

Events Package



Cupsleeve Ver.



Deposit

(Non-Refundable)

1130am – 6pm

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

Terms & Conditions

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

Set 1



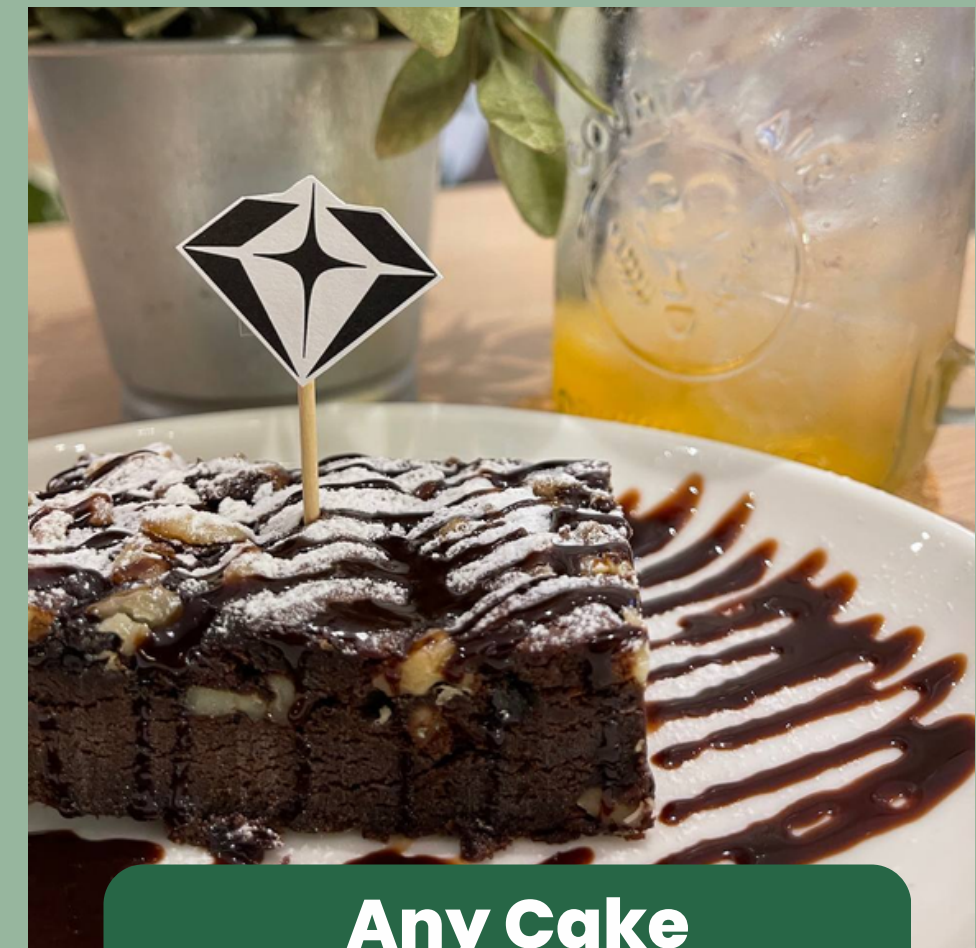
**Chicken Pasta
+ Special Drink**

Set 2



**Teriyaki Chicken
+ Special Drink**

Set 3



**Any Cake
+ Special Drink**

Speciality Drink

Pick **one** drink that matches the theme of your event!

