

WOW WEDDINGS CONTRACT

THANK YOU FOR CHOOSING WOW WEDDINGS FOR YOUR RECEPTION/EVENT!

Your date of _____ has been secured in our date book with the deposit fee of \$500. This fee is nonrefundable but will be applied to the remaining balance. The balance is due on the Monday before the reception/event. A minimum of \$2000 must be reached in order to book Wow Weddings. Final guest count must be given to Heidi and/or Wow Weddings Staff 3 weeks prior to the actual wedding reception/event date, That is the amount of guests you will be billed for. The final bill will be emailed/mailed to the client 2 weeks prior to the event. _____ (initial) No other decorations will be allowed to be brought in without prior approval from Wow Weddings. Chair Covers/chair sashes are not allowed unless rented from Wow Weddings. _____(initial) We have the appropriate sized chair covers for every venue. (Some exceptions may apply)

Wow Weddings Decorations (\$90 per guest table) include the following:

- Table Linens
- Linen Napkins
- Charger Plates
- Stemmed Glassware
- Tealights at every place setting
- All Centerpieces, will include candles, beading, ribbon, decorative items, fake flowers and all glassware
- Colored Overlays, runners, Sequin table cloths or runners
- Decorated Cake table
- Decorated Candy/Snack Table - including glass dishes, candy scoops or spoons

- Head Table Decorations - including bridal bouquet vases, champagne and stemmed glassware, tea light with candle, and any other decorations we see necessary
- Decorated guest book/gift table
- Buffet Table - Linens
- Backdrops
- Any other decorations needed to complete the look of the venue

Wow Weddings will set up and tear down all decorations, this includes:

- Setting up the entire reception/event decorations
- Packing up all decorations
- Removing all candle wax from glassware
- Laundering all linens, sashes, overlays, etc.... That belong to Wow Weddings
- We do not clean up any authorized decorations brought in by the client (unless prior arrangements are made)
- We do not clean up bar cups, cans, cake plates, food plates, anything not brought in by Wow Weddings or Lincoln Club Catering. This would be the responsibility of the venue or customer depending on their arrangements. All of those items shall be cleared off the night of the reception so that we are able to come in and retrieve our belongings.

Wedding Planning Services (Additional Cost):

- Assistance in all aspects of the wedding/reception/event
- Provide contacts of local vendors, set up meeting times, and providing narrowed down options for bride/family to choose from
- 100% attention to all details of the wedding to my full capacity
- 2 weeks of my full attention prior to the wedding date/event

Day of Coordination (\$25/hour for each staff member):

- My presence (and staff if needed) at the venue beginning at 9am through desired time of the bride as needed. (Arrival time and leave time is as needed)
- Candle lighting, turning on and/or dimming of lights, and any decor help
- Availability for the florist all day for assistance with remaining decor.
- Cake cutting and serving
- Loading gifts after guests have arrived
- Any assistance to the bride that's needed

Additional Options (Additional Cost):

- Champagne glasses at every place setting for guests \$1 per guest
- Printed Menu/Thank you/Poem at every place setting \$1 per guest
- White/Black Chair Covers with Colored Sash \$3 per chair
- Colored sash for chairs \$1 per chair
- Real Flowers (cost according to florist)
- Table and chair set up (if not provided by the venue)
- Server Staff for Entire Evening
- Catering Services
- Bartender and Alcohol Services
- Cleaning of the event center and or removal of tables and chairs (per venue guidelines)

Additional Benefits:

- Wow Weddings is partnered with The Lincoln Club Catering and Banquet Center
- Additional Services and Discounts are available if both are used for Reception/Event

Items not provided by Wow Weddings and do not need prior authorization:

- Guest Book and Pen
- Candy and or snacks for the candy/snack table
- Cups, bags or containers for the guests to use at the candy/snack table

- Any Special pictures, etc... that you would like displayed
- Card box, unless you want to use one that we have available
- Cake Knife and server, also cake plates and forks if not provided by event center or the caterer

In considerations of using Wow Weddings services and inventory Lincoln Club Catering is not responsible for any injuries, expenses (attorney fees) to any persons or cause of actions by any persons, which may arise out of or in the course of usage of our goods.

SIGN & DATE:

Client: _____

Owner: _____

HEIDI BARATTA - OWNER AND OPERATOR OF WOW WEDDINGS

336 ARTHUR NEU DR * CARROLL IA*51401

712-210-7198 & 712-249-0658

WOWWEDDINGSCARROLL@GMAIL.COM

WEDDING DETAILS

BRIDE NAME & PHONE NUMBER: _____

GROOM NAME & PHONE NUMBER: _____

ADDITIONAL CONTACT NAME & NUMBER: _____

PREFERRED EMAIL ADDRESS: _____

WEDDING CEREMONY LOCATION & TIME: _____

RECEPTION LOCATION: _____

PREFERRED COLORS/RECEPTION SCHEME: _____

ESTIMATED NUMBER OF GUESTS: _____

NUMBER AT HEAD TABLE (INCLUDING BRIDE & GROOM): _____

OTHER HELPFUL INFORMATION: _____
