



THE JUNIOR LEAGUE OF HOUSTON, INC.

# EVENT PLANNING GUIDE

## WELCOME TO THE JUNIOR LEAGUE OF HOUSTON'S TEA ROOM

In 1925, the founders of The Junior League of Houston, Inc., formed a Luncheon Club to fund its first community project, a well-baby clinic for indigent children. That Luncheon Club eventually grew into the Tea Room, which has been in the League's current building on Briar Oaks Lane since April 1986.

The Tea Room is a Houston tradition and local favorite for delicious lunches and take-out, as well as the perfect setting for meetings and social celebrations. The beautiful Ballroom serves as host to everything from community events to wedding receptions.

The Tea Room has been the League's longest standing fundraiser and allows the League to further its mission of training its volunteers to meet the present and future needs of the community. The Tea Room is a one-of-a kind among junior leagues in the world, both in size and in the utilization of volunteers in day-to-day operations.

Thank you for considering the Junior League of Houston facilities for your event. The Tea Room staff is available to assist in every possible way to ensure a successful occasion.

# SAMPLE BANQUET MENUS

## BREAKFAST \$22.50

**Home Style Buffet:** Includes sliced fresh fruit, assorted cereals and milk, scrambled eggs (with tomatoes and cheese), frittata (with mushroom, spinach and goat cheese), applewood smoked bacon, patty sausage and hash brown potatoes

*All breakfast buffet menus include tomato juice, orange juice, freshly brewed coffee, selection of teas, orange rolls, muffins, biscuits, butter and fruit preserves.*

## LUNCHEON \$30

**Baby Spinach Salad** with bacon, roasted spiced pecans, mushrooms and pecan molasses vinaigrette

**Pecan Crusted Chicken** with Creole honey mustard sauce, sweet corn risotto and haricot vert

**Pound Cake** on lemon curd topped with strawberries

*Includes freshly brewed coffee, tea, orange rolls and plain rolls.*

## DINNER \$56.50

**Baby Spinach Salad** with chopped hard cooked eggs, chèvre, pine nuts, bacon, olives, tomatoes and lemon vinaigrette

**Sautéed Red Snapper** with artichokes, tomatoes, basil and chardonnay sauce with gruyere potatoes and grilled asparagus

**Pecan Ball**

*Includes freshly brewed coffee, tea and assorted dinner rolls.*

**ALL PRICES ARE PER PERSON AND DO NOT INCLUDE SERVICE CHARGE AND TAX.**

# BANQUET MENU OVERVIEW

## BREAKFAST

Continental breakfast menus ranging from \$15.00 to \$25.00

Breakfast buffet menus ranging from \$22.50 to \$30

Plated breakfast menus ranging from \$20.00 to \$27.50

## LUNCHEON

Three course plated luncheon menus ranging from \$30 to \$46

Includes salad, entrée with two sides and dessert

Entrée salads available upon request from \$27 to \$32.50

## HORS D'OEUVRES

Cold hors d'oeuvres selections ranging from \$1.50 to \$7.50

Hot hors d'oeuvres selections ranging from \$1.50 to \$12.50

Demitasse Soup selections ranging from \$2.50 to \$4.00

## DISPLAY STATIONS

Reception displays ranging from \$4.00 to \$13.50

Specialty display stations ranging from \$10 to \$20

Carving board ranging from \$12.50 to \$21.00

## DINNER

Appetizers ranging from \$15 to \$22.50

Soups ranging from \$8.00 to \$13

Salads ranging from \$7.50 to \$15.00

Entrées (including two sides) ranging from \$30 to \$72.50

Desserts ranging from \$7 to \$12

**ALL PRICES ARE PER PERSON AND DO NOT INCLUDE SERVICE CHARGE AND TAX.**

# BAR INFORMATION AND PRICING

## BANQUET BAR MENU

### STANDARD BEER AND WINE PACKAGE

Budweiser, Bud Light, Miller Lite, House Wines and House Sparkling Wine

### PREMIUM BEER AND WINE PACKAGE

Dos Equis, Heineken, Saint Arnold, Karbach  
House Wines and House Sparkling Wine

### STANDARD OPEN BAR PACKAGE

Evan Williams Black, Gordon's Gin, Grant's, Ron Rico, Seagram's VO and Smirnoff  
Includes Standard Beer, House Wines, and House Sparkling Wine

### PREMIUM OPEN BAR PACKAGE

Absolut, Bacardi, Canadian Club Reserve, Jack Daniels, Johnnie Walker Red and Tanqueray  
Includes Premium Wines, House Sparkling Wine, Standard and Premium Beer Selection

### TOP SHELF OPEN BAR PACKAGE

Bombay Sapphire, Chivas, Crown Royal, Grey Goose, Maker's Mark and Mount Gay  
Includes Premium Wines, House Sparkling Wine, Standard and Premium Beer Selection

