



Wedding Contract & Rental Agreement

Names _____

Contact Information (Address, phone number(s) & Email)

Event Date & Start Time _____

Venue & Venue Phone Number _____

Day of Contact _____

Deposit & Payment Information

A non-refundable deposit of \$75 is taken to hold your wedding date. The deposit goes toward the final wedding balance amount. This reserves the date and delivery availability, if delivery is needed.

The wedding couple is responsible for reviewing their personalized Wedding Invoice with 3 Sweet Girls and making any necessary changes at least 30 days prior to the wedding date. The full wedding balance must be paid in full no later than 30 days prior to the wedding.

Cancellation Policy

If your event cancels, your deposit is forfeited. All weddings are paid in full 30 days prior to the wedding date. At that point we do not offer refunds of any kind. This policy is in place to protect all parties involved. We only take a certain number of weddings each weekend so that we can provide the most specialized service. We know that you want the best for your wedding and so do we. Each situation is taken into consideration.

If the wedding date is changed, we can certainly change your order to another date as long as we have availability for that specific date & we are given at least two weeks notice that you need to reschedule. With at least two week's notice of rescheduling, we can also hold a store credit for the amount of the order to be used on a future date.

Delivery & Setup

If we are delivering and setting up wedding desserts, we will arrange a setup time with the venue prior to the delivery day. Any items such as platters, toppers, and flowers to be added to the cake should be on the dessert table for us to add at the venue. If items are not on the table, we will do our best to find and setup all items, but we cannot be responsible for any items we do not provide. We are happy to add fresh flowers or toppers to a cake as long as they are at the venue prior to our setup time. If flowers are not at the venue when we arrive to setup, please have a plan for the florist or another designated person to add the flowers. We are on a planned delivery schedule & may not be able to wait for other vendors to arrive.

If delivery is desired to be added less than 30 days notice to the wedding, we will do our best but cannot always accommodate if we are booked for deliveries on that date. Delivery location, date, time & contact are all to be determined and confirmed at least 30 days prior to the wedding date.

Delivery options:

- 1. 3 Sweet Girls delivery- A 3 Sweet Girls wedding professional will deliver and setup your wedding desserts at your venue. We offer delivery services for orders of \$600 or more in product and/or rentals. This option would include dessert table setup, adding fresh flowers to your cake & any other setup for your wedding desserts.
- 2. Courier delivery- We offer delivery via our courier service for smaller orders, under \$600. This includes delivering the order to the venue & ensuring it is received by the designated recipient. This does not include any unboxing, setup or adding flowers to a cake.

Rental Policies

Any platters, cake stands or cupcake towers that are rented from 3 Sweet Girls Cakery must be returned to us at 7458 Montgomery Road Cincinnati, Ohio 45236 no later than the Wednesday following the wedding date. We expect that rentals will be returned on time, clean, and undamaged.

If rentals are returned late, there will be a \$20 fee charged per day. If returned uncleaned, there will be a \$25 fee charged. If rentals are not returned, the following fees will be charged per item: \$300 per cupcake tower, \$150 per cake stand, \$60-100 per platter. We photograph display pieces when setup at wedding to document which are provided.

Credit Card Information:

Contract Agreement

I have read and understand all of 3 Sweet Girls Cakery's wedding policies. I agree to follow these policies and accept any late fees, damage fees, or fees for unreturned rental items.

Bride or Groom
(Print & Sign) _____ Date _____

Bride or Groom
(Print & Sign) _____ Date _____

3 Sweet Girls Cakery
(Owner or Staff) _____ Date _____