

(A) BOOKING THE ENTIRE LOUNGE FOR AN EVENT AT T-BUDS

CAPACITY OF ROOM	<ul style="list-style-type: none">➤ Maximum capacity: 26 guests.➤ Please see below (B) for smaller groups.
AVAILABILITY	<ul style="list-style-type: none">➤ Saturday & Sunday 11 to 2 pm, 3 to 6 pm or 4:30 – 7:30 pm➤ Tuesday to Friday during regular operational hours (start time to be determined for a 3 hour period).➤ Bookings are made on a first-come, first-serve basis, based upon availability.
MINIMUM SPEND REQUIREMENTS	<ul style="list-style-type: none">➤ Minimum \$600 on Saturday/ Sunday for a 3 hour period from 11-2 pm or 3-6pm.➤ Minimum \$ 450 on Saturday/ Sunday from 4:30 - 7:30 pm➤ Minimum \$ 400 on a weekday. (start time to be determined for 3 -hour period)➤ The room minimum is based on food and beverage combined, not including tax and (18%) gratuity.➤ If the minimum spend requirement is not met the difference will appear as a room rental fee on the final bill.➤ There is no charge to use the space, provided the minimum food and beverage expenditure is met.
FINAL GUEST COUNT	<ul style="list-style-type: none">➤ The guaranteed number of guests attending the event is required 24 hours in advance of event date.➤ Please note, unless we are notified of a guest count revision, the number originally contracted will be assumed as the guarantee.➤ You will be billed for the guaranteed number given or the actual number in attendance, whichever is greater.
PAYMENTS & CANCELLATION POLICY	<ul style="list-style-type: none">➤ A deposit of 25 % of minimum is required to secure the date and space, payable by cash /debit or credit card.➤ The balance must be paid at the conclusion of the event.➤ Your deposit is fully refundable if notice of cancellation is received 14 or more days in advance of event date.

MENU SELECTION	<ul style="list-style-type: none"> ➤ All food items for private events will be selected from our current menu. ➤ You are able to interchange items between each menu - prices will be adjusted accordingly. ➤ Food items are subject to current market prices. ➤ We can assist you with tailoring your selections for the best guest experience. ➤ Please see (C) Menu Options below for details. ➤ The only outside food item permitted to be brought in is a celebratory cake or cupcakes. ➤ Cake plating fee - based on your confirmed guest count. Cake - cut, plated and served \$1 per guest.
SERVICES AND ITEMS SUPPLIED BY T-BUDS	<p>The following services are complimentary:</p> <ul style="list-style-type: none"> ➤ Standard ivory cotton tablecloths. ➤ Service staff. ➤ Existing tables and chairs. ➤ Standard table flatware and glassware.
DECOR	<ul style="list-style-type: none"> ➤ You may bring in your own table décor. ➤ Please do not use any nails on the walls. ➤ You may use any extra tables for gifts or party favours. ➤ It is the responsibility of the host to clear up all decorations.
AUDIO-VISUAL EQUIPMENT - MEETINGS/ PRESENTATIONS	<ul style="list-style-type: none"> ➤ We have a 72" screen. ➤ Please bring your own laptop. ➤ *Please note the equipment may alter the room capacity
TIMING	<ul style="list-style-type: none"> ➤ You may come in approx ½ hour prior to the booking time for set-up if needed. ➤ Our staff will be clearing and setting up during this time. ➤ A 15 -minute grace period will be allowed for the space to be cleared and all decorations, etc to be taken down. ➤ An additional fee of \$ 100 per hour will be charged if you go over the agreed times.
PARKING	<p>We do not have designated parking. However, there is side street parking plus additional Green P parking, one street south on Glenforest Road.</p>

(B) BOOKING THE LOUNGE FOR A SMALLER GROUP EVENT

- We can seat up to 16 guests comfortably in one half of the lounge space. There will be other customers sharing the space.
- If you have 17 or more guests, we recommend booking the entire lounge for the comfort of your guests as well as other customers.
- The reservation would be for a period of 2 hours.
- Extra charges may be incurred in case of going over the set time limit.
- A minimum spend of \$10 per person should be met (before tax & gratuity).
- A minimum deposit of \$ 25 needs to be made for any group of 8 or over. We cannot guarantee to hold the space unless a deposit is made.
- It would be appreciated if the final guest count is confirmed 24 hours in advance of the event.
- No outside food is allowed. You may bring small table décor items if you wish.
- An 18% gratuity will be charged per person.
- For a larger group, we recommend a pre-determined menu if possible for efficiency of service.

CONTACT INFORMATION

ADDRESS	t-buds, 3343 Yonge Street (second Floor) On M4N 2M4
HOURS OF OPERATION	11 am – 6 pm Tue Wed Thur Sun 11 am – 8 pm Fri Sat Closed on Monday
TEL	647 352 3622 /24
WEB	www.t-buds.com
EMAIL	tbuds3343@gmail.com or info@t-buds.com
FACEBOOK	tbuds.toronto

(C) AFTERNOON TEA MENU OPTIONS FOR EVENTS

<p>TYPES OF AFTERNOON TEA (AT) & COST</p>	<ul style="list-style-type: none"> ➤ Classic Afternoon Tea - \$ 29 per person ➤ Chocolate Afternoon Tea - \$ 32 per person ➤ Savoury Afternoon Tea - \$ 19 per person
<p>SANDWICH OPTIONS* 6 sandwiches per Classic AT or Savoury Cream tea & 4 sandwiches per Chocolate AT</p> <p>*You may choose your preferred sandwich options.</p>	<ul style="list-style-type: none"> ➤ Cucumber & watercress with cream cheese and chives ➤ Roast beef and horseradish-dijon and arugula ➤ Smoked salmon and dill cream cheese ➤ Seasoned tuna with lemon zest and red pepper ➤ Smoked turkey and asparagus ➤ Curried chicken with green apple and mango chutney ➤ Oven roasted tomato and cheddar cheese ➤ Egg salad with alfalfa sprouts ➤ Marinated beetroot and carrot with basil pesto
<p>OTHER FOOD ITEMS please indicate *if you have any special requests *if any guests with dietary restrictions</p>	<ul style="list-style-type: none"> ➤ Scones - 2 per Savoury, Classic / Chocolate AT ➤ Quiche - 1 per Classic / Chocolate AT ➤ Petit fours - 2 per Classic / Chocolate AT ➤ Mini savoury crepe with mole sauce, Eton mess and Danish pastry for Chocolate AT.
<p>TEA SERVICE (You have a choice of up to 5 different teas from our extensive tea menu)</p>	<p>2 Options</p> <ul style="list-style-type: none"> ➤ Individual Service: Each guest will be served a pot of tea of their choice. ➤ Cart Service: the prepared tea will be brought to the table and poured out for your guest as per their choice. This is a good option if you wish your guests to be able to taste all the teas you have selected for the day.
<p>SEQUENCE OF AFTERNOON TEA SERVICE</p> <ol style="list-style-type: none"> i. Tea Service ii. Starter iii. Main 3 tier platter iv. Sparkling Jasmine Tea 	<p>Please determine order/timing for your event with respect to:</p> <ul style="list-style-type: none"> ➤ Seating - depending on final guest count, seating can take 10-20 minutes. ➤ Introductions, first toasts & welcome speech, if any. ➤ Order taking / tea service - at least 15 minutes. ➤ Speeches / games etc - for best flow, we require a program of your events. ➤ Formal Presentation/Guest Speaker - please speak to staff to coordinate service timing with presentation.

