

## Wedding Contract

This contract is entered into by Rita's Bakeshop and the "Client" and Payor. Rita's Bakeshop agrees to deliver cake(s), cupcakes, desserts at the agreed upon time frame. I have read Pages 12,13,14 and I understand and agree to Rita's Bakeshop policies, regarding deposits, cancellations, balance due date, and cake responsibility.

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Client Name(print)

Signature & Date

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Client Name(print)

Signature & Date

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Payor Signature (if different from above signature) &

Date \_\_\_\_\_

Payor agrees that any changes to this contract can only be made by client(s) named above

Name Client(s)\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Phone Cell\_\_\_\_\_

Day And Date of Event\_\_\_\_\_

Time of Ceremony\_\_\_\_\_

Location of Ceremony\_\_\_\_\_

Time of Reception/Party\_\_\_\_\_

Delivery Time (range of two hours) For best quality, we suggest that cakes, etc be set up no more than 3 hours prior to guest arrival. \_\_\_\_\_

Location of Reception/Party\_\_\_\_\_ Phone Number\_\_\_\_\_

Full Address\_\_\_\_\_

Time door will be open\_\_\_\_\_

Name of Caterer/Banquet Manager\_\_\_\_\_

Number of Guests\_\_\_\_\_ Number servings desired \_\_\_\_\_

(Please provide guaranteed total two weeks prior to event)

Saving or Serving top tier?

(Top) 1st Layer: size\_\_\_\_\_ Flavor\_\_\_\_\_ shape\_\_\_\_\_

2nd Layer: size\_\_\_\_\_ Flavor\_\_\_\_\_ shape\_\_\_\_\_

3rd Layer: size\_\_\_\_\_Flavor\_\_\_\_\_shape\_\_\_\_\_

4th Layer: size\_\_\_\_\_Flavor\_\_\_\_\_shape\_\_\_\_\_

(Bottom) 5th layer: size\_\_\_\_\_Flavor\_\_\_\_\_shape\_\_\_\_\_

Side Cakes\_\_\_\_\_

Icing Type: White Buttercream Fondant

Color of Base Icing\_\_\_\_\_

Cake Base Board: Silver Gold White Black (limited sizes)

Filling Choice\_\_\_\_\_

Delicious chocolate ganache, raspberry, strawberry or cream filling, adds more moistness and richness to cakes. When choosing filling, keep in mind they cannot sit at room temperature for a long period of time. We can discuss which fillings would be best for your cake during your consult.

Flowers: Description\_\_\_\_\_

Placement\_\_\_\_\_

Florist\_\_\_\_\_Contact\_\_\_\_\_

Address\_\_\_\_\_Phone Number\_\_\_\_\_

Fresh or Silk: Your florist usually provides these flowers and the cost is posted on the florist's bill. Please discuss your cake floral needs with your florist who will know which flowers are safe (non-poisonous) for decorating cakes. Show a picture if possible. Closer to

your date, I will also contact your florist regarding the floral needs of your cake and receipt of the flowers. You may also provide your own flowers.

Icing: Limited royal icing flowers are included in the price of the cake. Gum paste, fondant, and extra royal icing flowers are an additional expense to the cake.

Photo Album \_\_\_\_\_ Picture Location \_\_\_\_\_

Design Name: \_\_\_\_\_ Picture Location or Page Number \_\_\_\_\_

Fountain: Yes No Water Color \_\_\_\_\_

Stairs: Yes No Pillars: Yes No How many? \_\_\_\_\_

Number tiers: \_\_\_\_\_ Cake Topper: Yes No

Description \_\_\_\_\_

Sketches, Descriptions, Special Instructions

Cake: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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Cupcakes/Sheet Cakes

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Dessert Table Set Up

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# Information

## Flavors

**Basic Cake Flavors-** Baked in our standard plain white cupcake liner with our Regular Vanilla Icing, jimmies or glitter

\$2.25 each Standard Size

White    Chocolate    Banana    Red  
Velvet    Lemon    Strawberry    Yellow    Marble

**Specialty Cake Flavors-** Plus .50 Per Cupcake

Chocolate Chip    Coconut    Confetti

**Specialty Icings-** Plus .50 Per Cupcake

Buttercream    Cream Cheese    Chocolate    Peanut Butter    Whip

**Fillings-** Plus .50 Per Cupcake

Fresh Strawberry    Strawberry "Jam"    Raspberry    Bavarian Cream    Cream Cheese

Peanut Butter    Chocolate Mousse    Vanilla or Flavored Whip    Chocolate Ganache

Cupcake price includes the local delivery and set up . Colored liners, color tinted icing, fondant or sugar decorations are an additional charge. Price does not include display stands, rental or deposit.

