



## Wedding Contract

Thank you for allowing us the chance to be a part of your very special day. We consider it an honor to be able to participate in the planning of your wedding. We hope to help make this day special for you by providing the desserts that you are envisioning.

Wedding Date: \_\_\_\_\_ Location: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Numbers: \_\_\_\_\_

### **Reserving your wedding date:**

- Dates are often booked far in advance so please do not hesitate to schedule with us. We create each order custom and in order to make sure we have enough time to devote to each client, we limit the bookings per week depending on size & intricacy of the orders. May - October are the peak wedding months in our area so those dates book up very quickly. An order is not considered booked until a date retainer is paid and order is confirmed by owner or manager. When reserving the date for your wedding, we require a retainer to hold that date exclusively for you. A retainer of **\$100** to hold the date, with the balance being paid **1 month** prior to the event. For orders under **\$100**, payment is due in full upon placing the order. Retainers are non-refundable. In a situation where the event has to be postponed due to a government mandated shutdown (COVID), retainer is transferrable to another date of your choosing or may be applied as a credit to a future cake order.

### **Consultations & Meetings:**

- Wedding tastings and consultations are by appointment only! We do require a wedding contract and would love to discuss details with you about your special day, however we are not able to accommodate walk-ins for these meetings. Consultations do not always have to be in person.. we are often able to communicate details through email or phone call. We are there to answer any question or concern that may come up but please note that once your order is confirmed and a retainer paid, you are officially booked with us. We will

touch base before the event but other than that, we only reach out if we have questions come up or it is time for payment. Tastings need to be pre-arranged and there will be a small fee charged. Due to the large amount of consultations we have, it takes a lot of time and product and is an expense to us that is not guaranteed a booking.

- When we meet to discuss your wedding cake or desserts, please have all of your ideas on hand. It is also helpful to have color swatches and pictures, including those of various parts of your wedding. Often, we are able to incorporate ideas and themes into your dessert display. You may make changes to your order after this initial consultation. Details or changes to your order (size, flavor, guest count, design, etc) must be finalized **30** days before the event date. Any requests after that are not guaranteed to be accommodated and may incur additional charges. There are many options for the decorations of your desserts or displays, we are willing to discuss all ideas. There may be an additional charge, at our discretion, for the complexity or cost of the decorations. You may choose to use flowers and/or greenery in your display or decorations. These will be an additional charge for us and should be discussed in detail so that we can include in your order.

#### **Displays, delivery, and setup:**

- Soulards is happy to offer setup and delivery. We do also offer a variety of our own items that can be used in the display or setup. Most of our items have been acquired over time from near and far, some have even been hand-crafted. We have invested a lot in our items so we do require a security deposit. A rental fee will be charged in addition to a security deposit that will be required to cover the costs of plates, platters, stands, decorations, and all other non-edible items in case of damage or items not being returned. Deposit amount will be determined once the design and layout has been planned and the items needed have been decided. All items are to be returned to use within 1 week (7 days), directly following the event-otherwise the deposit will not be refunded. A list of items to be returned will be left for your convenience. If it is not possible for you or a delegate to return the items, you can make arrangements for us to retrieve the items for a small fee. The security deposit will be returned in full, IF all items and equipment are returned clean, in good condition, and by the deadline. If items or equipment need to be replaced due to damage or non-return; your security deposit will be retained and you will be billed for the difference of any replacement. We do not set up an entire display or supply the display items with request and prior planning! Please do not expect us to arrive and set up dessert displays, as you may have seen on our website or elsewhere, if you have not arranged this with us ahead of time! All of our desserts are delivered in standard bakery boxes unless otherwise planned prior to the event.
- In the case of an unforeseen emergency (auto accident, hospitalization, death in the family, etc), Soulards will do their best to provide you with "dummy" desserts for your event or arrange similar desserts from another bakery. In the unlikely event that we are not able to find replacements, a full refund will be issued.
- Once the cake or desserts have been picked up OR delivered and set up, Soulards is no longer liable for any damages. The care and condition of your cake or desserts becomes your responsibility. We take pictures of our dessert displays before we leave any event.

If for any reason, your order needs to be cancelled, please notify us as soon as possible. The initial reservation retainer is non-refundable. Any additional payments that have been paid will be reviewed on a case by case basis determined by circumstance and length of notification. If the order is cancelled within 1 month of the wedding date, NO payments or retainers will be returned.

By signing this contract, you give Soulards permission to use pictures of your cake or desserts for advertising and promotional purposes. These pictures may be provided by you or we may acquire from your photographer, in addition to the photos we also take ourselves. The photos chosen may include yourself in the picture. Soulards is also given permission to take pictures of the desserts or displays and the event before we leave.

You are allowed to make payments for your order and we will sign receipts for each payment. Retainer of \$100 is due to hold the date of the event. Orders under \$100, must be paid in full upon booking and this shall be considered the retainer. Payment is due in full, 1 month before the event date. Any payments may be made by cash, credit, or venmo. We choose to accept personal checks at the subject of our discretion. If we accept a personal check and it is returned, you will be charged an NSF fee, along with the original check amount to be paid in cash. If payment in full has not been received 1 month prior to the event, we reserve the right to cancel your order.

You will be responsible to make sure your reception location is open and accessible at the agreed upon delivery time to allow for delivery or set up. You will need to make sure all flowers, cake knife, forks, plates, napkins, cake topper, etc are available to complete the table set up if you have asked us to do so. We will not take it upon ourselves to set up your wedding, if you have not previously asked us to do so. Standard procedure is that we setup the cake and then leave. Please confirm with your caterer if they will cut the cake for you if you are not planning to do it yourself. Otherwise, we advise arranging for a friend or family member to do so. If you would like to have a Soulards representative remain at your event for serving purposes or cake cutting, you may request this service ahead of time for an additional fee.

I, \_\_\_\_\_, have read the above contract and understand the terms and conditions of this agreement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_, have read the above contract and understand the terms and conditions of this agreement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Taylor Soulard-Prestidge, owner of Soulards Date \_\_\_\_\_