displayed beautifully on stands. (R500.00 Venue Hire must be paid.)

	PRICE	QUANTITY	AMOUNT
Mini Lemon Tarts Mini Milk Tarts Standard Bank Cheque Account ACC# 402024842 BR# 006305 - Northcliff Scones with Jam & Cream OR Cheese & Tomato Mini Sausage Rolls Dainty Sandwiches Mixed Berry Juice & Jugs with Water & Lemon Tea & Coffee	R150.00pp		R -

# Girls High Tea

Maximum 20 Little People

Must Be PRE-ORDERED

50% Deposit required 3 days prior to function

Little High Tea for Special Occasions, includes:

Tiny Tables & Chairs, Little High Tea Sets & stands, as well as flowers.

~~Once this has been paid NO REFUNDS will be made when cancelling or deducted off your final bill~~

	PRICE	QUANTITY	AMOUNT
Tea OR Hot Chocolate OR Mixed Berry Juice Mini Cupcakes Mini Meringues Mini Chocolate Cake Dainty Sandwiches Biscuits, Sweets & Chocolates	R75.00pp		R -

# Picnic

Maximum 30 Adults / Kids

Must Be PRE-ORDERED

50% Deposit required 3 days prior to function

# Adult Picnic

Bread Rolls, Cheese & Biscuits, 2 Chicken Kebabs, Greek Salad, Potato Salad, Fruit Kebabs, Mini Scones with Jam & Cream & Tea & Coffee	R170.00pp		R -
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# Kids Picnic

4 Chicken Nuggets & Smileys, Fresh Fruit, Packet of Chips, Packet of Gummie Sweets & a Ceres Juice Box	R75.00pp		R -
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# Catering Selection For Kids

All catering must be provided by The Secret Tea Garden.  
You may bring your own SPECIAL Cake at an additional Corkage Charge of R100.00  
We do a Basic Setup for Kiddies Parties. (Plain White Tablecloths on request)

## Kidz Corner

	PRICE	QUANTITY	AMOUNT
Cheese Curls (large packet)	R 25.00		R -
Flings (large packet)	R 25.00		R -
Bowl of Gummies	R 40.00		R -
Standard Bank Cheque Account	R 4.50		R -
ACC# 402024842 BR# 006305 - Northcliff	R 40.00		R -
Suckers (ea)	R 3.50		R -
Chomps (ea)	R 5.00		R -
Kiddies Biscuits	R 45.00		R -
Viennas & Tomato Sauce (10 per serving)	R 48.00		R -
Hot Chips & Tomato Sauce (10 per serving)	R 45.00		R -
4 Chicken Nuggets & 4 Smiley Potatoes (pp)	R 32.00		R -
Mini Yoghurt & Fruit (pp)	R 14.50		R -
Ceres Juice Box ( ea)	R 12.00		R -

## Extras

Jumping Castle	R 680.00		R -
Trampoline	R 680.00		R -

Once this has been paid, NO REFUNDS will be made when cancelling or deducted off your final bill.

	PRICE	QUANTITY	AMOUNT
1L Water Jug With Lemon & Ice	-		-
1L Fresh Fruit Juice	R 50.00		R -
1L Mixed Berry Juice	R 48.00		R -
330ml Appletizer, Grapetizer	R 20.00		R -
330ml Lipton Ice Tea	R 20.00		R -
500ml Still, Sparkling Mineral Water	R 16.00		R -
330ml Soft Drinks	R 18.00		R -
TEA & COFFEE STATION - Self Service (bill per used cup)	R9.50pp		-
Beers & Ciders	POA		-
Wines	POA		-

Thank you for choosing The Secret Tea Garden for hosting your event.  
We look forward to making your function a special day to remember.

If you wish to visit our website, please log on to [www.secretteagarden.co.za](http://www.secretteagarden.co.za)

Please like us on Facebook and post your reviews.

<https://www.facebook.com/norscotsecretteagarden>

Thank You,

**Steve Orchard**