Kitchen cakes are an economical way to add extra servings. Double layer sheet cakes in your choice flavor, plain with borders or simply decorated with dots or swirls to compliment your main display cake.

¼ sheet - up to 48 pcs.    \$95 basic, unfilled    \$110 basic, filled

11' X 15"- up to 70 pcs.    \$135 basic, unfilled    \$155 basic, filled

½ sheet - up to 96 pcs.    \$175 basic, unfilled    \$200 basic, filled

**Serving Sizes**

<b>ROUND</b>	<b>SQUARE</b>
4" - 8	4" - 8
5" - 10	6" - 18
6" - 12	7" - 25
7" - 17	8" - 32
8" - 24	9" - 40
9" - 32	10" - 50
10" - 38	12" - 72
11" - 45	14" - 98
12" - 56	16" - 128
13" - 65	
14" - 78	
15" - 89	
16" - 100	
18" - 125	

<p style="text-align: center;"><b>SHEET</b></p> <p style="text-align: center;">¼ sheet- 50</p> <p style="text-align: center;">11" x 15"- 75</p> <p style="text-align: center;">½ sheet- 100</p>	<p style="text-align: center;"><b>HEXAGON</b></p> <p style="text-align: center;">6"- 12</p> <p style="text-align: center;">9"- 26</p> <p style="text-align: center;">12"- 40</p> <p style="text-align: center;">15"- 70</p>
<p style="text-align: center;"><b>HEART</b></p> <p style="text-align: center;">6"- 10</p> <p style="text-align: center;">8"- 22</p> <p style="text-align: center;">9"- 28</p> <p style="text-align: center;">10"- 38</p> <p style="text-align: center;">12"- 56</p> <p style="text-align: center;">14"- 64</p> <p style="text-align: center;">15"- 74</p> <p style="text-align: center;">16"- 94</p>	<p style="text-align: center;"><b>OVAL</b></p> <p style="text-align: center;">7"- 13</p> <p style="text-align: center;">10"- 26</p> <p style="text-align: center;">13"- 45</p> <p style="text-align: center;">16"- 70</p>
<p style="text-align: center;"><b>PETAL</b></p> <p style="text-align: center;">6"- 8</p> <p style="text-align: center;">9"- 18</p> <p style="text-align: center;">12"- 35</p> <p style="text-align: center;">15"- 64</p>	<p style="text-align: center;"><b>CUPCAKE</b></p> <p style="text-align: center;">1 Individual Serving</p>

## Pricing

+ \_\_\_\_\_ (Total # servings incl. top tier) \_\_\_\_\_ x \$3.75 (Basic Cake)

+ \_\_\_\_\_ (Total # servings incl. top tier) \_\_\_\_\_ x 4.00 (Special)

+ \_\_\_\_\_ Fondant Covered + \$1.25 per slice

+ \_\_\_\_\_ Extra sugar work (gum paste, fondant, royal icing, lace, etc.)

+ \_\_\_\_\_ Sheet

Cakes \_\_\_\_\_

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+ \_\_\_\_\_ Cupcakes/desserts \_\_\_\_\_ x \$ \_\_\_\_\_ ea/doz \_\_\_\_\_

+ \_\_\_\_\_ Cupcakes/desserts \_\_\_\_\_ x \$ \_\_\_\_\_ ea/ doz \_\_\_\_\_

+ \_\_\_\_\_ Cupcakes/desserts \_\_\_\_\_ x \$ \_\_\_\_\_ ea /doz \_\_\_\_\_

+ \_\_\_\_\_ Cupcakes/desserts \_\_\_\_\_ x \$ \_\_\_\_\_ ea/ doz \_\_\_\_\_

+ \_\_\_\_\_ Cupcakes/desserts \_\_\_\_\_ x \$ \_\_\_\_\_ ea/ doz \_\_\_\_\_

+ \_\_\_\_\_ Cake topper, ornaments, ribbons, and other accessories

+ \_\_\_\_\_ Delivery charge \$1.50 each extra mile (back and forth) over 16 total miles

