



Office: 226 Downer Drive.  
Clarksville, TN 37042 / Tel: 615.499.6849  
Website: [www.naturalchoicesbotanica.com](http://www.naturalchoicesbotanica.com) / Email: [info@naturalchoicesbotanica.com](mailto:info@naturalchoicesbotanica.com)

## Tea Bar

NCB –Legacy Tea Blends is a holistic health company bringing the elegant tea house experience to your door by providing the finest, hand-blended gourmet teas you have ever tasted. We guarantee freshness, individual attention and exceptional service for each guest.

Legacy Tea Blends is a leading tea specialty company in the region offering a wide variety of services for any occasion.

We offer alcoholic & non alcoholic beverage alternatives that compliment any event or menu. Whether you are planning a small intimate gathering or a corporate event, your guests will remember this unique experience. Our trained tea baristas are ABC Certified & Licensed by the Tennessee Alcoholic Beverage Commission.

Tea is always the perfect alternative upscale beverage. Each drink from Legacy Tea Blends is freshly prepared on-site so that your guest will experience tea service at its finest. Let us know how we can be most helpful to you by completing the attached client questionnaire. This will allow our staff to properly evaluate your needs and provide you with a great quote.

We look forward to working with you,

Cliff & Angelique Greer

*Cliff & Angelique Greer*

Owners



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## Tea Bar Client Questionnaire

Customer Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Number of Guest: \_\_\_\_\_

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Theme or Colors: \_\_\_\_\_ Indoor or Outdoor Event: \_\_\_\_\_

Person Responsible for Billing: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Will Food Be served at this event:** \_\_\_\_\_

**Food Service Type:** Sit Down: \_\_\_\_ Buffet: \_\_\_\_ cocktails: \_\_\_\_ Passed Hors d'oeuvres: \_\_\_\_

**Will you require the following:** table cloths: \_\_\_\_ Preferred Color: \_\_\_\_ Chair Covers \_\_\_\_

Table Center Pieces: \_\_\_\_ Cloth Napkins \_\_\_\_ tableware: \_\_\_\_ China plates: \_\_\_\_

Teacups & saucers; \_\_\_\_ Stainless Silverware: \_\_\_\_ Quality High Grade Plastic Plates \_\_\_\_ Paper

Napkins etc \_\_\_\_ Quality High Grade Plastic Silverware \_\_\_\_

**Do you have any specific request?**



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### **Service Fees, Labor Charges, Beverage Rates & Incidentals:**

NCB has an industry standard service fee (gratuity rate) of 20% which includes preparation, setup, cleanup, and breakdown.

Our Labor Charge is based on the number of personnel required to staff your event. We require a minimum time of 2-4hrs @ \$50.00 per staffed personnel.

NCB uses the standard government mileage rate of \$.67 cents/mile when travelling to your location from our home office

To ensure the success of every tea party, it is essential that NCB- Legacy Tea Blends have access to the following necessities:

- **Close access to microwave, oven, stove or cook top**
- **Sink with running hot and cold water**
- **(2) 110 standard electrical outlets near the spot where we set up the tea bar**
- **(1-2) 6-8ft rectangle tables and (2) chairs**
- **(2-4) 6 or 8 ft Tables**

*(Please let us know what you do or do not have access to)*

NCB- Legacy Tea Blends will be responsible for providing maintain the area for setup and cleanup. Our staff will arrive 2 hrs prior to your event start time.

#### **Incidentals:**

The cost of miscellaneous items is generally an area that most people forget about when planning an event. The following is a general price list for the items that can be included in your quote. *(Prices may change based on industry rates without notice)*

<b>Tea Cups</b> – Porcelain etc.	<b>3.50 per person</b>
<b>Tea Cups</b> – High Quality Elegant disposable plastic	<b>1.20 per person</b>
<b>Linen Napkins</b> – Price may vary depending on color, size & qty	<b>1.95 per person</b>
<b>Elegant Paper Napkins</b> – Price may vary depending on color, size & qty	<b>1.55 per person</b>
<b>Monogrammed Napkins</b> – Price may vary depending on color, size & qty	<b>2.88 per person</b>
<b>Color Napkins are available in linen and paper – cost will vary please inquire</b>	



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### Tea Blends Beverage Rates:

(note: alcohol can be added to our blends, or we can produce a specialty blend – inquire for pricing)

- |                     |                 |
|---------------------|-----------------|
| • 1 flavor          | 2.95 per person |
| • 2 flavors         | 3.95 per person |
| • 3 flavors         | 5.00 per person |
| • 4 flavors         | 6.25 per person |
| • 5 or more flavors | please inquire  |

### Guarantees:

We ask that you guarantee the number of guests for your event at least 20 days in advance. You will be charged for the final guest count guarantee whether they show up or not. We can accept an increase in the guest count 7 days prior to the event; all additional guests will be charged at the contract rate. NCB reserves the right change the price per person if the guest count changes less than 10 days prior to the event. All changes must be rec'd in writing and a quote adjustment will be made effective.

### Deposit, Billing & Cancellations

A 50% deposit is required to book and secure the event, with the remaining balance to be paid 10 days before the event unless other terms have been agreed upon. If your event date is booked in less than 7-10 days, you will responsible for 100% of the payment due to time constraints. Sales Tax will be applied towards the grand total unless your organization is a non profit etc (please provide a copy for our files).

The deposit will be deducted from your final bill & is non refundable in case of cancellation. All checks should be made **Payable To: Natural Choices Botanica or Angelique Greer** you may also pay using your Visa, Mastercard or Debit Card by calling our office or via Paypal. NCB will not service this agreement if the deposit is not made or the account is not paid in full by the due dates. Final invoice payment should be submitted 10 business days before the event, unless otherwise instructed to do so by management. All fees and charges reflected in the final billing have been approved and cannot be rescinded.

### Cancellations

Either party may cancel this Event Contract without obligation to the other. If you cancel your event please do so in writing to our office 60 days before the event date. The client will incur 25% charge of the event balance to cover our agency planning fee. Any deposits that have been made on your behalf will be forfeited. Cancellations under 30 days by the individual or organization responsible for this event will incur 100% charge of our agency planning fee. Any



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deposits that have been made on your behalf will be forfeited. If the event is cancelled due to an act of nature, God or circumstances beyond either parties control the deposit will be refunded, however client will have the option of rescheduling event date.

### **Liability**

Natural Choices Botanica –Legacy Tea Blends agrees to hold the venue harmless from any loss, claim, damage or liability of any kind involving an employee, officer or agent of NCB arising out of or in connection with this Event Agreement except to the extent that it is founded upon or grows out of the acts or omissions of any of the officers, employees or agents of the venue or, employing agency while acting within the scope of their employment where protection is afforded.