



Group Dining Policy Package Agreement

(Applies to All Parties of 16–30 Guests)

At Queen Bee's Tea Room, every guest experience is thoughtfully curated to ensure attentive service, fresh preparation, and a refined pace throughout the dining room. Large parties require advance planning, dedicated staffing, and coordinated preparation to uphold the standard of hospitality our guests expect.

This Group Dining Policy is in place to ensure we can prepare properly, respect the time of our team and other guests, and deliver a seamless experience for every reservation. By confirming details in advance, we are able to provide consistent service, minimize disruptions, and ensure your celebration is both relaxed and memorable.

We appreciate your understanding and partnership in helping us create an exceptional experience for all.

To preserve the quality, pacing, and hospitality experience Queen Bee's Tea Room is known for, all Group Dining reservations are subject to the following terms and conditions.

1. DEPOSIT / PAYMENT TERMS

- A 50% commitment deposit is due at the time of receiving this agreement to secure your event date. Unpaid invoices beyond this period may result in the release of the reservation.
- The remaining balance is due 7 days prior to the event. Final guest count must also be confirmed at this time and will serve as the guaranteed minimum for billing purposes. Charges will be based on the confirmed guest count, even if fewer guests attend.
- To ensure smooth and timely service, one consolidated host check will be provided for the group. Individual or split checks are not available.
- A 20% service charge will be applied to all food and beverage totals.

2. CANCELLATION POLICY

- Cancellations made more than 7 days prior to the event will result in forfeiture of the commitment deposit only. No additional charges will apply.
- Cancellations made 3–6 days prior to the event will be charged 75% of the estimated event total.
- Cancellations made within 48 hours of the event, including same-day cancellations or no-shows, will be charged the full contracted amount.
- Date changes or reductions in guest count are considered cancellations and are subject to the same terms above.

Because staffing, food preparation, and inventory are secured in advance based on your confirmed guest count, these timelines allow us to plan responsibly while maintaining the level of service Queen Bee's Tea Room is known for.



3. FOOD / BEVERAGE POLICY

- Outside food and beverages are not permitted unless pre-approved in writing by Queen Bee's Tea Room ("QBTR") management

4. FOOD SERVICES

- Groups select from one of three Queen Bee's curated prix fixe tea packages. One menu selection is chosen for the entire group.

5. BEVERAGE / BAR SERVICES

- Alcohol and non-alcohol beverage orders will be charged separately at menu prices

6. EVENT SETUP AND CLEANUP POLICY

- To preserve the refined pace and service quality QBTR is known for, all group events are booked as pre-set packages. This ensures our team can prepare and tidy up your experience thoughtfully without affecting other guests' enjoyment.
- Setup and teardown must occur within the contracted rental period as to not impede upon proceeding reservations.
- Existing furnishings and décor remain as is. No furniture moves or substitutions permitted unless discussed and agreed upon QBTR management.

7. INDEMNIFICATION AND HOLD HARMLESS

The Client agrees to indemnify, defend, and hold harmless Queen Bee's Tea Room, its owners, officers, employees, agents, and contractors from and against any and all claims, liabilities, damages, losses, costs, & expenses (including reasonable attorney's fees) arising out of or related to:

- the Client's event,
- the actions or omissions of the Client, their guests, vendors, or service providers,
- any damage to the premises, equipment, or property caused by the Client or their guests, and
- any injury, illness, or harm sustained by the Client or their guests during the event, except to the extent caused by the gross negligence or willful misconduct of Queen Bee's Tea Room.
- The Client further agrees that Queen Bee's Tea Room shall not be held liable for any loss, theft, or damage to personal property brought onto the premises by the Client, guests, or third-party vendors.

8. DAMAGES & LIABILITY

- The Client is responsible for any damage caused to Queen Bee's property by client and guests
- No nails, screws, hooks, tacks, Command strips, tape, adhesives, glue, or fasteners of any kind may be used on any walls, doors, windows, ceilings, furniture, fixtures, or surfaces within Queen Bee's Tea Room.
- Confetti, glitter, sequins, feathers, rice, flower petals, sparklers, smoke effects, or any loose decorative materials are strictly prohibited. Use of these items — whether brought by the Client, guests, vendors, or decorators — will result in an automatic \$250 cleaning and restoration fee, in addition to charges for any damages to surfaces, furniture, décor, or equipment.
- All decorations must be freestanding and approved in advance by Queen Bee's management.
Client is fully responsible for ensuring that all vendors adhere to these rules.



9. FORCE MAJEURE / EVENT POSTPONEMENT

In the event an event must be postponed due to circumstances beyond the reasonable control of either party, including but not limited to severe weather, natural disasters, government orders, utility failures, or other force majeure events, Queen Bee's Tea Room will offer the Client the opportunity to reschedule the event, subject to availability.

Queen Bee's Tea Room always aims to act in good faith and will work collaboratively with Clients to reschedule events whenever possible within the three-month window.

- All postponements must be requested in writing
- Any payments made will be applied as a credit toward a rescheduled event
- The rescheduled event must take place within three (3) months of the original event date
- If the event is not rescheduled and held within this three-month period, all payments and credits will be forfeited
- Postponement does not guarantee availability on preferred dates or times
- Pricing, food & beverage minimums, and menu offerings may be adjusted to reflect the new event date

Client-requested date changes or reductions in guest count that are not the result of a force majeure event are not considered postponements and will be subject to the Cancellation Policy above.

10. EVENT SPECIFIC DETAILS

- [Event specific contractual agreement details here]

11. AGREEMENT

By signing below, the Client agrees to the terms of this contract and acknowledges receipt of Queen Bee's Tea Room event Policies.

Client Name:

QBTR Name:

Client Signature:

QBTR Signature:

Date:

Date: