

Simply Elegant
Weddings & Special Events

Cover Page/Event Details

From: (Customer Name) _____
Today's Date: _____ Event Date: _____

Please review your order and the following information completely. SEW is not responsible for incomplete or inaccurate information.

For Pickup Orders Only:

Rental Release Date: _____ Time _____
Rental Return by/ Due Date: _____ Time _____

For Orders to be Delivered:

Event Location _____
Area/Room _____
Address _____ Phone _____
City _____ Zip _____
Contact Name _____
Desired Delivery Date _____ Time _____ am/pm Event starts at _____ am/pm
(Delivery times are scheduled in one hour windows, we do not guarantee exact delivery times,
Please have an associate or responsible party present to sign the delivery slip)
Desired Pick up Date _____ Time _____ am/pm Event ends at _____ am/pm

(Pickups are Made on Mondays at no additional charge, pickups done the same evening start at \$50-\$200 depending on the time and day. Please try to make arrangements for the items to be disassembled and stored over the weekend) All pickup times must be approved by the owner.

Notes: _____

Other Event Location _____
(events in two separate locations incur separate delivery/pickup fees)
Area/Room _____
Address _____ Phone _____
City _____ Zip _____
Contact Name _____
Desired Delivery Date _____ Time _____ am/pm Event starts at _____ am/pm
Desired Pick up Date _____ Time _____ am/pm Event ends at _____ am/pm

Notes: _____

off 817.284.PLAN (7526)
fax: 817.284.7528
Thank you for choosing Simply Elegant.
We appreciate your business!

Simply Elegant Weddings & Special Events

7705 Sand St. Fort Worth, TX 76118

817-284-7526 off 817-284-7528 fax

Service Guidelines-Please Read

Floral Orders:

All flowers will automatically be delivered to the kitchen cooler, unless other requests are made. Please notify your coordinator of the location of the flowers for proper distribution. All vases used to transport and deliver floral items must be returned to SEW. A note regarding coolers: it must be spacious enough to hold your floral order and set at the correct temperature. If your flowers get too cold, they will wilt when removed from the refrigerator. Please speak with your facility contact person to ask the appropriate questions ahead of time. SEW is not responsible for flowers opening or wilting due to inadequate storage options. If you anticipate needing your order up to 4-6 hours before the event, we highly recommend a cool place to store them. We do not pin corsages and boutonnieres or distribute bouquets unless we are coordinating your event. Please have a designated person to perform the task.

Outside Decorators:

If you, your family members and friends are opting to decorate yourself, or use your own decorator, such person(s) are also required to abide by our guidelines, but you (the client) will be held responsible for damaged or missing items.

Cleaning/Preparation:

If, upon arrival, SEW discovers that tables, containers or other items require moving or cleaning before we can properly setup your rentals, SEW will charge your account for the necessary labor. We will attempt to contact you first. Example: Tables that have beverage/food debris must be cleaned before we will install table linens. If a pulpit or other items must be moved from a stage, additional labor charges will apply. Please check with your service provider prior to booking your event to ensure proper preparation.

Candelabras:

Candles are included with candelabra rentals. Only drip-less or mechanical candles may be used on our candelabras. If improper candles are used, and candelabras are returned with wax residue, a \$25 cleanup fee per candelabra will be assessed. Unity Candles are keepsake items and are not included with Unity Stand rentals, but are sold separately on our website.

Chair Covers:

SEW is not responsible for damages resulting from improper use of chair covers. Please be sure of the style and size of the chair at your facility. It is important to find out at least 90 days in advance about your chair style. If SEW discovers that the chair covers were used improperly, we will seek compensation on replacement of the damaged chair covers. Replacement fees are: \$15.00 for polyester, and \$25 for satin. This includes: rips, snags, stains, and seams ripping etc. Upon arrival, if the chair covers that were ordered do not fit the chair, they will not be installed or left for use, and no refunds will be issued. If possible, we will do our best to replace them with the correct style, but there is an additional fee of at least \$250 to change the order the day of the event, maybe more, depending on the style of chair and how far away the event is. An additional trip fee and extended labor costs will be assessed. Changes and additional fees must be approved by the responsible party the day of the event. If no one is present to make this decision, we will not proceed. There are four styles of chair covers: oversized, banquet, folding, and sack covers. Please make sure you have chosen correctly!

Linens:

If damage or stains occur which require extra cleaning, client will be notified and billed of such services within 10 days after the event. Such damages would include wax stains, heavily soiled food stains and chocolate. Do not place wet linens in bags, as they will mildew. Please re-hang all wet linens. All candles must be in a glass container or set on a mirror, candle stand, glass or protective cover to eliminate wax spills on the linen. No candles are to be placed directly on the linen without an appropriate holder. If burns occur, the item is considered damaged, and must be replaced. If wax stains are extensive, the item will be considered damaged and will also need to be replaced. Tea lights must be placed in a glass votive holder.

Linens/Chocolate/BBQ:

For clients renting linens: Simply Elegant recommends the rental of a plastic table covering to be used under chocolate fountains and chafing dishes. This will prevent permanent damage to our linen and possible replacement fees to your account. If the client refuses the covering, the client assumes full responsibility for the stains and the replacement fees for each table linen affected.

Catering Items: Beverage Fountains, Cake Stands, Chafing Dishes, etc:

These items must be emptied of food/debris and rinsed prior to pickup or return. Please place items back into bags/containers provided. Beverage fountains are not to be disassembled. No pulpy beverages please! For recipes requiring canned juice, please strain before adding to the fountain, as damage may occur to the motor if the filter is clogged.

Glassware/Flatware/Dinnerware Rentals:

Does not include: food handling, catering duties of any kind, including: table bussing, replacing glassware, dinnerware or flatware back into crates, beverage handling or setup of coffee urn or punch fountain. All items must be free of debris and liquids before returning to crates

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Credit Card Authorization Form

Name _____
Company _____
Address _____
City _____ State _____ Zip _____
Cell Ph (_____) _____ Home Ph (_____) _____
Work phone (_____) _____ ext _____ Fax (_____) _____
email (required) _____
Other email _____

Billing Information:

Preferred Payment method: (check one) (credit card # must be on file- see Payment Terms for details)

___ credit card     ___ cash  ___ check 

Cardholder Name _____ **Sec Code** _____

Credit card # _____ Exp _____

Billing Address _____

City _____ State _____ Zip _____

Signature _____

By signing, you authorize Simply Elegant Weddings to charge your credit card under the stipulations listed in this agreement

Date _____

Payment Schedule:

All payments are non refundable. Please read the Payment Terms for cancellation policy.

Choose a preferred payment schedule: (check one)

___ I would like to pay in full today

___ I prefer the standard payment schedule (50% down, 25% at 6 weeks prior, 25% at 2 weeks prior)

___ I would like to pay 25% down and use my credit/debit card to make monthly payments with the final payment made two weeks prior. Monthly Payment Date: _____ for _____ months

(This option requires approval, and doesn't apply to extensive special ordering)

Rental Order Total: \$ _____

Deposit Amount: \$ _____

Floral Order Total: \$ _____

Total: \$ _____

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Payment Terms

Payment /Credit Card Terms:

A valid credit card must be on file, even if you are paying by check. Any changes made to your order within the last two weeks prior to the event are automatically charged to the account, unless cash is received the same day. Checks are not accepted the week of the event. (checks can take up to 10 days to clear) If any changes are made the day of the event, such as added services, labor or additional items are requested, these fees must be paid the same day via credit card. If you submit a check that is subsequently returned, you will be required to pay in cash or credit card only. A \$30 fee is assessed on returned checks. We use Tele-Check for check verification. It is unlawful to submit an invalid credit card number. SEW will seek payment via collection agency if it becomes necessary.

Payment for Damaged/Missing Items:

Simply Elegant Weddings will notify you within 14 days of the event if damages are discovered, or items are found to be missing upon sorting, laundering and counting. A Replacement Invoice will be submitted and the total will be automatically be billed to your credit card.