## PRICING

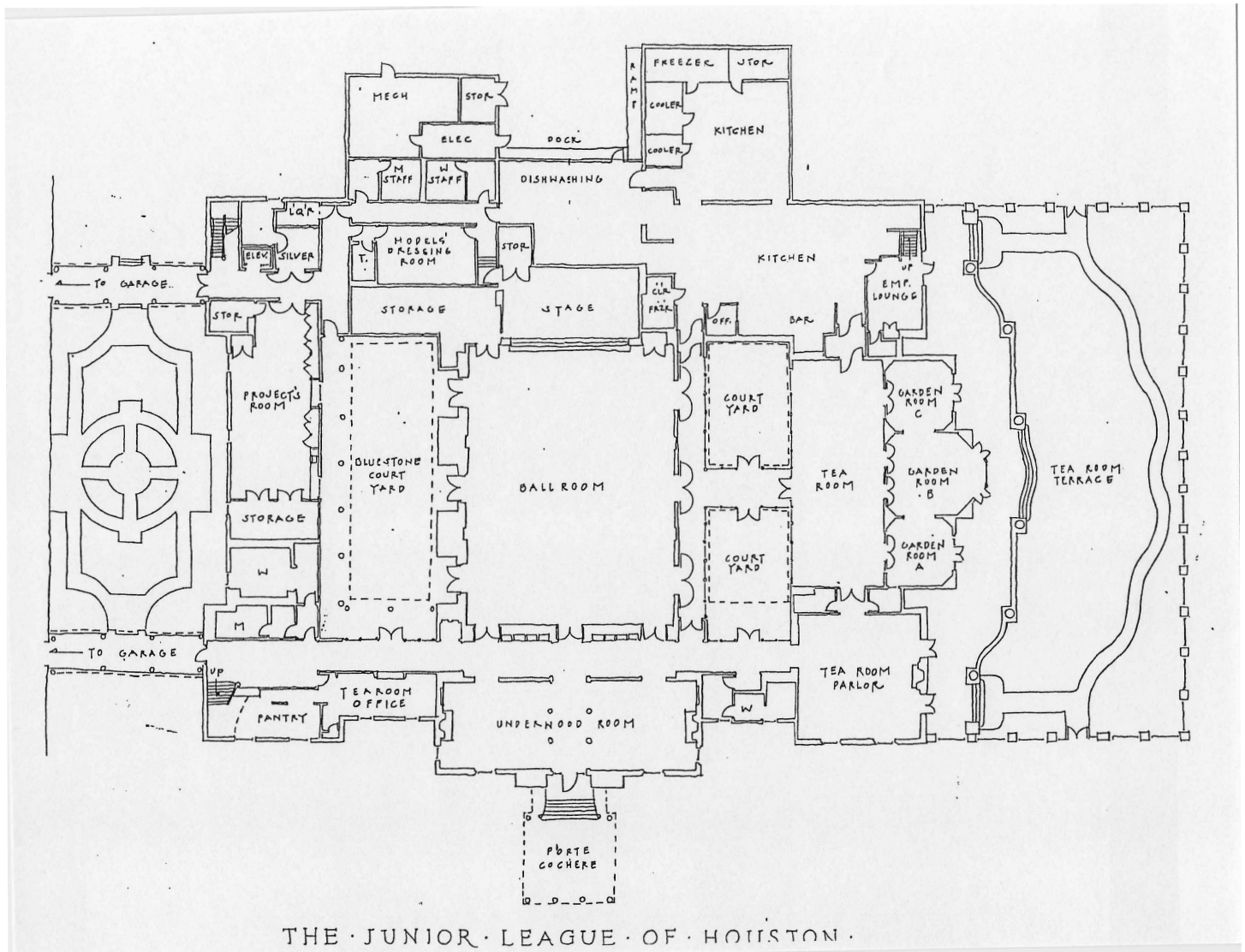
All prices are per guest and do not include service charge and tax.  
Shots are not included in bar packages.

	Standard Beer and Wine	Premium Beer and Wine	Standard open Bar	Premium Open Bar	Top Shelf Open Bar
Duration					
3 Hours	\$24	\$27.50	\$32.50	\$36.50	\$45
3 1/2 Hours	\$27.50	\$32	\$38	\$42.50	\$50
4 Hours	\$29	\$34	\$43	\$47.50	\$55
4 1/2 Hours	\$30	\$35	\$45	\$51	\$58
5 Hours	\$32	\$36	\$47	\$54	\$60

## CONSUMPTION BAR PRICING

Specialty Martinis	\$11 per drink	House Sparkling Wine	\$37.50 per bottle
Top Shelf Liquors	\$11 per drink	Premium Beers	\$6 – \$7.50 each
Premium Liquors	\$9 per drink	Standard Beers	\$5 each
Standard Liquors	\$7.50 per drink		
House Wines	\$32 per bottle		

