

## WEDDING & EVENT CONTRACT

Little Miss Lovely Floral Design & Event Decorating



Little Miss Lovely, LLC.  
Floral Design & Event Decorating

littlemisslovely.com

Ami Reist Jachimski

ami@littlemisslovely.com  
12533 N. Piney Point Road  
Bishopville, MD 21813  
443-397-7670

Little Miss Lovely reserves the right to cancel this contract if, at any time, it is felt that the desired obligations cannot be met.

**BOOKING:** Booking takes place on a "first come, first serve" basis. Confirmation of your saved event date on LML's calendar will take place only when signed contract is received and security deposit is paid.

Your event pricing proposal is valid for 3 weeks. An expiration date for the proposal is set from the last date of initiated communication if you have not signed a contract and paid a deposit. If you do not reserve your wedding date with a contract and deposit and over 3 weeks has past since LML's last attempt to contact you via email, your quote is null and void and LML will release your wedding date for other clients to book.

**ORDER MINIMUMS & PRICING:** Little Miss Lovely requires a wedding order minimum of \$3,000 (before applicable taxes and delivery fees) for full event design (including and not limited to personal pieces, ceremony designs, reception centerpieces, ambiance florals, etc.) and \$1,000 (before applicable taxes and delivery fees) for personal pieces only (this includes bouquets, boutonnieres, corsages, flower crowns, flower girl items, and pet flowers).

A typical budget for wedding florals designed by Little Miss Lovely is approximately \$3,000 - \$12,000. Prices may sometimes fall under or over this example and booking will take place on a 'per discretion' basis.

**PAYMENT POLICIES:** Once you have decided to use Little Miss Lovely for your floral and event needs, a deposit is requested to hold the date of your event.

1. A \$350.00 non-refundable deposit will be collected at the time of the service agreement.
2. The remaining balance is due three weeks prior to your event. If your balance is not paid prior to this date, your flowers will not be delivered and your deposit will not be returned.

Little Miss Lovely accepts all major credit cards, cash and/or checks. Little Miss Lovely uses Quickbooks accounting services online for easy invoicing and payments. A 3-4% credit card processing fee may be added to invoices paid with a credit card. If you plan to pay with a check, please be mindful that payment must be received in the mail by LML 3 weeks prior to your event date in order for LML to place your floral order with the wholesalers/growers. The client is responsible for any returned checks or declined credit card attempts. A returned check fee of \$35.00 will be applied to your invoice.

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Please make checks payable to *Little Miss Lovely* and mailed to the address below:

Little Miss Lovely  
12533 N. Piney Point Road  
Bishopville, MD 21813

Little Miss Lovely reserves the right to cancel any event that does not meet payment deadlines.

In the event of fire, natural disaster, tragedy, or other emergency that affects Little Miss Lovely's capability to provide florals for your event, a refund of all monies paid (minus security deposit) will be granted.

**EXCLUSIVITY:** Little Miss Lovely is to be the sole entity providing and designing fresh florals for your wedding. This helps protect the design integrity of the event as well as the reputation, quality, and standard of the florals provided by Little Miss Lovely.

**CANCELLATIONS:** Any event cancellations after your deposit is paid will result in losing your \$350.00 security deposit. Flowers are ordered at least 2 weeks prior to any event. Any cancellations during that time period will result in paying for any cost Little Miss Lovely has incurred. At that time, the un-arranged flowers will be yours to keep.

**MEETINGS:** Little Miss Lovely has years of experience in the wedding industry as well as communicating digitally. LML uses a software to prepare estimates and invoices for clients. Email communication is the most efficient way to discuss wedding florals with LML. In person meetings will be held Tuesdays & Wednesdays between 9 - 4 pm at a rate of \$50/hour.

**INCLEMENT WEATHER FOR OUTDOOR EVENTS:** In the event of inclement weather (snow storms, ice storms, hurricanes, etc.) Little Miss Lovely may need to adjust travel schedule for delivery.

Cancelled weddings due to weather will be accommodated based on new date and time availability. In the event of ceremony or reception venue change of plans due to weather conflict, Little Miss Lovely will try to accommodate the new space and repurpose floral pieces however possible. No floral pieces will be refunded if they are not able to be used.

While Little Miss Lovely will suggest floral varieties that perform best during the wedding season, the freshness of flowers in temperatures below 35 degrees or above 72 degrees is not guaranteed. The freshness of flowers in high humidity or direct sunlight is not guaranteed. Suggestions will be made with your event, date, and location in mind.

**SUBSTITUTIONS:** Little Miss Lovely has the right to use discretion in the event that preferred flower varieties are unavailable or of poor quality at the time of the wedding. Premium flower varieties are subject to seasonal availability. In the event that a specific flower is unavailable, a flower of similar color and style will be chosen in equal or greater value to the original selection. Due to the nature of flowers, color can be unpredictable and is not guaranteed. LML cannot guarantee the freshness of florals used in extreme temperatures or weather conditions. Little Miss Lovely will do the best to ensure the integrity of the design is upheld if substitutions must be made.

