

Events package



Cupsleeve Ver.



Deposit

(Non-Refundable)

Weekday \$30

Weekend \$50

Benefits

10% OFF any food or drink items

Simply let the cashier know you are an admin to get 10% off any item (excluding Special Menu)

Complimentary CAKE TOPPER for your event

Send us your preferred design and we will help you put the cake toppers on every dessert!

Complimentary CUSTOMISED DRINK to suit your event theme

An off the menu drink, specially for your event!

Special Menu

\$15 nett

- ① Teriyaki Chicken & Speciality Drink
- ② Chicken Mushroom Pasta & Speciality Drink
- ③ Any Cake & Speciality Drink

**To customise a Special Drink for your event,
simply let us know the**

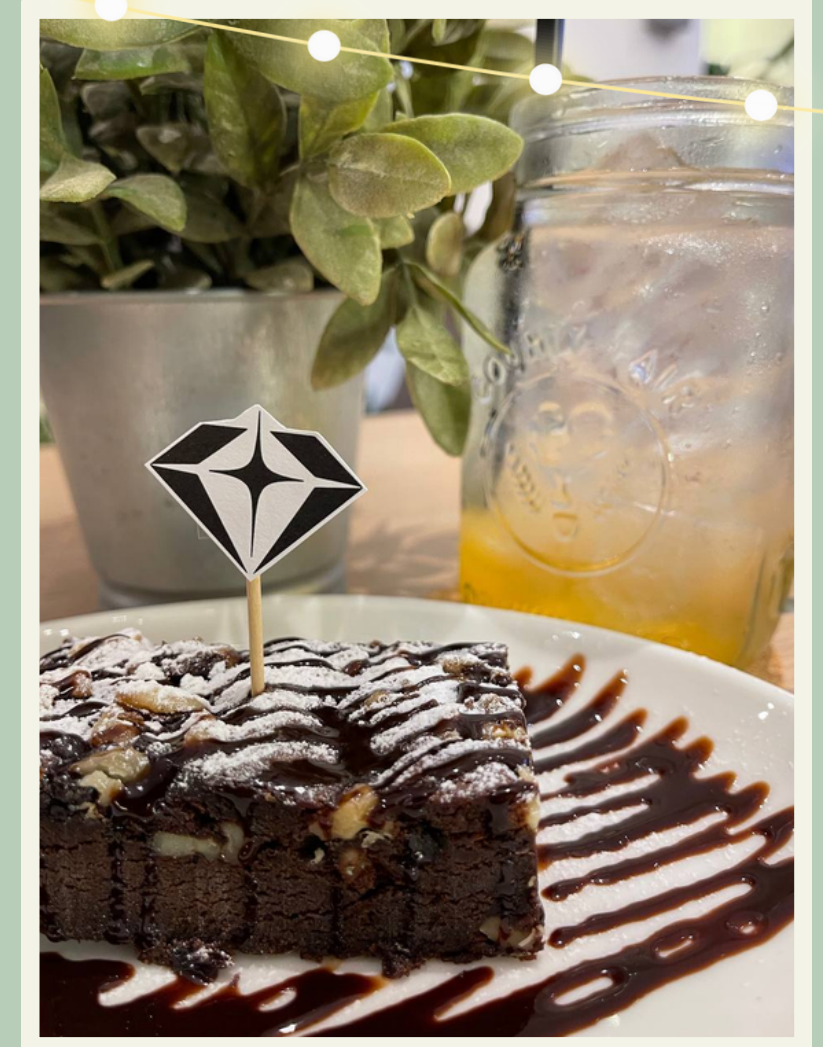
THEME COLOUR

Feel free to let us know your own creative ideas!

Cake Topper Format:

1080 by 1080px

.png format



Terms & Conditions

- Admins are able to change the Set Names to suit their event theme
- Fans are encouraged to purchase the Special Menu Set in order to redeem door gifts
- Discounts are not applicable to the Special Menu

The Tree Cafe @ Marina Square

- 5 minutes walk from Esplanade MRT
- 10 minutes walk from City Hall MRT via CityLink Mall
- #02-100A/100B

About

Our 4th Outlet is an open concept tucked in a quiet corner of Marina Square that is easily accessible from the MRT. Make yourself at home with our cozy sofas and our space is brightly lit during the day by natural sunlight.

Our Location



Entrance

The grand entrance to your cafe event! You can remove some of the existing display if necessary, and replace them with your own decorations!

Collection Area

You can paste photos on the wooden panels and even add decorations of the shelves provided.