Green Grape Ade

Blueberry Ade

Blackcurrent Ade

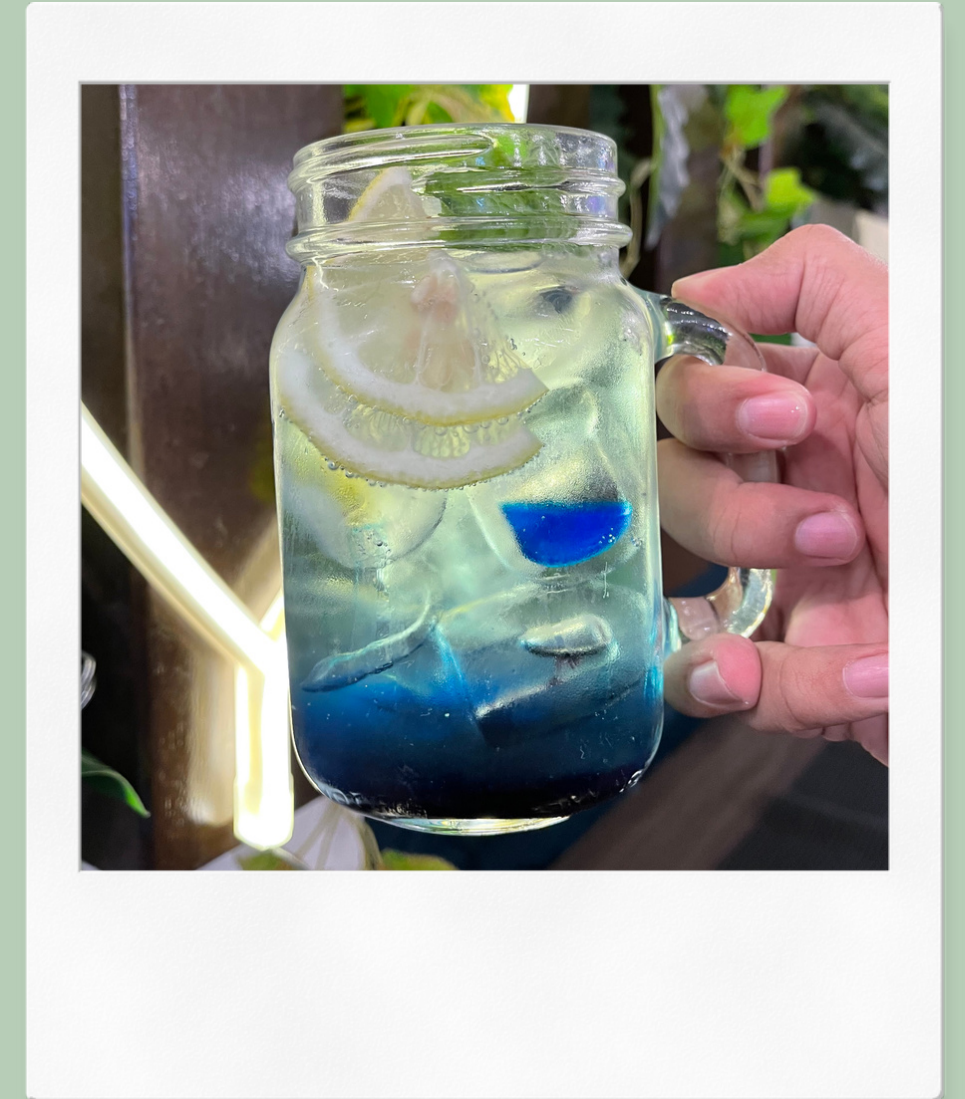
Raspberry Ade

Strawberry Latte

Peach Yuzu Ade

Chocolate Latte

*Due to limited Halal Certified ingredients,
we are not able to do black coloured drinks*



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



DECO ZONES

Emergency Exit

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

Feature Wall 3

A cosy corner adorned with fairy lights. You can add photos on the walls, but do take note that Table 22 is for dining only.



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.

Deco Set Up Timings:

