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Event Floral Contract

Our promise to you: VIP FLORAL DESIGNS, LLC will provide all the services specified in client's proposal for their event and work with CLIENT if any adjustments need to be made.

Deposit: To book your WEDDING/ EVENT, a deposits of 50% must be submitted with this contract. The deposit is non-refundable and is deducted from the total price of EVENT. Payment may be made in cash, check, credit or debit card. Balance due must be paid in full 30 days prior to EVENT. If payment of balance due is not made, flowers and decor will not be ordered, and this contract will be closed at the determination of VIP FLORAL DESIGNS.

Cancellations: We understand this a custom order and understand if payment is not made in full by final consultation, this contract is canceled and all payments are forfeited. Contract cancellation must be made in writing. Cancellations made prior to final consultation will receive a refund on monies paid, less non-refundable deposit. Cancellations made less than 30 days prior to event/wedding date will receive no refund. There are no refunds for cancellations of individual items after contract is signed. Flowers for those items will be utilized to upgrade the arrangements purchased.

Substitutions: We reserve the right to make substitutions in the event the flowers received are not of the quality suitable for your event/wedding. In this event, the integrity of the proposed color scheme will be maintained and flowers of equivalent value will be used. Example: Wax flowers ordered as a filler flower for bouquets but weather conditions cause unavailability or poor quality. Pink heather or similar filler would be used. Red roses would Not be substituted for white orchids

Mock Ups: We understand many brides want to see samples designs prior to their special day. For weddings or events totaling \$5,000.00 or more, we will gladly make up a single sample centerpiece, which will be left at the shop after viewing. Please be aware, we may not be able to create an exact replica of the item we plan to create, due to seasonal availability, as well as the grower's requirement to purchase flowers in large bunches. For example, if your centerpiece has one garden rose in it, we may substitute a standard rose in the sample because we don't typically keep garden roses in stock and we would be required to purchase a full bunch of them. For events under \$5,000.00 we are happy to make a sample centerpiece or table design at retail price which can be taken home if desired. We do not build sample bridal bouquets, bridesmaid bouquets, floral chandeliers, or head table designs. Communication is important to us, if we have any questions or concerns throughout the process we will contact you, we hope you will not hesitate to do the same.

Rental Items: All rental items will either be collected by vendor at strike of event, or returned to our office within 3 business days. Any broken pieces will be invoiced at full retail price. All rental items will be provided on a rental basis are noted on the proposal; you are responsible for loss or damage to all rented items; and should any rented items be damaged or lost, you will be assessed a replacement charge. We require a credit card on file for all events that include rental items. Rented items will be billed for the purchase price, less the rental fee.

I _____ understand the above contract and would like to hire **VIP FLORAL DESIGNS** to provide my wedding flowers on this date:
_____.

Signed: _____ **Date:** _____



Credit Card Authorization Form

Credit Card (only to be used for rental items/incidentals):

Credit Card Number _____ **Ex** _____

CVV# _____ **Billing Zip Code** _____

Permanent Mailing Address for Client:

Street _____

City _____ **State** _____ **Zip Code** _____

Same as billing? YES / NO (list below)

Street _____

City _____ **State** _____ **Zip Code** _____

I _____ give VIP FLORAL DESIGNS permission to charge my credit card for any broken or unreturned rental items in accordance to the Rental Items Policy outlined in the contract. I also VIP FLORAL DESIGNS permission to charge my card for set-up or strike time overages, beyond what is outlined in the flower order proposal.

Signed: _____ Date: _____

DEPOSIT: \$_____ Date Paid: ____/____/____

BALLANCE DUE: \$_____ Due Date: ____/____/____

VIP FLORAL DESIGNS Signature of Approval: _____

Date Approved: ____/____/____