

**MY ENCHANTED COTTAGE**  
**214 W. Ridgecrest Blvd.      760-264-4141      myenchantedcottage.com**

**ROOM RENTAL INFORMATION AND AGREEMENT.**

Room Rental allows you to hold any event gathering, meeting, or club in our beautiful establishment. We have worked hard at creating this beautiful oasis in the high desert for all of us to enjoy and transport you away. We have several packages for you to choose from when it comes to renting our rooms or catering services. You may have us cater your event or opt to have outside catering or bring your own food. The rooms are beautifully decorated and come with tables, linens and covered chairs. Table settings are available to rent as well for additional cost. For continuing patrons, we have contracts available with special prices with a minimum of 8 bookings within 12 months.

**Rental Fees with outside food catering**

**Tiffany Room:** Monday-Sunday 11am-4pm (5hrs) \$300, +\$100 cleaning deposit, refundable. seats 18

**Main Tea Room:** Monday-Sunday 11am-4pm(5hrs) \$500, +\$150 cleaning deposit, refundable. seats 30

**Evenings** 4pm and later \$100 per hour +\$150 cleaning deposit, refundable.

**Enchanted Garden:** \$100 per hour, 2 hours minimum + \$150 cleaning deposit, refundable. Garden comes with tables and chairs and linens for tables. White chair covers and sashes are available for rent.

-Rentals time will start and be charged by the hour, there will be no half hour pro-rating.

Time will start from Set up to Tear down.

seats up to 70

Chair cover rental \$2 per chair

Sashes rental \$1 each

**Rental Fees catered by My Enchanted Cottage - Exclusively yours Room Rental**

If you would like to have a private party in our Main tea room, it can be exclusive to you for an additional room rental charge. This means the room you choose will be exclusively yours, we will not accept walk in customers seated in the room you are renting for the afternoon.

Charge is separate and additional to tea service per person.

**Time between 11-4**

Group up to 6 people \$250, Groups 7-10 \$200, Groups 11-18 \$150, Groups 19-30 no additional charge.

Prior reservation and arrangements required.

**Evenings** 4pm and later \$50 per hour.

**Enchanted Garden:** \$50 per hour, no cleaning fee required. Garden comes with tables and chairs and linens for tables. White chair covers and sashes are available for rent.

Seats 70

Chair covers \$2 per chair

Sashes \$1 each

**Garden Rental for Weddings**

**Enchanted Garden:** \$100 per hour, 2 hours minimum + \$150 cleaning deposit. Garden comes with tables, chairs and linens for tables. White chair covers and sashes are available for rent.

-Rentals time will start and be charged by the hour, there will be no half hour pro-rating.

Time will start from Set up to Tear down.

Max seating up to 70

Chair cover rental \$2 per chair

Sashes rental \$1 each

\*Brides and party should arrive ready, if they choose to get ready at My Enchanted Cottage you must rent the Tiffany room for \$50 per hour for bridal party, plus \$50 additional cleaning deposit, refundable if room is left in the same condition given. The tea room restroom is to be left alone for guests to use during the events.

**Rules and Disclosures:**

**Deposit:** In order to preserve the date and time you desire, a deposit of \$100 is required. Credit Card number is to be kept on file for incidentals, it will be shredded and destroyed after event. The \$100 deposit will go towards your final balance.

**Cleaning Deposits:** All cleaning deposits are fully refundable, **IF** the room or garden is returned in same condition as received. Cleaning fee deposit must be done with a credit card, the card will be charge at time of reservation, and it will be kept on file for incidentals. Cleaning fee deposit will be refunded within one week of your event. Confetti is NOT allowed, if confetti is used, \$50 will be deducted from your cleaning deposit. No exceptions. All artificial flower petals used for bride to walk on must be picked up at time of cleaning up. All trash must be taken at the end of party.

**Weather:** Outdoor rentals. There is no guarantee of weather conditions, there will be no refunds due to unexpected weather, we will work with you to reschedule to another available date. If we have prepared food for your event, the food charge is not refundable or rescheduled. We must know of your plans ahead of time. Initials \_\_\_\_\_

**Alcohol:** Alcohol must be purchased through My Enchanted Cottage **ONLY**. We are able to get any wine, champagne and beer. **Absolutely no outside alcohol allowed in the My Enchanted Cottage premises.** Failure to comply, we as the proprietors will give (1) one warning only and we as proprietors have the right to cancel and stop the event. Initials \_\_\_\_\_

**Final Payment:** A final head count of attendees must be given to us no later than 7 days prior to the party. This is the number of people for which we will be basing the food preparations, and planning room set up, also is the number of attendees for which you will be charged on the final bill. Full payment is due 7 days prior to the party. Full payment will include all fees, tax and 20% gratuity. Initials \_\_\_\_\_

**Cancelations:** Any parties canceled 31 working days from date reserved, will be charged 30% cancellation fee, canceled parties/events within less than 30 working days, deposit is non-refundable. Initials \_\_\_\_\_

Any damages done to any items or furnishings will require a charge of full retail price.

**Cleaning deposit fee must be done by credit card only.**

Reservation Date: \_\_\_\_\_ Garden \_\_\_ Main Tea Room \_\_\_ Tiffany \_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Event type: \_\_\_\_\_

Time from \_\_\_\_\_ To \_\_\_\_\_

add't Tiffany Room Rental \$50ph \_\_\_\_\_

Deposit amount: \_\_\_\_\_

**Credit Card # to be kept on file / shredded and destroyed after event.**

Number \_\_\_\_\_ expiration date \_\_\_\_\_ cvv # \_\_\_\_\_

Rental agreement and rates are subject to change without notice.

I have read, understand and agree with all of My Enchanted Cottage rules, fees and charges.

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Sign

Print

Date

**Off site Catering Services and Fees**

- Parties of a minimum of 20 people or more.
- Full sit down service up to 60 or buffet style.

- Catering fee to go to site is \$95 (non negotiable).
- 3 hours duration, this includes time for setting tables and serving, exceeding 3 hours time frame will incur in additional charges of \$30 per ½ hour.
- Fee is \$25 per person of Marcela's High Tea (food only)
- Tax and 20% gratuity will be added to your final bill
- Place setting fees will apply separately.
- Cakes not ordered through My Enchanted Cottage will incur a \$2 per person slicing fee.
- Tea sandwiches, Fruit tarts and mini desserts selections are available upon request.

**Place setting fees:**

English mismatched charm china, silverware, teapots, tablecloths.

Prices are per item/place setting (non negotiable)

Credit card deposit of \$60 required

- China \$8 (cup/saucer, dinner, dessert plate)
- Flatware \$2 (spoon, fork, knife)
- Sugar bowls \$3
- Creamers \$3
- Teapots \$10
- Tablecloth \$10
- Teapot Warmers \$8

Please note that any lost, broken, cracked, misplaced items will incur a full retail charge per item not returned. No exceptions.

Prices and selections are subject to change at any time without notice.