Deco Zones



Feature Wall 1

You can use a white sheet of paper to cover the existing mural or use tinsel to hide it. Ideally we would like our mural to be incorporated with your decorations.

Please avoid blocking the walk way as it leads to the emergency exit, no tables should be placed near the wall.

Only use wall safe tape/blue tack as fees may incur if you were to damage our wall.

Deco Zones



Feature Wall 2

Situated below the neon light saying 'Count Memories, Not Calories', you can add your desired decorations.

Only use wall safe tape/blue tack as fees may incur if you were to damage our wall.

Deco Set Up Timings:

- 9PM – 10PM one day before the event
- 1030AM on the event day

Deco Zones

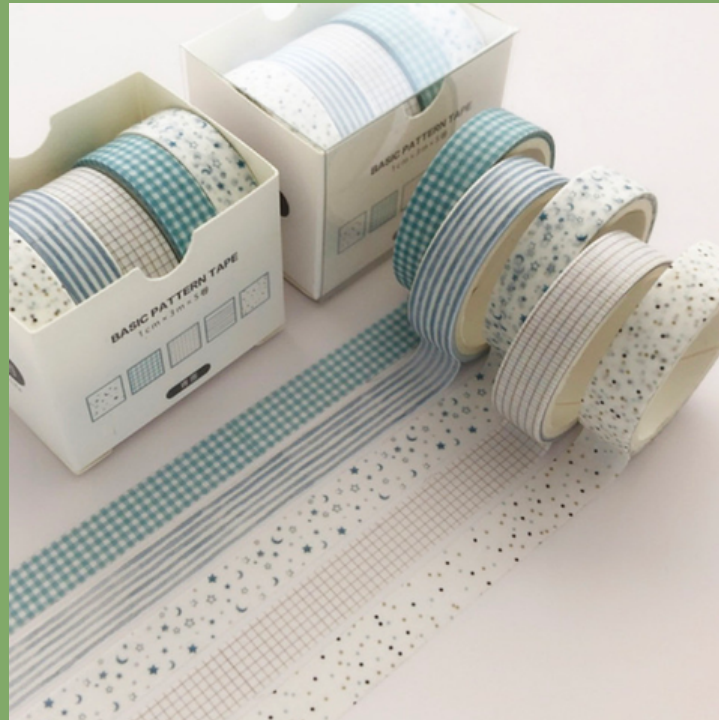


Approved Materials



Wall Safe Tape

Scotch Brand



Masking/ Washi Tape



White Blu Tack

Kindly only use the said items above as it has been approved by our team in order to reduce damage caused by different adhesives.

Do Not Use

- Double Sided Tape
- Regular Clear Tape
- Blue Blu Tack
- 3m Double Sided Foam Tape
- Command Hooks

Damage Fees:
From \$50 onwards*



Notice

Keep your volume low

Avoid loud sing-along sessions or shouting across the cafe as the cafe is still operating with other customers dining in.

Keep the floor clear

Do not put decorations on the floor (e.g balloons, props) as others might trip over the items.

Tidy up before you go

Kindly assist to arrange back the table and chairs before leaving, especially if you have moved them for your event. Pick up any litter that you see.

Disposal of Trash

Do not leave plastics/card board boxes behind after your event. Kindly dispose them properly.

Be responsible for own belongings

The cafe will not be liable for any loss of belongings or decorations.

FAQS



Can we study during the event?

Due to limited seats, studying & usage of laptops/ipad are **strictly prohibited**.

Is there a dining limit?

Yes, there is a dining limit of **45 mins**. Do be considerate towards other fans who are attending the event!

Are you able to help us print posters?

Unfortunately we are not able to print for you.

Can we play our own playlist?

Kindly provide a spotify playlist for your event!

Are your food halal certified?

Yes, we are a Halal Certified cafe and we do offer several vegetarian options!

Can I bring outside food & drinks?

Nope! As we are a Halal Certified cafe, outside food & drinks are not allowed within the premises!

FAQS

How long is the event's duration?

Saturday 1130am – 630pm | Sunday 1130am – 8pm

How will the cupsleeve be distributed?

We would prefer if the Admins are able to distribute cupsleeves and freebies at their own table!

Is there a minimum spending amount per receipt to redeem cupsleeves?

Minimum spend of \$15 any of the 3 special menu items to redeem the cupsleeve.

Can I sell fan made items during the event?

Admins can only sell their items at the **admin table provided**.

Fans are strictly **not allowed** to sell at the tables meant for dining.

If you have any other enquiries, please direct them via Telegram @thetreecafesg