

THE HUNTINGTON'S  
*Rose Garden Tea Room*

## Private Dining Room Reservation Policy

*The Huntington Rose Garden Tea Room can accommodate private events and large group gatherings during regular business hours in two private dining rooms. For more information on booking a private dining room, please read below.*

### Reservation Set Up and Confirmation

Private dining rooms are available first-come, first-served and require a minimum sales guarantee to book as noted below under Hours and Pricing. To check availability and book a private dining room, please contact the Rose Garden Tearoom Manager via email [tearoom@huntington.org](mailto:tearoom@huntington.org) or by phone [\(626\) 405-3453](tel:626-405-3453).

Please note a reservation is only considered confirmed after an estimate is signed and returned to Rose Garden Tea Room management. Upon receipt, you will receive confirmation of your room reservation. Until confirmation has been sent, requested date, time, and pricing are not guaranteed.

### Hours and Pricing

A minimum sales guarantee for food and beverage is required for all private events. Should the group total sales not achieve the food and beverage minimum for the event, the difference will be added and charged on the final bill.

All private room reservations are scheduled for a 2.5-hour time frame. If you would like more time, please let us know when inquiring about your reservation. Please be advised that this may not be possible if there is a reservation following yours, or if you start your reservation at 3 p.m. or later.

#### Minimum Sales Guarantee:

<u>Room</u>	<u>Maximum Capacity</u>	<u>2.5 Hour Block</u>	<u>5 Hour Block</u>
Herb Room	40 indoor seats + 12 outdoor	\$3,000++	\$6,000++
Shakespeare Room	52 outdoor seats	\$3,500++	\$7,000++

*\*Minimums indicated above do not include tax and service charge.*

### Service Options

\*View [menus](#)

- Traditional Tea Service: \$65 per person
- Huntington Tea Service: \$78 per person
  - Both Tea Services offer three (3) teas for your guests to choose from.

### Reservation Policy

- Private Room reservation times are 10:30 a.m. and 2:30 p.m. (weekend availability) or 11 a.m. and 2:30 p.m. (weekday availability). Room rentals are available for 2.5-hour block.
- Room rates are based on the chosen room and its corresponding price range.
- Each guest must select either the Traditional Service or the Huntington Service.
- All dietary restrictions must be submitted no later than 72 hours prior to your event.
- The total cost of the selected services will be applied to the room rate's minimum sales guarantee.
- An 18% service charge will be included on the final bill.
- Please note Huntington Admission is a separate and required fee to visit the Tea Room.

## **Outside Food and Beverage**

Outside cakes and wine may be brought in for your event. A flat \$25 cake cutting fee will be applied for each cake, and a corkage fee of \$25 per bottle of wine.

## **Decorations**

Decorations are limited to small tabletop items such as petite floral arrangements, menu cards, programs, or small favors. No other decorations are allowed and absolutely no balloons, glitter, confetti, or open flames (candles) of any kind are permitted inside the Rose Garden Tea Room. If you have any questions on permissible décor, please contact the Rose Garden Tea Room manager.

## **Admission to The Huntington**

Admission to The Huntington is a separate and required charge to visit the Tea Room. [Admission](#).

\*[Discounted group rates](#) may be available depending on party size. Please contact our [Group Sales](#) for more information.

## **Parking and Transportation**

Please allow at least 15–20 minutes to find parking, check in at the admission windows, and walk to the Tea Room before your reservation start time. **Should your party arrive late to your reservation, your allotted dining time will not be extended.**

Please be advised that a communal shuttle is available for general use once you have entered the gardens. This complimentary service operates on a first-come, first-served basis and is designed to support the needs of all guests.

The shuttle follows a generalized travel route within the gardens and may not accommodate specific or individual stops. We appreciate your understanding and cooperation as we work to provide a smooth and equitable experience for all visitors.

## **Guarantees on Number of Guests and Cancellation Fees**

Final guest counts are due no later than 72 hours before the date of the event.

The Rose Garden Tea Room's continued viability relies on reservations being honored by our customers and adequate notice given for any changes or cancellations. If you have any questions or concerns regarding the Rose Garden Tea Room's Reservation Policy, please contact the Rose Garden Tea Room Supervisor at [madeleine.grillo@cafebonappetit.com](mailto:madeleine.grillo@cafebonappetit.com)

## **Additional Information**

Final payment for the reservation must be made at the completion of the event. Acceptable payment methods are cash, debit, or credit card. The final check may be split between 3 different cards.

For additional questions or to book a reservation, please contact [Madeleine Grillo](#). We are dedicated to ensuring the success and enjoyment of your event.

The Rose Garden Tea Room is also available for private events outside of operational hours. For more information, please email [specialevents@huntington.org](mailto:specialevents@huntington.org).