



*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.*

## **CONTENTS**

A	Booking the entire lounge for an event at t-buds	Page	2
B	Booking the lounge for a small group event	Page	4
C	Contact information	Page	4
D	Afternoon tea menu options and details	Page	5
E	Tea list	Page	6
F	Details we require at least 1 week in advance of event	Page	7

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 to co-ordinate 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**

<b>CAPACITY OF ROOM</b>	<ul style="list-style-type: none"> <li>➤ Maximum capacity: 26 guests.</li> <li>➤ Please see below (B) for smaller groups.</li> </ul>
<b>AVAILABILITY</b>	<ul style="list-style-type: none"> <li>➤ Saturday &amp; Sunday 11 to 2 pm, 3:30 to 6:30 pm or 4:30 – 7:30 pm</li> <li>➤ Tuesday to Friday during regular operational hours (start time to be determined for a 3 hour period).</li> <li>➤ Bookings are made on a first-come, first-serve basis, based upon availability.</li> </ul>
<b>MINIMUM SPEND REQUIREMENTS (in food &amp; beverage costs)</b>	<ul style="list-style-type: none"> <li>➤ Minimum \$700 on Saturday/ Sunday for a 3 hour period from 11-2 pm or 3:30 -6:30 pm.</li> <li>➤ Minimum \$ 550 on Saturday/ Sunday from 4:30 - 7:30 pm</li> <li>➤ Minimum \$ 400 on a weekday. (start time to be determined for 3 -hour period)</li> <li>➤ The room minimum is based on food and beverage combined, <b>not</b> including tax and (18%) gratuity.</li> <li>➤ <u>If the minimum spend requirement is not met the difference will appear as a room rental fee on the final bill.</u></li> <li>➤ There is no charge to use the space, provided the minimum food and beverage expenditure is met.</li> </ul>
<b>FINAL GUEST COUNT</b>	<ul style="list-style-type: none"> <li>➤ 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></li> <li>➤ You will be billed for the guaranteed number given or the actual number in attendance, <u>whichever is greater.</u></li> </ul>
<b>PAYMENTS &amp; CANCELLATION POLICY</b>	<ul style="list-style-type: none"> <li>➤ A deposit of 25 % of minimum is required to secure the date and space, payable by cash /e-transfer/debit or credit card.</li> <li>➤ The balance must be paid at the conclusion of the event.</li> <li>➤ Your deposit is fully refundable if notice of cancellation is received <u>14 or more days in advance of event date.</u></li> </ul>

<p><b>MENU SELECTION</b></p>	<ul style="list-style-type: none"> <li>➤ All food items for private events will be selected from our current Afternoon Tea menu.</li> <li>➤ You are able to interchange items between each menu - prices will be adjusted accordingly.</li> <li>➤ Food items are subject to current market prices.</li> <li>➤ We can assist you with tailoring your selections for the best guest experience.</li> <li>➤ Please see (D) Menu Options below for details.</li> <li>➤ Do let us know if any guests have dietary restrictions.</li> <li>➤ See (E) for Tea List</li> <li>➤ The only outside food item permitted to be brought in is a celebratory cake or cupcakes.</li> <li>➤ Cake plating fee - based on your <u>confirmed guest count</u>. Cake - cut, plated and served \$1 per guest.</li> </ul>
<p><b>SERVICES AND ITEMS SUPPLIED BY T-BUDS</b></p>	<p>The following services are complimentary:</p> <ul style="list-style-type: none"> <li>➤ Standard ivory cotton tablecloths.</li> <li>➤ Coloured cloth napkins.</li> <li>➤ Service staff.</li> <li>➤ Existing tables and chairs.</li> <li>➤ Standard table flatware and glassware.</li> </ul>
<p><b>DECOR</b></p>	<ul style="list-style-type: none"> <li>➤ You may bring in your own table décor.</li> <li>➤ Please do not use any nails on the walls.</li> <li>➤ You may use any extra tables for gifts or party favours.</li> <li>➤ It is the responsibility of the host to clear up all decorations.</li> </ul>
<p><b>TIMING</b></p>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Our staff will be clearing and setting up during this time.</li> <li>➤ A <u>15 -minute</u> grace period will be allowed for the space to be cleared and all decorations, etc to be taken down.</li> <li>➤ An additional fee of <u>\$ 25 for every 15 mins</u> will be charged if you go over the agreed times.</li> </ul>
<p><b>PARKING</b></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 \$12 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

