



Beverly Hills
Sweet Table

SWEET TABLE DETAILS & CONTRACT

• Client Information

Name: _____

Address: _____

Home Phone: _____ Cell: _____

Email: _____

How did you hear about us? _____

• Event Information

Type of Event: _____

Date: _____

Start Time: _____

End Time: _____

Location: _____

Contact Name: _____

Telephone: _____

Address: _____

Number of Guests: _____

Photographer: _____

Décor Company: _____

Florist: _____

Cake/Cupcakes: _____

Theme of Event: _____

Color Scheme: _____

Candy Preferences: _____

Are you interested in any particular decor or table scape design elements?

Will you provide basic linens? If so what color?

Do we need to be aware of any allergies?

Does your venue require a candy bar attendant?

YES _____ NO _____

Dietary Restrictions:

Kosher _____ Non Dairy _____ Dairy _____

Size and shape of the tables provided:

Type of flowers being used:

Tell us all about your event. We gain inspiration from absolutely everything so the more information you can share, the better!

Thanks for all your creativity! Next, I'll put together an inspiration board for your review and start planning all the details to make your sweet table absolutely delicious and memorable for you and your guests!

• Terms & Conditions

PAYMENT INFORMATION

Beverly Hills Sweet Table requires a \$100 non-refundable deposit and a signed contract from the client at the time of booking. The balance of the contract is due 14 days prior to the scheduled event. In any circumstances where balances have not been settled, unfortunately the function will be deemed to have been cancelled and cancellation fees will be charged. Payment can be made by cash or check.

CANCELLATION

We understand that sometimes there will be a need to cancel an event. If you need to cancel or reschedule your event, please let us know as soon as possible. If notice is given less than 14 days prior to the event, the following fees will be incurred:

Within 14 days 20%
Within 7 days 40%
Less than 24 hours 75%

RESPONSIBILITIES OF THE CLIENT

Client will be responsible to provide access to the area in which the Sweet Table will be setup a minimum of 2 hours to the start time of the event and 1 hour upon conclusion of the event. Client shall ensure that any table being provided must be sturdy and level and is able to support a minimum of 100 pounds. The client accepts full financial responsibility and assumes all liabilities or claims in the event of any injuries, damages or delays that may occur as a result of failing to comply with the above mentioned provisions.

LIABILITY

Client agrees to assume full responsibility and liability for any and all claims arising out of the use of the Sweet Table or its attendants. Beverly Hills Sweet Table will not be liable for any injury, allergic reaction, loss or damage directly or consequently arising out of the use or rental of the Sweet Table. Client indemnify Beverly Hills Sweet Table against and holds Beverly Hills Sweet Table harmless from all claims, actions, proceedings, costs, damages and liability including attorney fees and court costs arising out of, in connection with or resulting from the services of Beverly Hills Sweet Table.

DAMAGE OR STOLEN EQUIPMENT

In the event that the Sweet Table is damaged or stolen, the client agrees to pay for all repair costs up to and including full replacement and shipping and handling of the containers and/or décor items if applicable.

This agreement has been executed and delivered by client and acknowledges that upon acceptance the valid execution hereof by Beverly Hills Sweet Table this agreement shall be binding whether transmitted by mail, email or facsimile.

Please sign and return a copy with your deposit to:
Beverly Hills Sweet Table

Client Name: _____

Client Signature: _____ Date: _____