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

Feature Wall 2

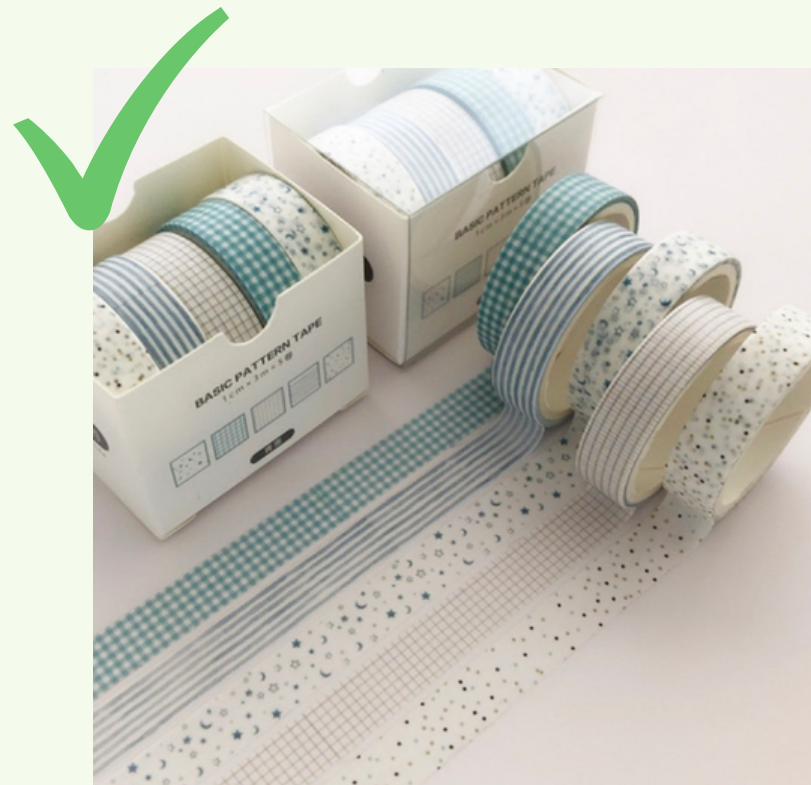
Situated below the neon light saying 'Count Memories, Not Calories', you can add your desired decorations.

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

Approved Materials



Wall Safe Tape
Scotch Brand



Painters Tape/ 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***

IMPORTANT!

Café Notice

- **Event Duration: 1130am – 6pm**
- **45 min dining limit**

✘ Distribution of fansupport is not allowed

Fans are **NOT ALLOWED** to distribute fansupport within the cafe's premises. Fansupport can only be distributed at the admin table.

✘ Usage of laptops/ipads are not allowed during events

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

✘ NO OUTSIDE FOOD & DRINKS

We are a Halal Certified cafe, no outside food & drinks are allowed within the premises.

Our food is Halal Certified

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

ADMIN FAQS

Can we play our own playlist?

Kindly provide a spotify playlist for your event!

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.

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

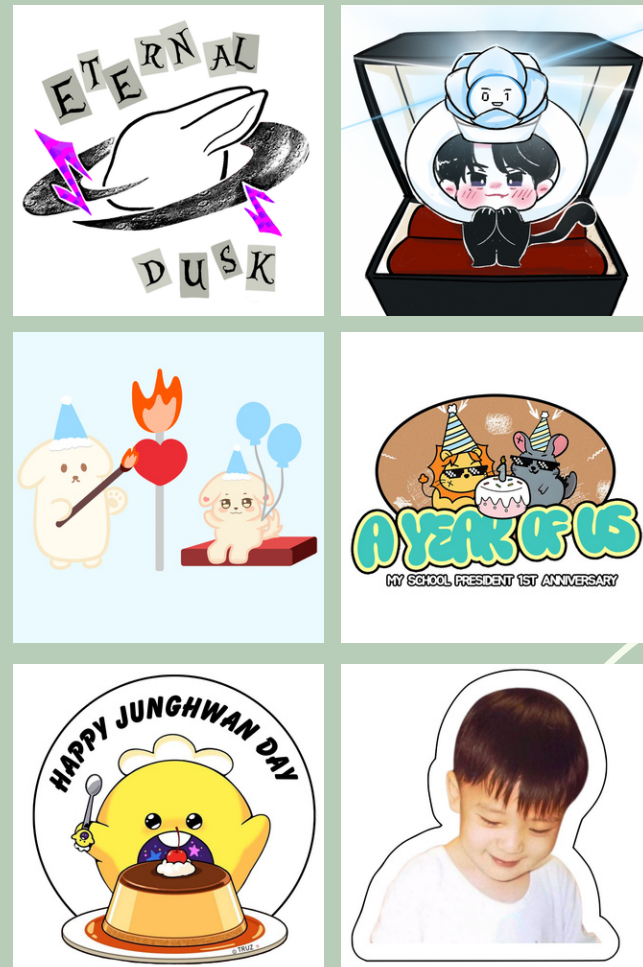
The cafe will not be liable for any loss of belongings or decorations.