+ \_\_\_\_\_ Set Up fee – fountain and pillars, pillars and plates, dessert tables

+ \_\_\_\_\_ Fountain/cupcake/metal cake stand rental (\$25.00)

+ \_\_\_\_\_ Sunday/Monday (\$25)

+ \_\_\_\_\_ Deposit (plates, pillars, etc.) \$20-\$75, refundable on clean, unbroken, all parts included return

+ \_\_\_\_\_ Deposit (fountain/cupcake/cake stand) \$75, refundable on clean, unbroken, all parts included return

= \_\_\_\_\_ **TOTAL**

- \_\_\_\_\_ Down Payment (\$100 minimum) Date \_\_\_\_\_

\_\_\_\_\_

= \_\_\_\_\_ Balance due 2 weeks before wedding date

PLEASE CALL RITA AT 570-648-9925 TO ARRANGE CONSULT DATE AND TIME. CONSULTS ARE AVAILABLE TUESDAY AND WEDNESDAY EVENINGS OR OTHER EVENINGS BY SPECIAL ARRANGEMENT. PLEASE HAVE THIS INFO READY WHEN YOU CALL or BOOK.

BRIDE- FIRST AND LAST NAME

GROOM- FIRST AND LAST NAME

ADDRESS

PHONE

WEDDING DAY AND DATE

RECEPTION LOCATION

APPROXIMATE GUEST COUNT

TASTING FLAVORS (UP TO SIX CUPCAKES or 9 MINI PASTRIES INCLUDED; EXTRA CUPCAKES/PASTRIES AVAILABLE AT REGULAR PRICE)

HOW MANY COMING TO TASTING? WE RECOMMEND THE BRIDE AND GROOM AND PERSON PAYING, IF OTHER THAN THE COUPLE

PLEASE BRING ANY INSPIRATION PICTURES OF CAKE, CUPCAKE AND DESSERT DESIGNS/ DISPLAYS THAT YOU LIKE, COLOR SWATCHES, CAKE TOPPER, AND RITA'S WEDDING CONTRACT FORM WITH BASIC INFO FILLED OUT.

A \$25.00 NONREFUNDABLE CONSULT FEE IS DUE AT CONSULT BOOKING. THIS MAY BE PAID OVER THE PHONE WITH CREDIT CARD. CONSULT INCLUDES UP TO ONE HOUR CONSULTATION TIME WITH 6 CUPCAKE SAMPLES OR 9 MINI PASTRY SAMPLES. ADDITIONAL SAMPLES ARE AVAILABLE AT REGULAR PRICE AND ADDITIONAL CONSULT TIME OR FOLLOW UP CONSULT IS \$10 PER HALF HOUR.

### Important Contract Information

A spectacular five-tier showcake, a tall five tier display filled with delectable cupcakes, a two-tier sweetheart cake with cupcakes to match, a "sweet" table filled with luscious mini pastries and delicious cookies - whatever your vision for your special day, we do our best to make it come true! Mix and match your favorite Rita's desserts and flavors.

We will work with you to create your stunning "sweet" table.

Rita's Bakeshop is the place for your dream cake and wedding desserts that look just as beautiful as they taste delicious! Rita's bakes and decorates your wedding cake from our many shapes, styles, sizes, flavors, and fillings available. We also offer cupcake displays, sweetheart cakes, kitchen cakes, and mini desserts. Schedule an appointment with Rita to design your own unique cake or dessert display. You are welcome to bring inspiration pictures from online. Consults generally take about an hour and are available in the evening by appointment. Our \$25 consult fee is due at time of consult booking and includes up to one hour consult time and six customized sample cupcakes or 9 mini pastries. Additional samples may be purchased at our regular pricing. A follow-up consultation / additional consult time is \$10 per half hour. Please let us know what flavors you would like to taste test when you book your consult. Pick up or delivery on a Sunday or Monday is an additional \$25 to the total cost.