Orders and changes:

All order/service changes must be placed in writing, faxed or emailed as to avoid any confusion. A detailed invoice will be submitted following any changes to your order by email or fax. Additional services require an appropriate deposit and will be charged to your credit card unless other terms are specified. Emails are considered legal and binding and do not require a signature to be valid. If changes are made the day of the event, a responsible party must sign for them upon delivery, pay with cash, or the credit card will be billed automatically.

Cancellations:

Please be aware that once the contract is signed, and your event date scheduled, all other clients have been refused services for your event date, and thus all payments are non-refundable. If your event is cancelled, you would not be obligated to pay the balance of your invoice, unless we placed a special order for an out-of stock item which was purchased specifically for your event. In such cases, you would be contractually bound to pay the balance due on the account.

Non-Payment/Breach of Contract:

No services contained in this contract will be rendered, delivered, or available if balance is not paid in full 2 weeks prior to the event. No payments will be accepted beyond the event date. No exceptions! The following circumstances are considered a breach of contract: If payments are not received by the due date, and the credit card on file becomes invalid, expires, or we are unable to authorize it, your non-payment will be considered a breach of contract, and all previous payments are forfeited. There is a 7 day grace period on the 2nd installment (75% of the total). If payment is not received by end of the grace period, SEW will consider your rented items and services available for another client's use. SEW is not contractually obligated to accept payments beyond the due date, nor refund previous payments. We will schedule another client's event on your event date if we have been unsuccessful in contacting you or obtaining a response from you regarding payment. It is common to receive orders from several clients within 6 weeks of an event, and will not turn down a new order if you have breached your contract. We will attempt to contact you using all phone numbers, email addresses and fax number. You will not receive a notice in the mail, unless you do not have an email account or access to a facsimile. We understand that some things happen which are out of your control and we will work with you if you experience difficulty. It is possible to modify your contract, but must be approved by SEW.

Client Initials _____

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Terms & Conditions

Please read each section

Rental Delivery:

Delivery is not included with your rental. The fee includes delivery on Fridays or Saturdays and pickup on Mondays. Pickups after 5:30 pm incur additional fees. The fee starts at \$50 and goes up to \$250. The latest pickup we offer is 12am. If additional trips are required, you will automatically be billed. A responsible party must be present upon delivery to sign the delivery slip. No items may be added to the order, once the truck has left our facility. If your facility requires the items to be removed, a volunteer, decorator or caterer may take down or disassemble the items to properly store until the pickup time. If this is not an option, the customer may return the items to our store on Monday.

Flower Delivery:

If flowers are ordered with rentals, they will be delivered with the rental order, unless a separate delivery fee is paid. All vases must be present with the rental order at the drop off/pickup location. If your ceremony and reception are in two separate locations, additional delivery fees will apply, even if they are across the street. Bouquet vases are rental items and must be returned in the box provided, unless the customer pays for the vases (\$6 each). The customer will be billed for the vases if they are not present.

Setup Fees:

Rental fees do not include setup of the item. Paying for delivery does not include setup of the item. Setup fees start at \$50 and do not include removal. If you opt to perform this task yourself, all rented items including accessories and small parts must be placed back into proper containers, and cleaned if necessary. (Example: candles, candleholders, petals, table crystals, vases)

Photography Release:

Simply Elegant will take photos of your setup if we are present and contracted to install your items. We have the right to use these photos on our website, in advertisements, materials, etc, with the understanding that you will not profit from them in any way.

Rental Dates:

Items rented on the weekend start on Fridays and are due back on Mondays. Early pickups incur additional rental fees. Items returned late incur a late fee of 20% per day, unless approved by my management. Please call if the item cannot be returned on Monday, and we will work with you as much as we can. Rental charges commence on delivery/pickup (release) of the equipment and end upon return of equipment at our premises. Dealer may terminate rental at any time and take possession of the equipment. Renter agrees to pay all equipment rental charges before it is released (2 weeks prior to the event, in most cases) Last minute orders must be paid in cash or credit card only

Conditions:

Renter accepts and hires the equipment on an "as is" basis. Previews of the equipment are available by appointment with sufficient notice.

