



# Décor & Decorations Services Application

## Potential Client's Information

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
 \_\_\_\_\_  
*City State ZIP Code*

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Event Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_ Potential Budget: \$ \_\_\_\_\_

Name and Address of Venue: \_\_\_\_\_

Do you need Props Rentals? (Pedestal, Arch Backdrops etc.)  YES  NO If yes, please explain: \_\_\_\_\_

Do you need Dining Rentals? (China plates, Chargers, Glasses etc.)  YES  NO If yes, please explain: \_\_\_\_\_

Do you need floral Centerpieces?  YES  NO If yes, please explain: \_\_\_\_\_

Do you need linen? (Chair Covers, Table Cloths, Napkins etc.)  YES  NO If yes, please explain colors of the event: \_\_\_\_\_

Do you need floral Bouquets or Boutonnieres?  YES  NO

## Additional Information

Event Coordinator Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Address: \_\_\_\_\_ Email/W ebsite: \_\_\_\_\_

Company's Name: \_\_\_\_\_ :

Responsibilities: \_\_\_\_\_

How Many Guests ? \_\_\_\_\_

How many Tables? (Not including food display tables) \_\_\_\_\_

How Many Display Tables? \_\_\_\_\_

Should we contact anyone for additional assistance? YES  NO  Please explain assistant? \_\_\_\_\_

## Transactions

How are you paying for services: (Visa, Mastercard, Debit, Money Order, or Cashier's Check: *We do not accept personal checks.* \_\_\_\_\_

What transaction are you using for your deposit? \_\_\_\_\_

What forma of transaction are you using for our payments and Final Invoice? : \_\_\_\_\_

Did you have referral? If so, please state potential client's name: \_\_\_\_\_

Phone/Email Contact: \_\_\_\_\_

If you have additional request for the designer, please explain: \_\_\_\_\_

### Deposits and Payments

- There is a \$350.00 deposit fee required after you have filled out the application and signed the agreement for our company to render services for your events. This fee is not the actual cost of the services, but a down payment. This amount will be deducted from your final invoice, once the service is completed. Any services exceeding under \$1500.00 should be paid in full. Any service cost exceeding over \$1501.00 can be paid in 2-4 payment plans. The final payment should be paid on or before 5 days prior of the event.

**Please Read this important information:**

### Cancellations

- All events are required to be schedule within 60 days prior of the event. The client is required a 14th day grace period of service cancellation and can obtain 100% reimbursement of their deposit fee. After the 14th day the client can obtain 50% reimbursement of their deposit fee. After the 20th day the client will forfeit their deposit fee.

**Changes:** All changes after 90 days are required a \$50.00 change fee for each change.

## Disclaimer and Signature

*I certify that my information on this application is true and complete to the best of my knowledge. The information on this application will be shared with the executive staff only and not with the designer's assistants for privacy requirements. I understand by signing this application I am giving Ribbons Event Planning and Lite Food Catering, the ability to contact me by phone or email in order to complete the service rendered and any outstanding transactions.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_