

WEDDING/EVENT CONTRACT

*This agreement is entered into on _____ (date) by and between
EVENT COORDINATOR (EC) /BRIDE (hereafter referred to as EC), and
The Flower Center Inc. (hereafter referred to as Florist)*

TERMS OF CONTRACT:

EC assumes all responsibility for the condition of the wedding/event order, and other goods after delivery, or customer pickup has been fulfilled. It is hereby agreed by both parties that upon pickup or delivery of the wedding/event order, **EC** acknowledges that **Florist** has fulfilled all obligations of the contract.

EC agrees to pay a deposit of \$250.00 is required to hold the date, and will be taken off quote total. **EC** acknowledges this deposit is non-refundable, and will be forfeited in the event *the* wedding/event is cancelled, or the **EC** no longer requires services of the **Florist**. The deposit will be applied to the balance of the **EC'S** wedding/event order.

EC agrees to pay all applicable delivery, and service fees associated with the wedding/event order. Delivery and set-up fees will be detailed in quote, pre-tax.

EC agrees to apprise **Florist** of all changes to the wedding/event order by 2 weeks prior to event. We cannot reduce your order once this date has passed. Additional purchases after this date will be invoiced separately, and must be paid at time of order.

EC agrees to pay half of the balance due two months before the weddings'/events' date. Payment in full of the wedding/event order is due at least 4 weeks prior to the wedding/event date. If payment is not received by said dates, one email reminder will be sent. 48 hours after said email is sent, if balance is not paid, this contract will be terminated, and all deposits paid will be forfeited, unless arrangements for alternate payments have been agreed upon by both parties.

This schedule will be specifically outlined in the quote, and can be paid in advance if desired.

Acceptable forms of payment are cash, check, and/or credit card. Checks are to be made payable to **The Flower Center**. In the event a check is returned, a \$50.00 returned check fee will be assessed to **EC**.

RENTALS:

Any equipment, vases, or linens rented come with the understanding that all items will be returned in the same condition that they were loaned. The only

exception to this is that the **Florist** is responsible for all cleaning/pressing of linen items. A replacement fee will be charged for all lost or damaged items. When renting items from **Florist**, **EC** agrees to pay a \$100.00 security deposit to cover any potential loss or damage to rental items. Any reimbursement required by **Florist** will be deducted from this deposit. Any and all remaining funds will be returned to **EC** via a check mailed no later than one week after the wedding/event day.

All rental items are to be returned, by **EC** to **Florist**, by the first Monday following the event to avoid paying additional rental fees, unless otherwise agreed upon by both parties. **EC** may also choose to pay an additional agreed upon fee to have **Florist** pick up rental items from venue on the Sunday or Monday following the event. A \$50 fee per day will be assessed to late returns.

SUBSTITUTIONS:

EC agrees to communicate any color and/or flower variety preferences. **Florist** will advise **EC** on seasonality of specific flower varieties, however substitutions may need to be made based on availability issues or other unforeseen or uncontrollable circumstances. By signing this contract, **EC** authorizes floral substitutions within a specific color palate. Necessary substitutions will be at the designer's discretion. In signing this contract, the **EC** acknowledges that they understand that flowers are living. Once left in the possession of the Bride or a designee, the **EC** is relieved of any and all responsibility regarding the flowers.

EVENT COORDINATION

If applicable, Event Coordination/Planning, can be purchased under the following terms.....

Choose One...

1. _____ (initial here) The EC chooses to employ the Florist in a referential status only. The Florist will provide the EC with all references needed to plan the event in question. This service will be provided, in person as possible, in a consultation form. Business cards, and fliers will be presented to EC as possible. Payment for this, one-time consultation will be \$150.00 payable in cash or check form at time of consultation. No refunds.
2. _____ (initial here) The EC chooses to employ the Florist as a designated Event Coordinator. In this capacity, the Florist will provide all of the things before mentioned in #1, but will also coordinate the event the day of/prior as necessary. A minimum of 6 hours will be used for this, and can be split up as the EC/Bride and the Florist agree. Additional hours can be added, as agreed upon by both parties. Payment for this service will be \$300.00 (6 hours) with \$50 for each additional hour added. This is

payable in the form of cash or check, and is required no later than two months prior to the event/wedding. No refunds.

3. _____ (initial here) The EC/Bride chooses to employ the Florist as a FULL Planning partner. In this capacity, the Bride, or EC will go over their desires/visions/budget, and the Florist will schedule consultations, and attend with the EC/Bride as desired. The Florist will be responsible for set-up and tear-down of all of the vendors day of, and will be there to serve in the Event Coordination capacity as well. A minimum of 10 hours will be required for this service, and can be split up as the Bride/EC and Florist agree. Additional hours can be added, as agreed upon by both parties for \$50 each additional hour added. Payment for this service is \$500.00 (10 hours). This is payable in the form of cash or check, and is required no later than two months prior to the event/wedding. No refunds.

_____ (sign here) I do not choose to purchase event/planning services at this time.

_____ (sign here) I choose Event planning services as marked, and agree to the payment schedule outlined for those services above.

CANCELLATIONS:

No refunds will be given on monies paid to **Florist**. Transfers on monies paid can be made up to two weeks in advance of wedding date. After two weeks prior, no changes can be made.

The Flower Center Inc. reserves the right to cancel this contract if the obligations made by **EC** to **Florist** cannot be met.

AUTHORIZATION/CONFIRMATION:

----- *BRIDE / EC*

----- *PRINTED NAME*

----- *FLORIST*

-----*PRINTED NAME*

-----*DATE SIGNED*

NAME OF BRIDE AND GROOM OR EVENT COORDINATOR

DATE OF EVENT

