

Afternoon Tea Booking Form

Please complete and return this form to Rooted Coffee House together with the deposit(s) due to confirm your booking. Failure to return the form 7 days in advance of your booking may result in the cancellation of your booking. Booking terms and conditions are listed below.

Name:

Phone Number:

Email Address:

Address:

Date:

Time:

Number of Guests (minimum of 2):

Afternoon Tea Package (£10 per person)

Round of Sandwiches (please see website for details)

Scone

Cream

Jam

Selection of Cakes

Bottomless Tea

or 1 Speciality Coffee

(Wine may be available. Subject to availability. Please check with staff upon booking)

Additional Comments (please include any allergies):

Terms and Conditions

- 10% of the total cost will be required as a non-refundable deposit and is due 7 days prior to the date of the party (minimum £5). The deposit will be deducted from the final invoice which is to be settled on the day of the afternoon tea.
- No beverages to be consumed other than those supplied by Rooted Coffee House
- Blackfen Community Library and Rooted Coffee House do not accept any liability for any belongings left in the library or coffee shop area.
- Rooted Coffee House reserves the right to refuse admission to any persons and to eject any persons considered not to be complying with any conditions.
- Rooted Coffee House premises are available for afternoon teas during our normal opening hours and in conjunction with library hires outside of hours. Please see <http://blackfencommunitylibrary.org/> for details. Please contact us should you wish to discuss alternative times.
- During the afternoon tea, the booker of the event will be responsible for the supervision of their guests.
- We will always attempt to cater for special dietary requirements by prior arrangement. We may not always be able to change our catering arrangements on the day of the party. Please inform us of any special dietary requirements in the additional comments section of the booking form.