



## Wedding Policies and Contract

Bride's Name:

Wedding Date:

**Booking Your Wedding:** To book your wedding and get on my calendar, I require a deposit of \$100. This deposit goes toward your total balance, but is non-refundable should you cancel for any reason at any time.

**Payment Terms:** Payment of 50% of your estimated balance will be due 2 months before your event. Final balance will be due in full one week before your event. Payments should be made by check to Sweet Magnolia Flowers, and sent to 1516 Keshi Pearl Drive, Mt. Pleasant, SC 29466.

**Changes to Your Order:**

For changes made more than two weeks weeks before your wedding: I will adjust your final payment amount to reflect those changes. If you remove items from your order, and have already made your final payment, then I will issue you a refund for the difference. However, you may be responsible for the cost of any specialty items I have already purchased specifically for your event.

For changes two weeks or less before your wedding: There will be no refunds for items removed from your order two weeks or less before your event. However, you may substitute or apply the dollar amount to other pieces on your order. You can usually add additional needs up to the week before your event, as long as they are reasonable. Reasonable requests include: additional boutonnieres, corsages, and small centerpieces (unless they include special orders). I reserve the right to determine which requests are reasonable on a case-by-case basis.

**Canceling Your Wedding:** Should you cancel your wedding for any reason at any time, you will lose the \$100 booking deposit. If you should cancel less than two months, but one month or more before your wedding date, I will refund any payments less 25% of the total order amount. If you should cancel less than one month before your wedding date, all payments are non-refundable.

**Material Rental:** Vases, Candle Holders, Lanterns, etc. are available for rent through Sweet Magnolia Flowers. All materials are expected to be returned in the condition that they were rented. If materials are lost and/or broken, they should be replaced at full cost.

**Delivery, Set up, Clean up and Pick up:** Sweet Magnolia Flowers will deliver to both a reception and a ceremony location and set up your flowers – we will discuss this in detail in advance. If you would like an additional or different delivery location, please request in advance. Delivery fees are based on location, and multiple locations may incur a higher delivery fee. You also have the option of picking up your items and/or transporting them between locations on your own, to save such delivery fees.

In most instances, set up of your ceremony décor, centerpieces, reception décor, etc. is included in the price of your flowers. In other words, if you order flowers for an arch, I will hang those flowers on the arch, as long as the arch is delivered and in place for my scheduled delivery. Any variations from this will be discussed in advance and laid out in your estimate.

You are responsible for clean up and removal of all floral items, unless we discuss in advance. Clean up or pick up of glassware and rental items on the same day/night of the event will incur an additional fee. I am usually able to pick up glassware and rentals from the venue one to two days after your wedding for a lower fee (if any) – but this must be approved by the venue in advance. If your venue will not allow rental items to be stored until the following day, you are responsible for them. If you choose to designate someone (wedding party, family member, etc) to be responsible for these items after the event, please provide me with their name and contact information in advance so we can discuss these logistics. (My goal is to work together in the best way possible for your event and your budget.)

**Additional services that MAY require a fee:** Some additional services – such as placement of runners or table linens, putting votives or tea lights on tables, lighting candles, moving décor or vases from the ceremony to the reception, etc. – may require additional fees. I reserve the right to determine fees for these and other services on a case-by-case basis, and all fees will be discussed with you in advance and clearly indicated in your estimate.

**My Guarantee:** Here is what I guarantee: I will write up a wedding plan for you in detail, listing all your preferred flowers and requests. These requests will be my first priority and I will complete your wedding dreams to the best of my ability. Please note that due to weather, pests, seasons, and other uncontrollable factors, some flowers are not available when they typically should be and/or are not acceptable quality to use. Should this happen, I will use my discretion and substitute flowers similar in look and color.

Often flowers simply grow in a color shade darker or lighter, smaller or bigger, taller or shorter and I cannot control this. Again, I will use my discretion and substitute flowers if needed. Should you have substitution flowers in mind, please let me know those requests and that will help guide me in my decisions.

**Your Responsibilities:** In addition to the items discussed above, you agree to communicate with me. I need to know what you want, in order to deliver it. Pictures are a wonderful tool for relaying design details that are important to you. If you do not tell me a design detail or a delivery logistic, I am not responsible for it. Please do not hesitate to voice all your questions and/or concerns. Communication is very important and I want to create the wedding-day flowers you have always pictured.

Please keep me up to date with any changes to your wedding plans and your flower order. It is very common for changes to happen in the final weeks leading up to the event. *Please* plan for this – especially changes to the number of centerpieces once you receive your RSVP's. See the above section on changes to your order. I will do my best to adjust, provided you keep me informed. You must also understand that if I have special ordered (pre paid) for glassware or specific fresh flowers, and I cannot return those items, you are responsible for that cost.

I have read and understand the entire Sweet Magnolia Flowers wedding policies and contract. I agree to the terms listed above. I understand this is a binding contract and realize my requirements for deposits, refunds, cancellations, and what Sweet Magnolia Flowers guarantees.

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**Bride's Signature**

**Date**

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**Bride's Name (Print)**

**Bride's Phone #**

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**Sara Hoffman Jurand, Owner, Sweet Magnolia Flowers**

**Date**