

# THE POTPOURRI HOUSE

The Ellsworth family is proud that you have chosen The Potpourri House for your special occasion. We have served Tyler and East Texas for over 25 years, and as a family we take pride in our beautiful surroundings, wonderful home cooking and pleasant service. We are one of only two restaurants in East Texas to be featured in Mobil Travel Guide and in Southern Living.

Our main private dining room will seat up to 110 people. We can divide this room into two rooms of 52 each, with separate tables. Should you need a "U" shaped table, please note that each room will then accommodate a maximum of 30 people.

**Reservations and confirmation requirements:** We require a minimum of \$200 food charges per private dining room (\$500 for both rooms). This does not include tax and gratuity. Reservations are considered confirmed through a deposit of \$50 (\$100 for both rooms), which will be deducted from your final bill. December evening reservations require a deposit of \$100 (\$200 for both rooms) and a minimum of \$300 food charges per private dining room (\$700 for both rooms). This deposit is refundable with a 60 day written cancellation.

**Number of guests guarantee:** The final number of guests guaranteed must be confirmed at least 10 days prior to the event. This number can be increased up to 72 hours before the event. We are prepared to serve up to 10% additional guests, if need be. You will be billed for the number of guests guaranteed or actual number served, whichever is greater.

**Use of the Private dining room:** Your event will have use of the room for two hours, beginning at the time of the reservation, (including any decorating time you may need). There will be a \$50/\$100 hour room charge for each additional hour after the initial two. We require a signed contract when you book your event.

Once again, thank you for choosing The Potpourri House. If you have any questions, contact our Event Coordinator

[potpourriparty@suddenlinkmail.com](mailto:potpourriparty@suddenlinkmail.com)

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