



We are excited and pleased that you are considering hosting your event at t-buds!

Please find below some useful information to help you make the decision.

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If you decide to go ahead with an event:

- You will need to confirm with us for availability and time of your event
- Pay the deposit required to secure the spot.
- Give us your contact details:
Name, telephone number and email address.
(Please note, we should have only one person co-ordinating the event)
- We would appreciate all relevant details at least 1 week in advance of your event
- We will send you a quote and confirm all details

(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, 3:30 to 6:30 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 \$700 on Saturday/ Sunday for a 3 hour period from 11-2 pm or 3:30 -6:30 pm. ➤ Minimum \$ 550 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. ➤ <u>If the minimum spend requirement is not met the difference will appear as a room rental fee on the final bill.</u> ➤ 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"> ➤ Please note, unless we are notified of a guest count revision <u>24 hrs ahead of the event date and time, the number originally contracted will be assumed as the guarantee.</u> ➤ You will be billed for the guaranteed number given or the actual number in attendance, <u>whichever is greater.</u>
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 /e-transfer/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 <u>14 or more days in advance of event date.</u>

<p>MENU SELECTION</p>	<ul style="list-style-type: none"> ➤ All food items for private events will be selected from our current Afternoon Tea 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 (D) Menu Options below for details. ➤ Do let us know if any guests have dietary restrictions. ➤ See (E) for Tea List ➤ The only outside food item permitted to be brought in is a celebratory cake or cupcakes. ➤ Cake plating fee - based on your <u>confirmed guest count</u>. Cake - cut, plated and served \$1 per guest.
<p>SERVICES AND ITEMS SUPPLIED BY T-BUDS</p>	<p>The following services are complimentary:</p> <ul style="list-style-type: none"> ➤ Standard ivory cotton tablecloths. ➤ Coloured cloth napkins. ➤ Service staff. ➤ Existing tables and chairs. ➤ Standard table flatware and glassware.
<p>DECOR</p>	<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.
<p>TIMING</p>	<ul style="list-style-type: none"> ➤ You may come in approx 15-20 minutes prior to the booking time for set-up if needed. Please inform us if you need this time. ➤ Our staff will be clearing and setting up during this time. ➤ A <u>15 -minute</u> grace period will be allowed for the space to be cleared and all decorations, etc to be taken down. ➤ An additional fee of <u>\$ 25 for every 15 mins</u> will be charged if you go over the agreed times.
<p>PARKING</p>	<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 small group event

- We can seat up to **12 guests** comfortably in one half of the lounge space. There will be other customers sharing the space. Please be mindful of the fact that it is a tearoom, and keep noise levels to a minimum for the comfort of the other guests. (The attending staff may have to unfortunately remind you if it gets too loud)
- If you have **13- 16 guests**, the only time slots we can offer you will be at 4 pm or after. If the number of **guests is over 17**, please book the entire lounge.
- 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 date and time.
- No outside food is allowed. You may bring small table décor items if you wish.
- An 18% gratuity will be charged per person.
- For larger groups, we recommend a pre-determined menu for efficiency of service.

(C) 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

(D) Afternoon tea menu options and details

<p>TYPES OF AFTERNOON TEA (AT) & COST</p>	<ul style="list-style-type: none"> ➤ Classic Afternoon Tea - \$ 30 per person ➤ Chocolate Afternoon Tea - \$ 33 per person ➤ Savoury Afternoon Tea - \$ 20 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 ➤ Creamy shrimp salad in a brioche bun ➤ Curried chicken with green apple and mango chutney ➤ Oven roasted tomato and cheddar cheese ➤ Egg salad with alfalfa sprouts ➤ Pickled beet 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 or Chocolate AT ➤ Quiche - 1 per Classic or 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) See (E) for Tea list</p>	<ul style="list-style-type: none"> ➤ Individual Service: Each guest will be served a pot of tea of their choice, from 3-5 teas selected by the host.
<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 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.

(E) Tea list

<u>BLACK TEA</u>	<u>GREEN TEA</u>	<u>OOLONG TEA</u>	<u>WHITE TEA</u>
earl grey	jasmine pearl	oriental beauty white tip	silver dew
english breakfast	dragonwell	milky way	white peony
darjeeling summer	genmaicha	honey orchid	
darjeeling autumnal	imperial spring	lotus oolong	white berry booster
imperial yunan	sencha special	tie kwan yin	white rose mint
emperor puerh	gyokuro		white scarlet champagne
ceylon mountain valley		apple oolong	
ceylon spring valley	midsummer night	oolong body burner	<u>HERBALS</u>
assam malt	spring melody		chamomile
keemun	tangerine teaser	<u>ROOIBOS</u>	mattechino
nilgiri glendale	saharan mint	original rooibos	yerba mate
organic earl grey de la crème	cherry sencha	choco mint	peppermint
lavender earl grey de la crème	sencha apple pear	rooibos provence	honeybush
lychee rose	sencha passion	sweet spice shop	sweet dreams
coco-banana		bourbon vanilla	
caspian delight		cape spice chai	<u>FRUIT INFUSIONS</u>
organic black kashmir chai			cranberry apple
Puerh coco-caramel			orange citrus
masala chai			mango lemon
ginger peach			pina-colada
mango pineapple			

Continued below – Organic Herbals by t-buds

MIND & BODY SERIES – a collection of five potent yet gentle herbal functional blends designed to enhance wellness in both mind and body

- **Healer** – gentle organic blend reduces inflammation and is an anti-allergen, it is also a great immune fortifier. Contains nettles, licorice, and hibiscus.
- **Cleanser** – a truly potent yet gentle body cleanser that purifies the blood and improves general circulation, a great detox tea. Ingredients include dandelion, lemongrass, lemon merrle, burdock and yellow dock.
- **Reviver** – a health blend that reduces anxiety related stress and arthritic inflammation in addition to improving mental clarity and boosting memory. Contains ginseng, ashwaganda, gotu kola and tulsi.
- **Soother** – a gentle relaxing herbal infusion, a soothing chamomile blend with orange peel, rosehips, peppermint, and licorice to settle the digestive system and also ease throat infections.
- **Cold and flu** – an ancient and time trusted herbal blend to pick you up from a cold or flu, proven and effective herbs make up this potent blend including Echinacea, elderberries, licorice, ginger, tulsi and lemon grass.

LIFE STAGES – unique blends of traditional and ayurvedic herbs formulated in consultation with naturopathic, ayurvedic and holistic professional for different stages of life

FOR HER

- **Life** – a blend of ‘lively’ herbs to nourish the body physically and mentally during the pre-conception years and enhance fertility. Contains green tea, netles, shatavari, licorice root, vitex and natural flavours.
- **Solace** – to quell tension and achieve equilibrium during the pre-menstrual time. Contains cramp bark, raspberry leaf, dandelion leaf, nettle leaf, lemon balm, rosehips, shatavari and natural essences.
- **Balance** – to support the body’s hormonal and energetic needs during the latter years of a woman’s life. Red clover, dong quai, wild yam, lemon balm, tulsi, dandelion, and nettles.

FOR HIM

- **Energy** – to stimulate the body physically and mentally enhancing stamina and ‘energy’ during the early working years. Contains yerba mate, Siberian ginseng, ginger, tulsi and natural flavour.
- **Challenge** – to increase the mental acuity and physical well-being enhancing the mind and body during midlife. Contains hibiscus, tulsi, hawthorne leaf, dandelion root & leaf, cinnamon and linden flowers.
- **Relax** – to achieve a ‘mellow’ state, helping the body to recharge. Contains valerian, lemon balm, chamomile, passionflower and licorice root.

FOR MOMS-TO-BE

- **Comfort** – to help provide relief from symptoms of nausea or digestive disorders during the early stages of pregnancy. Contains ginger, chamomile, peppermint, and catnip.
- **Nurture** – to support the body as it changes and grows with new life. Contains nettle leaf, raspberry leaf, dandelion leaf, rosehips and oat straw.
- **Ease** – a time-tested blend of herbs to increase uterine tone, facilitate labour and assist in ‘easing’ the process of childbirth. Contains raspberry leaf and rosehips.

- **Flow** - to enhance the 'flow' of milk contributing to a more successful and pleasurable breast-feeding experience. Contains shatavari, raspberry leaf, nettle, fennel, fenugreek and roibos..

(F) Details we require at least 1 week in advance of your event





Choose 1 Type of Afternoon Tea	Classic	Chocolate	Savoury
Specify No of guests			
Type of sandwiches	Choose 6	Choose 4	Choose 6
- <i>Cucumber & watercress with cream cheese & chives</i>			
- <i>Roast beef and horseradish-dijon and arugula</i>			
- <i>Smoked salmon and dill cream cheese</i>			
- <i>Seasoned tuna with lemon zest and red pepper</i>			
- <i>Creamy shrimp salad in a brioche bun</i>			
- <i>Curried chicken with green apple & mango chutney</i>			
- <i>Oven roasted tomato and cheddar cheese</i>			
- <i>Egg salad with alfalfa sprouts</i>			
- <i>Pickled beet and carrot with basil pesto</i>			
Any guests with dietary restrictions. Please specify details.			

Please choose up to 5 teas of your choice.

Any other requests or questions.

Thank you for choosing t-buds!



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