Our basic wedding cake price of \$3.75 per slice includes: basic tier construction in your choice of flavor(s) of white, chocolate, banana, marble, yellow, red velvet, or half & half with our basic vanilla frosting, limited icing flowers, and local delivery. Serving size is based on the Wilton standard wedding cake cut – 1" wide by 2" deep by cake height. At weddings the couple traditionally saves the top tier for their first anniversary with the remaining tiers sliced for guests. Basic cake with filling or special frosting is \$4.00 per serving. We also offer cupcakes and kitchen sheet cakes to serve many guests. Basic cupcakes begin at \$2.25 each with extra charge for each specialty icing and/or filling.

A \$100 non-refundable down payment will hold your date. Delivery with a total of 16 miles is included. That being, 8 miles in one direction, 16 miles total. \$1.50 extra per mile charge over 16 miles ( back and forth), according to phone” Maps”. Provide clear address and directions to venue location and inform Rita’s Bakeshop of any adverse conditions or obstacles that may affect delivery and quality of products ( e.g. construction, dirt road, potholes). Our delivery includes main tier cake set up at venue, including any flower and cake topper placement, delivery of any kitchen cakes, and cupcake placement on displays. We provide a bakery box for the top tier and caterer cake serving info. Fountain, plate and pillar set ups and dessert table set-ups will be an additional fee for time needed to complete the display.

Separator plates, pillars, and accessories are available, requiring a cash refundable deposit. The fountain, cupcake and silver cake stands are an additional \$75 cash deposit plus \$25 rental fee. Deposits will be refunded in full, upon return, within 6 days after event, of ALL items used, in CLEAN and good working condition. Please make the refundable deposits in cash. Damaged, missing or dirty pieces will be replaced at cost of item, tax, and any shipping/handling fees charged against the deposit.

Any changes, must be made in writing , at the latest, two weeks before event. Only clients named in this contract are authorized to make changes. Final guest count and total balance are due two weeks before event.

Only clients named in this contract are authorized to cancel this wedding order. If order is cancelled at any point after securing the date, the \$100.00 down payment is forfeited. Consult fees are not refundable. Any other payments made toward the order will be reimbursed. If Rita’s Bakeshop must cancel this order, for any unforeseen reason, all monies will be returned, including consult fee, down payment and any other payments made toward this order.

Unfortunately, unexpected things can happen after cake is set up (e.g getting bumped, moved or touched, cords or tablecloth pulling down the table.) If your cake is displayed outdoors, it is at the mercy of temperature, humidity, weather, wind, insects, sun and animals. Be sure location of cake table will not be sitting in path of sunshine. If

inside, be sure venue will have the air conditioner on to cool the room before cake arrival. We do reserve the right to minimally alter cake design, accessories, etc, to suit any unforeseen situation or to move the cake table to a more stable, level, or safe location as we see fit. After cake is delivered and set up, Rita's Bakeshop is relieved of ALL responsibility for the cake.

Client assumes full responsibility for making sure all non-edible cake décor , including but not limited to, sugar flowers, fabric ribbon and silk flowers are removed from the cake prior to cutting. Although sugar flowers are made of edible materials, they are not intended for consumption. They are hard and wires may be added for strength and flexibility to get a more natural look. Do not eat décor.

The size and number of tiers will be calculated to accommodate the desired number of servings based on industry standard wedding cake slice of 8 cubic inches( 4" high, 1" wide and 2" deep). Rita's Bakeshop is not responsible for shortage of cake due to incorrect guest counts or failure to cut industry standard size slices.

Rita's Bakeshop is not an allergen free facility. Our products may contain or come in contact with milk, wheat, tree nuts, peanut, soy, cocoa, coconut, or any other allergens. We use shared equipment and tools. While we try to be very careful with known allergens and take precaution, we make no claims to provide a 100% free allergen product. It is full responsibility of client/payor to inform guests of possible allergens. Rita's Bakeshop is not responsible for any allergic reactions.

Rita's Bakeshop reserves the right to use any photos taken by us of the cake, cupcake display, dessert table for promotion without compensation.

Rita's Bakeshop is not liable for unforeseen circumstances, including, but not limited to, inclement weather, transportation problems, accidents, Acts of God and other causes beyond reasonable control.