



## **VENUE POLICY & GUIDELINES**

*At Lavender 'n Lace Tearoom, we are committed to creating an atmosphere of joy and celebration for all our guests. To ensure a harmonious and memorable experience for everyone, we have established the following policy for special events. We kindly ask all guests to adhere to these guidelines:*

**\*\*1. Volume Control:\*\***

- Please be mindful of the volume of your conversations and activities during the event.
- Keep noise levels at a considerate and moderate level to maintain a comfortable environment for all guests.

**\*\*2. Remaining Seated for Enjoyment of All:\*\***

- We ask our guests to remain seated throughout their dining experience, except when entering or leaving the tearoom. This policy is in place to safeguard the comfort and safety of our staff and fellow patrons.

**\*\*3. Celebrations and Larger Gatherings:\*\***

- For celebrations or gatherings that exceed the traditional lunch setting, we encourage guests to book a private room in advance. This allows us to accommodate your party comfortably while ensuring that all guests can enjoy their time in our tearoom.

**\*\*4. Special Requests:\*\***

- Any special requests, including seating preferences, or specific event arrangements, must be communicated in advance.
- Guests are required to submit special requests via email to [lnreservations@gmail.com] no later than [1] week before the event.

**\*\*5. Decorum:\*\***

- Maintain a respectful and courteous demeanor towards other guests, employees, and the venue.
- Abstain from any behavior that may be considered offensive, inappropriate, or disruptive to the event.

**\*\*6. Compliance with Venue Policies:\*\***

- Familiarize yourself with and adhere to all venue policies and guidelines.
- Report any concerns or issues promptly to the event organizer or venue staff for swift resolution.

**\*7. Early Arrival and Timely Departure:\*\***

- Guests are encouraged to arrive on time to avoid disruptions during the event.
- Respect the specified event end time and make timely departures to ensure a smooth conclusion.

*Failure to comply with these guidelines may result in corrective action, including verbal warnings or removal from the event at the discretion of the event organizers or venue staff. Thank you for your cooperation in creating a positive and enjoyable experience for all guests. We appreciate your understanding and adherence to these policies.*