

Afternoon Tea Booking Form

Please complete and return this form to Routed Coffee House together with the deposit(s) due to confirm your booking. Failure to return the form 24hrs in advance of your booking may result in the cancellation of your booking.

Name: _____ Phone Number: _____

Email Address: _____

Date and Time Requested: _____

Number of Guests (minimum 2): _____

Any Additional comments (including any allergies): _____

Afternoon Tea Menu (£10 per person)

One round of sandwiches per person with a selection of fillings

Scone with butter, fresh cream and jam

A selection of mini desserts

Bottomless Tea or one Speciality Coffee

A free glass of bubbly (subject to availability)

Terms and Conditions

- 10% of the total cost will be required as a non-refundable deposit and is due 24hrs 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 Routed Coffee House
- Routed 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.
- 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 above.