Kindly send to us the following:

**Due:
At least 1 week
before your event**

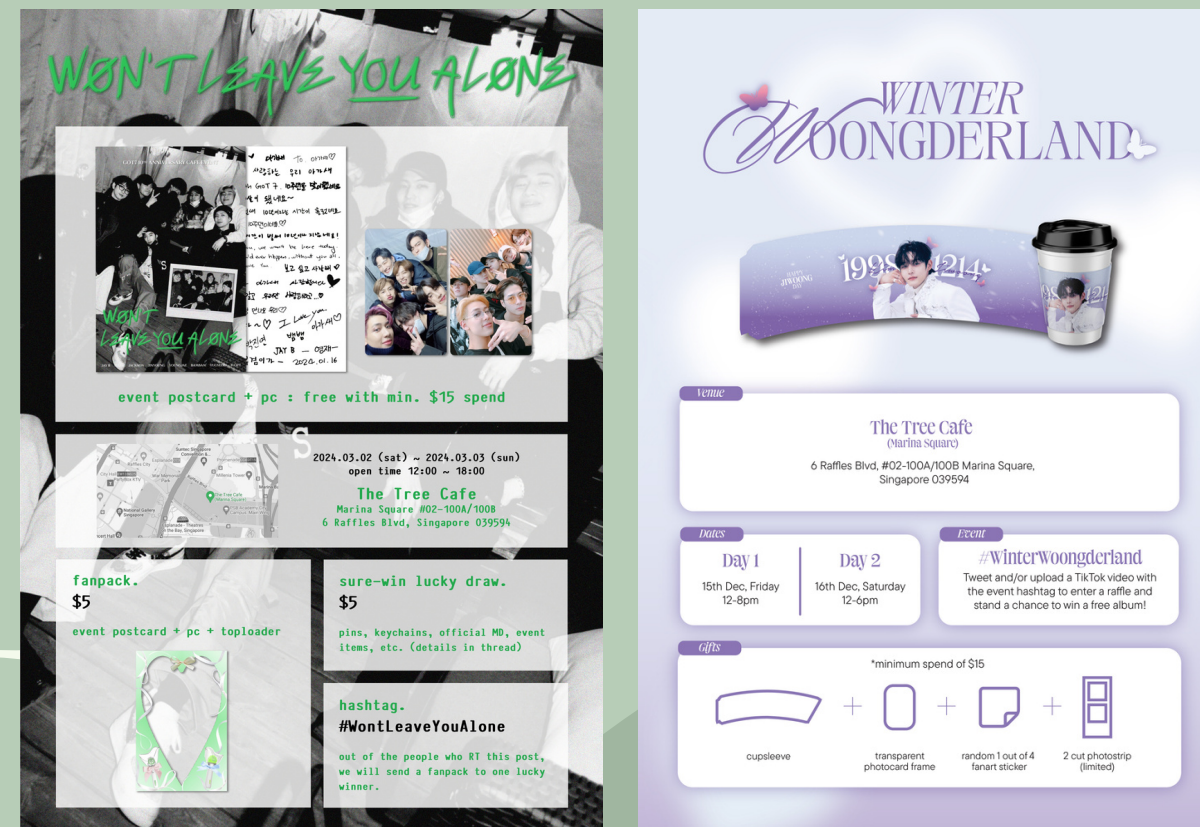
Cake Topper Design

- 1080 px by 1080 px
- png or pdf format
- square shape only



Event Poster for Social Media

- x1 for Instagram Story



Special Menu Infographic Poster

Kindly indicate the following in your poster

- Purchase any of the special menu set
- Redeem freebies at admin table

