



small parties/private events

Event Options

Use of Tea House	Details	Pricing
Tea Tasting at the Bar (2-6 people) <i>By reservation only</i>	<ul style="list-style-type: none"> Event Type A: open event, 2-6 people. Tasting of 6 teas and palate cleansing snacks included. Great for small, intimate gatherings. Can be incorporated into larger, closed party events as add on. 	Space Rental Fee \$0 Deposit \$0 Per Person Cost: \$12
Afternoon Tea (2-6 ppl) (2:30-5:00pm Monday-Thursday) <i>By reservation only</i>	<ul style="list-style-type: none"> Event Type B: Open event, 2-6 people. Select offerings of tea sandwiches, scones, muffins and tartlets. Price includes guaranteed seating, wait staff and individual pot of tea. Can be incorporated into larger, closed party events as add on 	Space Rental Fee \$0 Deposit \$0 Per Person Cost: \$25
Use of Foot Sanctuary		
Small Party (5-10 people) (Sanctuary closed to public, for any soak group over 5 people) <i>By reservation only (online or call in).</i> <i>Contract required.</i>	<ul style="list-style-type: none"> Event Type C: Private event, 5-10 people. Private use of the sanctuary for 2 hours. Soaks (at discounted rate) and food* ordered in advance (see party catering) Price includes party planner, private wait staff, and bottomless pots of tea (2-4 depending on party size); guaranteed seating for 2 hours while you connect and bond with your small group. Massage or reflexology may be available, depending on size of party. 	Space Rental Fee (2 hrs) Mon – Thur = \$175; \$50 for each add'l hour Fri – Sun = \$325; \$125 for each add'l hour Deposit \$75 Additional costs: Soaks \$18 pp (discount) Services: see rates Food: see catering
Use of Entire Facility		
Private Event (over 12 people) <i>By reservation only</i> <i>Contract required.</i>	<ul style="list-style-type: none"> Event Type D: Parties or events over 12 people. Rental of full facility for 2 hours. Food available from the catering menu. Includes dedicated wait staff for expected number of guests. Optional add ons: <ul style="list-style-type: none"> Soaking - \$18 per person (discounted rate) Massage/reflexology - see rates <i>limited availability</i> Tea tasting at the Bar - \$5 per person (discounted rate) Afternoon Tea service - \$15 per person (discounted rate) 	Space Rental Fee (2 hrs) Mon – Thur = \$300; \$100 for each add'l hour Fri – Sun = \$500; \$200 for each add'l hour Deposit \$100 Additional costs: Desired add-ons and catering

Open Event is one that the shop will remain open and available to customers. *Closed events* allow exclusive use of the space (sanctuary or both teahouse + sanctuary) for 2 hours. Closed events are required if headcount exceeds seating capacity for respective spaces (More than 5 in foot sanctuary or more than 12 in tea house). Deposit amounts will be applied toward total event bill.



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Private Party Menu selections:

Tea:

Bottomless with catering; any choice from menu, excluding matcha and premium teas. Select as few as two teas (more tea varieties recommended for larger parties).

Food: platters serve roughly 10 people; where portioned (sandwich bites, dumplings, etc), usually 12-15 pieces.

Hors d' Oeuvres (platters)

- Bagel slices w/ Cream Cheese \$15
- Dark Chocolate w/ Fruit Sammies \$25
- Edamame (platter) \$20
- Tray of Salad Cups in Balsamic Vinaigrette w/ Chicken \$48 (without \$35)
- House of Steep Bakery – Chamomile Poundcake \$15
- House of Steep Bakery – Jasmine Tea Scones \$40
- Hummus and Pita and veggie sticks \$35
- Lavender Tea Cookies \$25
- Oatmeal, fruit \$20
- Salmon Tea Sandwiches \$45
- Spinach Quiche \$45
- Tea Cookie platter w/ Nutella \$20
- Veggie Wasabi Dumplings \$35
- Veggie Tea Sandwiches \$35
- Seasonal Fruit and Yogurt Dip (platter) \$25
- Yogurt, granola, fruit parfait \$30
- Afternoon tea (family style) \$20 per person with Event C/D

Specialty items including GF, Vegan, kid-friendly, etc possibly available, pricing TBD. We can provide plastic plates, cutlery, tumblers, napkins for \$1 per person, if desired.

** food items prepared in a kitchen that uses soy, nuts and gluten from time to time*

Sanctuary

Soaks:

*Choose from the [soak menu](#), in advance for parties over 5;
Private party-goers receive soaks at discounted rate of \$18.
Parties with over five guests will need to rotate seats given space limitations.*

Massage/Reflexology:

Based on [advertised rates](#)

Availability may vary, please check with your event planner.

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We are so grateful for your business!

Party/Event Contract

This contract is intended for exclusive, partially or entirely closed events at House of Steep

Your event time will be from _____ to _____ on _____, _____. Please be aware that it is possible that we may cater to other guests before or after this time. We ask that times be strictly adhered to. Please initial each of our policies, sign the contract and return with your deposit in order to secure your space. Space cannot be guaranteed until contract/deposit on file. Minor changes may be accommodated but not guaranteed once contract is on file. Occasionally, but not necessarily, can additions of food be added at the time of the event.

Payment: We require a deposit to hold your group reservation for Event Types C & D. This deposit is nonrefundable and will be applied to the final bill. We cannot split checks at the time of the party, unless pre-authorized by House of Steep prior to contract signature (instructions on how to handle deposit discount is the responsibility of host- deposit discount will be applied to host bill if other instructions are not provided). All final bills are charged 10% sales tax (Virginia + Arlington County), which are added to the bill at time of check out. All bills must be paid in full at date of event. Any additional gratuity should be paid in cash. ____ (Initial)

Requirements: HoS requires a final headcount 5 days prior to the event and require a pre-order of all food, sanctuary services and soak orders, where applicable. It is the host's responsibility to collect this information for the group and provide to HoS as part of the 5 day requirement. Because the event will begin and end at the scheduled time, we must collect as much information on your party's orders in advance. If the event runs over the scheduled end time, the host will be billed for the additional hour, which will be added to the final bill invoice. HoS reserves the right to take photographs for future marketing of events. ____ (Initial)

Special Requests: All special requests are made in advance, at the time of contract signing. We are here to serve you and your guests, however may not be able to entirely accommodate specific food restrictions – we will do our absolute best. Outside cakes/cupcakes are permissible; however we cannot store such items in refrigerator in advance of the event. Modest decorating is permissible, however no tacks or tape is allowed on our walls. Please arrive no earlier than 30 minutes before your event to set up. ____ (Initial)

Gratuity: Any event involving anything outside of space rental (including food, foot soaks, the need for extra staff, etc) is subject to 18% event gratuity. This will be estimated with your event proposal. This is intended for event staff and does not include any gratuity for therapists (if your event involves massage or reflexology therapies). ____ (Initial)

Cancellations: We understand that things come up and want you to experience zero stress if this is the case within 5 days of your event. We want to ensure your event is perfect, properly staffed and sufficiently stocked for, so we must enforce a strict 5 day cancellation policy. Should you need to cancel within this window, you will forfeit your security deposit, as well as 50% of the

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estimated minimum due for the event. If cancelling within 48 hours of event, 100% of the minimum will be required. _____ (initial)

Please email completed form to: events@houseofsteep.com

Signature of Customer: _____

Name of Customer: _____

Credit Card Number: _____ Exp: ____/____ Zip: _____ CVV _____

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