

VIP FLORAL — Wedding & Event Floral Services

Contract (Website Download)

Use this form for weddings and events. Download, fill out, and return with your 50% non-refundable retainer to reserve your date.

VIP FLORAL Contact

- Phone: **702-873-8731**
- Email: info@vipfloral.com

1) Client Information

- Client Full Name: _____
- Partner/Additional Name (optional): _____
- Phone: _____ Alternate Phone: _____
- Email: _____
- Billing Address: _____ City/State/ZIP: _____

2) Event Information

- Event Type (check one): Wedding ☐ Quinceañera ☐ Corporate ☐ Birthday ☐ Other: _____
- Event Date: ____ / ____ / ____
- Venue Name: _____
- Venue Address: _____ City/State/ZIP: _____

- On-site Contact (Name + Phone): _____
- Setup/Access Time: _____ Event Start Time: _____ Breakdown Time: _____

3) Delivery / Pickup (Select One)

- Delivery ☐
- Pickup ☐
- Both ☐

Delivery Address (if different from venue): _____

4) Floral Order Summary (Attach Proposal/Invoice)

This Agreement covers the floral items and services listed on the **VIP FLORAL Proposal/Invoice** attached to this form.

- Proposal/Invoice Date: ____ / ____ / ____
- Total Estimated Amount: \$_____

5) Retainer (Deposit) & Payment Schedule

- **Retainer/Deposit: 50% of the total** is due at signing.
- **Retainer is non-refundable** and reserves your event date.
- **Final Payment Due: 30 days before the event date.**

If final payment is not received by the due date, VIP FLORAL may treat the event as cancelled and apply the cancellation terms below.

6) Changes to Order

- Changes are allowed up to **21 days prior** to the event date.
- All changes must be requested **in writing** (email is best) and are not confirmed until VIP FLORAL approves them in writing.
- Changes may affect pricing and availability.

7) Cancellation Policy (Website-Friendly)

Client understands VIP FLORAL reserves the event date, schedules labor, and may purchase flowers/supplies in advance.

- **More than 30 days before the event:** The **50% retainer remains non-refundable**. Any additional payments beyond the retainer will be refunded within **7 business days**, minus any non-cancellable special-order items already purchased.
- **30 days or less before the event:** Client may be responsible for **up to 100% of the total Invoice** due to labor scheduling and product commitments already made. Amounts already paid will be credited toward the balance.

8) Rentals (Vases, Stands, Structures) & Rental Deposit

If your Proposal/Invoice includes rentals (vases, stands, arches, structures, candles/holders, etc.):

- **Rental Deposit Required:** \$_____ (or as listed on the Proposal/Invoice)
- Rentals will be (select one): Picked up by VIP FLORAL [] Returned by Client []
- Scheduled pickup/return date: ____ / ____ / ____ Time: _____
- **Deposit Refund:** After rentals are picked up/returned in acceptable condition, the rental deposit will be **refunded within 2 days**.
- **Late Return Fee:** If rentals are not available at the scheduled pickup time or not returned by the agreed deadline, Client may be charged a late fee of **\$100.00 per day**.

9) Setup & Breakdown

If setup and breakdown are included, **these charges will always be listed on the Proposal/Invoice** and are part of the total amount due.

Client agrees to ensure venue access at the agreed time and to coordinate any required loading dock, elevator access, parking validation, or vendor check-in.

10) Venue Access, Delays & Extra Labor

VIP FLORAL is not responsible for delays caused by venue restrictions, lack of access, elevator/loading dock issues, parking limitations, security/vendor check-in delays, or delays caused by other vendors.

If VIP FLORAL must wait for access or perform additional labor due to circumstances outside VIP FLORAL's control, Client authorizes VIP FLORAL to charge additional labor at **\$150.00 per hour** (or as listed on the Proposal/Invoice).

Client Initials: _____

11) Damage, Loss, and Card on File Authorization (Rentals)

Client is responsible for all rented items until they are picked up by VIP FLORAL or returned to VIP FLORAL.

- Client authorizes VIP FLORAL to keep a **card on file**.
- If rental items are damaged, missing, or not returned, Client authorizes VIP FLORAL to charge the card on file for **replacement cost, repair cost, and/or additional labor**, plus applicable taxes.

Client Initials: _____

12) Substitutions, Natural Variation & Inspiration Photos

Client understands flower availability can change due to seasonality, weather, and market conditions.

- VIP FLORAL may make **reasonable substitutions** of flowers, colors, and/or containers of equal or greater value while maintaining the overall style and color palette.
- Flowers are natural products and may vary in shade, size, and bloom stage.
- Any inspiration photos are for style reference only; exact replication is not guaranteed.

Client Initials: _____

13) Outdoor / Weather Conditions

For outdoor events, Client understands heat, sun, wind, and cold can affect flowers quickly.

VIP FLORAL is not responsible for wilting, breakage, or changes in appearance after setup due to weather or outdoor conditions.

Client Initials: _____

14) Acceptance at Delivery / Setup

Client (or the on-site contact/venue representative) agrees to accept delivery and setup at the time of delivery.

Once items are delivered and accepted on-site, VIP FLORAL is not responsible for damage, movement, theft, or changes caused by guests, venue staff, or other vendors.

Client Initials: _____

15) Photography & Marketing Permission

VIP FLORAL may photograph the floral designs and use images for portfolio, website, and social media.

Permission granted (select one): Yes [] No []

16) Chargebacks / Payment Disputes

Client agrees to contact VIP FLORAL first to attempt to resolve any billing questions.

If Client initiates a chargeback or payment dispute for services/products that were delivered or reserved under this Agreement, Client remains responsible for the balance due, plus any chargeback fees and reasonable collection costs.

Client Initials: _____

17) Limitation of Liability

VIP FLORAL is not responsible for:

- Acts of venue staff, guests, or other vendors.
- Damage due to extreme heat, wind, rain, or outdoor conditions after setup.
- Allergic reactions.

VIP FLORAL's maximum liability under this Agreement will not exceed the amount paid by Client.

18) Force Majeure (Events Beyond Our Control)

VIP FLORAL is not liable for delays or inability to perform due to events beyond reasonable control (including severe weather, accidents, road closures, natural disasters, power outages, or supplier failures).

If performance becomes impossible, VIP FLORAL may (at its discretion) provide a reasonable alternative or a partial refund based on work not performed, **excluding** the non-refundable retainer and any non-cancellable costs already incurred.

19) Governing Law & Venue

This Agreement is governed by the laws of the State of Nevada. Any legal action must be brought in **Clark County, Nevada**.

20) Entire Agreement

By signing below, Client confirms they have read and agree to all terms in this Agreement and the attached Proposal/Invoice. Any changes must be in writing and approved by VIP FLORAL.

Client Signature: _____ Date: ____ / ____ / ____ Printed Name:

VIP FLORAL Authorized Signature: _____ Date: ____ / ____ / ____ Printed Name/Title:
