

## HIGH TEA FUNCTIONS 2021



- *High Tea* **\$42.00** per person

Each guest receives

*Gourmet finger sandwiches*

*Three hot savoury items*

*Four petite desserts*

*Fresh Scones with cream & Otree Berry Jam*

*An espresso coffee or pot of tea*



*\* High Tea is for a 2-hour duration*

- *Sparkling High Tea* **\$52.00** per person

*Add a glass of Yarra Valley Sparkling to your high tea*

*Each guest receives our High Tea menu*



*\*High Tea is for a 2-hour duration*

## Available Function Rooms

Oak Room: seats up to 20 guests over 2 tables.

For exclusive use, a minimum of 14 people is required.

Conference Room: seats up to 32 guests over 2 tables.

For exclusive use, a minimum of 25 people is required.

Main Room: seats up to 80 guests.

Exclusive use is not offered.

## Function Requirements

- A minimum of 10 guests are required to hold a High tea function.
- Final numbers are to be confirmed a minimum of 4 days prior to the function date. This confirmed number will be the final charge on the day regardless of the number of guests who attend.
- Please ensure all dietary requirements are confirmed with final numbers. Unfortunately, not all dietary requests can be accommodated, and guests may be required to order from our regular dining menu. Any dietary requests made on the day cannot be guaranteed. Whilst all reasonable efforts are taken to accommodate dietary requirements, we cannot guarantee that our food will be allergen free.
- All high tea reservations require a minimum \$100 deposit. The deposit will not be refunded if the function is cancelled less than 4 days prior to the function date.
- All high teas operate for a 2-hour duration, with all guests departing at the conclusion of the event.
  - High teas can be booked to commence from 2pm.
  - All functions must conclude by 4.30pm.
- We do not split bills for groups, and it will be up to the function host to organise full payment.
- Any damages caused to the venue by guests attending the function will be the responsibility of the function group where charges may apply.
- Otree does not permit customer provided foods to be served in the restaurant, as we cannot guarantee the food or allergen health & safety of such foods. This includes all cakes, celebratory desserts & other foods. Externally sourced foods for celebratory reasons ie. Cake/bonbonniere may be brought into the restaurant and bagged or boxed at host expense for guests to take away and consume off site.

Table scatters, glitter, and confetti balloons are not permitted.

Table balloons and centre pieces along with standalone balloons are welcome.

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I hereby sign and agree to the above terms and conditions:

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Function Date: \_\_\_\_\_ Signature: \_\_\_\_\_