**INSPIRATION:** Images that are shared with Little Miss Lovely in attempt of inspiration are strictly for reference and will not be replicated exactly. Little Miss Lovely will design each piece to fit the integrity of the brand while incorporating the client's preferences.

**RENTAL ITEMS:** All rental items will either be collected by Little Miss Lovely at the end of the event (as invoiced), or returned to LML's studio within 3 business days following the event. Any broken pieces will be invoiced at full retail price and client is responsible for payment. All rental items provided will be noted on client invoice. Client is responsible for loss or damage to all rental items.

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**PERSONAL PROPERTY:** Client assumes all risk and responsibility for any personal property and/or equipment that you or your representative provide to Little Miss Lovely that may be damaged, lost or stolen at any time. Client will not hold Little Miss Lovely responsible for such a loss or damage. Should client provide Little Miss Lovely with any personal items, please provide them in a sealed container labeled with client name and wedding date. Any vases, candle holders, or other decor items must be clean and must hold water. All stickers, labels, or wrappers must be removed from all items provided to LML (including candles). LML will only be responsible for decorating or assembling items that our company provides or items that were discussed with LML prior to the event. LML will not be responsible for the assembly of any other company's materials or installations. All items provided by the client to be decorated by LML must be set up, in position, and secured safely before LML will decorate the said item with florals.

**EVENT TIMELINE:** It is the client's responsibility to notify Little Miss Lovely of any changes to the day-of schedule prior to the wedding date. LML will try to accommodate any scheduling changes, but it must be known when specific items will be set up. For example; If LML is unable to set centerpieces until the linens are placed on the tables, LML will arrive at a more appropriate time to set up all reception items. Additional set-up or break-down time will be billed at \$100.00/hour.

**VENUE SET UP:** As noted on the invoice and on a case-by-case agreement, LML will deliver and set up all floral elements agreed upon. In the event that the venue or client-hired staff is not fully prepared upon LML's agreed upon and stated arrival, the staff at LML will not remain on premises. If the venue is not prepared to be decorated, the floral items will be left with instructions to a designated person decided by the client. The client is responsible for making sure the venue is prepared for LML to decorate their venue with florals on their event date.

**CLIENT PICK UP VS. LML SET UP:** Little Miss Lovely offers two options for providing florals for a wedding:

1. Client pick up at LML's studio.

If the client opts to pick up florals at the studio, Little Miss Lovely is not liable or responsible for any damages or loss of quality after the florals have left the studio. Upon pick up or delivery of items, client will be asked to sign a copy of their agreed upon and paid invoice. By signing the invoice, the client acknowledges that they are fully responsible for proper care of florals after leaving LML's studio. If client is not available during pick up or delivery, a representative of the client will be asked to sign. LML will retain this document for record purposes.

2. Little Miss Lovely delivers florals to specified location and sets up floral pieces.

If Little Miss Lovely is responsible for event set up, a labor charge of 35% will be noted on client invoice. Little Miss Lovely is not liable for any damages to the flowers that occur after the florals have been set up on location.

**HOLD HARMLESS:** LML reserves the right to refuse any design or installation that would potentially put you, your guests, the venue, the staff, or any other person or animal at risk for harm. As the event client, the client will assume all responsibility for any damage that occurs to the property, amenities, or surrounding areas as a result of your event. The client should hereby release, waive, discharge and hold harmless Little Miss Lovely, team members, and volunteers from any and all liability, claims, demands, actions, and causes of actions arising from, or relating to, any loss, damage, or injury (including death that may be sustained by the event guests, venue, property) as a result of LML's services related to your event florals. LML will note any concerns or conflict that would put you or your guests in harm's way.

Please do not allow any of your guests to eat or consume any of the florals provided by LML, unless you have specifically requested and ordered edible florals.

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Little Miss Lovely strives to provide the best quality and craftsmanship available at all times.

**CONTACTING LML:** Please know that, as florists, we work with our hands and travel frequently. LML representatives may not always be able to answer phone calls or emails immediately. Please allow up to 10 business days for a response, especially if you contact LML Thursday - Sunday. On weekends, the LML staff usually works 12-16 hour days while delivering and setting up events. Emails and phone calls will be returned in a timely matter based on priority.

Please email Ami at [ami@littlemisslovely.com](mailto:ami@littlemisslovely.com) or call 443.397.7670 if you have any questions or concerns. Please do not text message the above number. No phone calls after 6 pm, please - unless in case of event emergency. If you leave a message, it will be returned as soon as possible.

\*Using discretion, Little Miss Lovely may display and use any photographs from your event for advertising, social media, display, website and internet promotion. \_\_\_\_\_ (Client Initials)

The undersigned agree to the terms of this contract and would like to hire Little Miss Lovely, LLC to provide my wedding florals on the date listed below:

Signed by client: \_\_\_\_\_ Date: \_\_\_\_\_

Date of event: \_\_\_\_\_

Location of event: \_\_\_\_\_