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

### (D) Afternoon tea menu options and details

TYPES OF AFTERNOON TEA	CLASSIC AFTERNOON TEA	CHOCOLATE AFTERNOON TEA	SAVOURY CREAM TEA
<b>COST PER PERSON</b>	<b>Weekend -\$32 Weekday -\$30</b>	<b>Weekend -\$35 Weekday -\$32</b>	<b>Weekend -\$22 Weekday -\$20</b>
<b>Food items per service</b>			
STARTER	Quiche + seasonal canape	Quiche + mini quesidilla ( & chocolate mole sauce)	---
TEA SANDWICHES	6	4	6
SCONES/jam& cream	2	2	2
FRUIT CUP	1	1	1
PETIT FOURS	2	2	---
EXTRA DESSERTS	---	1)'Eton mess' 2) chocolate pastry	---
POT OF TEA	included	included	included
FLUTE OF SPARKLING TEA	included	included	---

### Types of sandwiches

<p><b>SANDWICH OPTIONS*</b>            Classic Afternoon Tea                -6 sandwiches            Savoury Tea                -6 sandwiches            Chocolate Afternoon Tea                -4 sandwiches            *You may choose your preferred sandwich options.</p>	<ul style="list-style-type: none"> <li>➤ Cucumber &amp; watercress with cream cheese and chives</li> <li>➤ Roast beef and horseradish-dijon and arugula</li> <li>➤ Smoked salmon and dill cream cheese</li> <li>➤ Seasoned tuna with lemon zest and red pepper</li> <li>➤ Curried chicken with green apple and mango chutney</li> <li>➤ Oven roasted tomato and cheddar cheese</li> <li>➤ Egg salad with alfalfa sprouts</li> <li>➤ Pickled beet and carrot with basil pesto</li> </ul>
---	---

**Individual Tea Service:**

Each guest will be served a pot of tea of their choice, from 3-5 teas selected by the host. Please choose up to 5 different teas from the list below

**(E) Tea list**

<b><u>BLACK TEA</u></b>	<b><u>GREEN TEA</u></b>	<b><u>OOLONG TEA</u></b>	<b><u>WHITE TEA</u></b>
earl grey	jasmine pearl	tie kwan yin	sliver dew
english breakfast	dragonwell	milky way	white peony
darjeeling summer	genmaicha	honey orchid	white scarlet champagne
organic earl grey de la crème	imperial spring		white berry booster
assam malt	sencha special		white rose mint
emperor puerh	gyokuro		
ceylon mountain valley	spring melody		
ceylon spring valley	saharan mint		
lychee rose			
black vanilla buds	<b><u>FRUIT INFUSIONS</u></b>	<b><u>ROOIBOS</u></b>	<b><u>HERBALS</u></b>
caspian delight	cranberry apple	choco mint	chamomile
organic black kashmir chai	orange citrus	rooibos provence	sweet dreams
Puerh coco-caramel	mango lemon	sweet spice shop	yerba mate
masala chai		bourbon vanilla	peppermint
ginger peach		cape spice chai	
mango pineapple			

**ORGANIC HERBALS by t-buds**

<b>MIND &amp; BODY SERIES</b>	<b>LIFESTAGES</b>		
<ul style="list-style-type: none"> <li>➤ Healer</li> <li>➤ Cleanser</li> <li>➤ Reviver -</li> <li>➤ Soother -</li> <li>➤ Cold and flu</li> </ul>	<b><u>FOR HER</u></b> <ul style="list-style-type: none"> <li>➤ Life -</li> <li>➤ Solace</li> <li>➤ Balance</li> </ul>	<b><u>FOR HIM</u></b> <ul style="list-style-type: none"> <li>➤ Energy -</li> <li>➤ Challenge</li> <li>➤ Relax -</li> </ul>	<b><u>FOR MOMS-TO-BE</u></b> <ul style="list-style-type: none"> <li>➤ Comfort -</li> <li>➤ Nurture</li> <li>➤ Ease</li> <li>➤ Flow</li> </ul>

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

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

<b>Please choose up to 5 teas of your choice.</b>

<b>Any other requests or questions.</b>
---

<p><b>SEQUENCE OF AFTERNOON TEA SERVICE</b></p> <ol style="list-style-type: none"> <li>i. Tea Service</li> <li>ii. Starter</li> <li>iii. Main 3 tier platter</li> <li>iv. Sparkling Tea</li> </ol>	<p>Please determine order/timing for your event with respect to:</p> <ul style="list-style-type: none"> <li>➤ Seating – depending on final guest count, seating can take 10-20 minutes.</li> <li>➤ Introductions, first toasts &amp; welcome speech, if any.</li> <li>➤ Order taking / tea service – at least 15 minutes.</li> <li>➤ Speeches / games etc – for best flow, we require a program of your events.</li> <li>➤ Formal Presentation/Guest Speaker – please speak to staff to coordinate service timing with presentation.</li> </ul>
--	---

**Thank you for choosing t-buds!**



*- creating a space to connect -*

	<a href="http://t-buds.com">t-buds.com</a>
	<a href="https://www.facebook.com/tbuds.toronto">tbuds.toronto</a>
	<a href="https://twitter.com/t_buds">@t_buds</a>
	<a href="https://www.instagram.com/tbudstoronto">@tbudstoronto</a>