# THE SPACE



Photos courtesy of Julie Wilhite Photography, D Jones Photography, Chris Curry Photography





# FEES AND CHARGES

## MINIMUM FOOD AND/OR ROOM RENTAL CHARGE

### ENTIRE BUILDING

**Breakfast:** \$2,300 Tuesday – Friday

**Daytime:** \$6,000 Monday – Friday; \$7,750 Saturday; \$7,500 Sunday

**Evening:** \$6,000 Monday – Thursday; \$7,500 Friday; \$13,250 Saturday; \$7,500 Sunday

**Saturday Afternoon** (2 – 5 p.m.): \$9,750

### BALLROOM

(accommodates up to 350 guests for a seated event or 400 for a cocktail buffet)

**Breakfast:** \$1,500 Tuesday – Friday

**Daytime:** \$3,000 Monday – Friday; \$4,500 Saturday; \$5,000 Sunday

**Evening:** \$5,000 Monday – Friday; \$9,500 Saturday; \$5,000 Sunday

**Saturday Afternoon** (2 – 5 p.m.): \$6,000

### GARDEN ROOMS

(all three rooms accommodate up to 76 guests)

**Luncheon:** \$1,000 Tuesday – Friday; \$1,500 Saturday

### TEA ROOM

(accommodates up to 100 guests for a seated event or 225 for a cocktail buffet)

**Breakfast:** \$800 Tuesday – Friday

**Evening:** \$2,000 Monday – Friday; \$3,750 Saturday; \$2,500 Sunday

### ROOM RENTAL WITHOUT FOOD OR ALCOHOL SERVICE

The Ballroom or Tea Room may be rented without food or alcohol service for four hours, plus fees for room attendant and security. Coffee or soft drinks are available at a nominal charge.

**Ballroom:** \$1,750 Monday – Thursday, \$2,000 Sunday

**Tea Room:** \$1,000 Monday – Thursday

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Breakfast food minimum time is from 6:30 – 9:30 a.m.; daytime food minimum time ends by 2 p.m.; and Saturday afternoon food minimum time is from 2 – 5 p.m.

The above food charge schedule does not include alcoholic beverages or service charge.

All charges are subject to applicable state sales tax and state mixed beverage tax at 8.25 percent.

These guidelines and prices are subject to change without notice. The actual prices for your function will be guaranteed no later than 60 days prior to the event at the time the final arrangements are made with the Tea Room General Manager.



## RESERVATION DEPOSITS

**Entire Building:** \$3,500

**Ballroom:** \$2,500

**Tea Room:** \$1,000

A second deposit is due 30 days prior to the event. The initial deposit and the second deposit are to equal the food minimum.

For nonprofits, a \$500 deposit will apply for daytime functions only.

Notification to the Tea Room General Manager of the guaranteed number of persons attending the event is required no later than three business days prior to the event.

**Cancellation policy:** The deposit will be refunded by the League to the Tea Room patron member if written notice of cancellation is received by the League at least 240 days prior to the date of the event. Cancellation of a contract must be made in writing to the Tea Room General Manager and must be acknowledged. Otherwise, the Tea Room patron member remains responsible for the contract, and the deposit will not be refunded.

## LABOR CHARGES

**Security:** Minimum \$175 per officer for three hours, \$50 per hour for each hour after that. Security officers work 30 minutes before the scheduled event time to 30 minutes after the last guest leaves. One officer must be hired for every 100 minors or every 300 adults.

**Service Charge:** 20 percent of all food and alcoholic beverages charges will be added for service.

**Carver:** \$150

**Wedding Cake Service:** \$1.50 per person

**Cashier:** \$150

**Coat Check:** \$150 per attendant

## OTHER CHARGES

**Runway** \$300

**Piano:** \$175 for spinet; \$300 for grand piano

**Dance Floor (Tea Room):** \$500

**Valet Parking:** \$40 per hour (three-hour minimum). Events with primarily couples in attendance require one valet per every 40 guests. Events with primarily singles in attendance require one valet per every 20 guests.

**LCD Projector:** \$300

**Screen/Portable Screen:** \$50

**Lavalier Microphone:** \$50

**Cordless Microphone:** \$50

**Event Overtime:** \$600 per hour

**Ceremony Charge:** \$1,000\*

\*THE WEDDING CEREMONY TIME IS SEPERATE FROM THE TIME ALLOTTED TO THE RECEPTION



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*Building A Better Community*

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For more information about events at the Junior League of Houston please  
contact the Tea Room Office at 713.871.6673 or  
[tearoom\\_reservations@jlh.org](mailto:tearoom_reservations@jlh.org)

## **MISSION**

The Junior League of Houston, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.