Disclaimer of Warranties:

Dealer makes no warranties, express or implied, as to the equipment's merchantability or fitness for any particular purpose. Renter acknowledges receipt of the equipment in good working condition and repair and declares that Renter fully understands its proper operation and use. Renter agrees to return the equipment to dealers premises by the due date in the same condition as when received by the Renter, ordinary wear and tear accepted.

If equipment becomes unsafe or in disrepair:

Renter will immediately discontinue use of the property should it at anytime, become unsafe or in a state of disrepair. Furthermore, the Renter will immediately notify the Dealer that the equipment is unsafe or in disrepair and until such times as Dealer has regained possession the Renter agrees to take all steps reasonably necessary to prevent injuries to any person and all property from the Rental Equipment or product.

Permitted area/time of use:

Without Dealer's written consent, Renter shall not remove the equipment from the county in which it is rented. Items may only be used at the location address listed on the rental order, or stored overnight at the Renter's home until the due date. Items shall only be used at one event. If Dealer discovers a second party has used the items without a written contract and payment. Legal action will be taken for compensation.

Renters Liability for misuse of equipment:

Renter shall not abuse, harm or misuse the equipment. Renter shall not permit any repairs to be made without Dealer's written consent.

Accidents and Bodily Injury:

In the event of any accident or casualty in bodily injury or property damages arising out of Renter's use and hiring of said equipment, Renter agrees to accept all responsibility and shall hold Dealer harmless from any claims or action arising from the injury. Renter shall furnish Dealer with a complete report of any accident involving said equipment, including names and addresses of all persons involved and all witnesses.

Loss or Destruction:

If renter does not or is unable to return the equipment on the due date, for any reason whatsoever, Renter shall pay Dealer the actual replacement cost, and in addition, the Dealer's loss of use of equipment. **Theft Warning:** Failure to return equipment on the expiration and due date in certain circumstances, will be considered a theft, resulting in a criminal prosecution. *Renter agrees to comply with all laws, ordinances and regulations while equipment is in his possession. Renter is responsible for all losses or damage due to theft, burglary, misuse or abuse, theft by conversion, intentional damage, mysterious disappearance or any loss due to your failure to care for the rental item(s) as a prudent man would his property.

Indemnification of Dealer by Renter:

Renter expressly indemnifies and holds Dealer harmless of, from and against any and all claims, loss, costs, damages, attorney's fees and / or liability in connection with the hiring and use of the equipment regardless of whether a lawsuit is filed in the event a suit is instituted by Dealer to recover possession of said equipment, or to enforce any of the terms, conditions or provisions included in this document. Renter agrees to pay all costs and reasonable attorney's fees of Dealer incurred in connection therewith.

Tampering/Fraud:

Any tampering with this contract is considered fraud. SEW reserves the right to notate changes and add items to the invoice as they become necessary or the client requests. SEW will keep the original contract on file for legal purposes. This agreement shall be governed by the laws of the State of Texas. It constitutes the entire Agreement between the parties regarding this subject matter and supersedes all prior agreements, written or oral. If any provision of this agreement is held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force. Any additions or addendums are considered an extension of this contract and are upheld by all the clauses contained herein.

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Terms & Conditions Confirmation

Please review your order!

Simply Elegant is not responsible for items missing from your order. It is important to review the estimate and invoice to make sure it is correct. An inquiry about an item does not mean it will be automatically placed on the order, so if you need an item, please make sure it is confirmed on the order. Please remember— **setup and delivery is not included** in your rental or floral purchase, so if your quote does not reflect these services, you will need to contact us to add them and receive an updated quote or invoice total. Our delivery and setup schedule fills up quickly, so 30 days advance notice is required in most cases.

To confirm your order:

Please review your estimate and/or invoice and sign below to confirm your order and your agreement with our terms.

By signing this agreement, you also agree to the payment schedule, service guidelines and terms and conditions of your purchase and/or rental.

I have read and accept these terms and conditions:

Client Name (printed) _____

Client Signature _____ Date _____