

# DIVISIONS

BY JASON



**I Would Like To Congratulate You On Your Special Day.** Here at Divisions by Jason, we specialize in creating a completely unique and elegant ambiance. We pride ourselves in both sourcing as well as growing the highest quality flowers and products available, providing you with the ultimate in freshness and quality. Each floral piece is custom designed with you in mind to reflect your unique personality. **The Following Are Things You Should Know When Choosing Divisions by Jason:**

- 1. Minimum Orders:** I have a **minimum order of \$2,500** on weddings and special events, though this may be subject to change. I have a minimum order so that no more than two events shall be catered to on any given day.
- 2. Booking Events:** A **30% non-refundable retainer fee** must be made within one week of receiving your proposal. This is to ensure you have reserved the date for your event. All proposals must be approved within 5 days. Failure to do so in this time period may result in forfeit of initial proposal, retainer fee, and or date requested. Any retainer fees not paid with in this time period result in forfeiture of the requested date.
- 3. Required Payments:** **Two months prior** to your event, **50% of your balance** shall be paid in full. **One month prior** to the event the **remaining balance** must be paid in full.
- 4. Additions:** You may be able to add minor additions to your order. An example is up to five corsages or boutonnieres, etc. These additions will be left to the discretion of Divisions by Jason. **No additions** may be made less than **14 days before** the event.
- 5. Payments:** All payments to Divisions by Jason must be paid in form of **cash, check, credit card, or PayPal.**
- 6. Rentals:** All glassware and rentals must be cleaned and returned by the **Tuesday** following event. Any rental items must be returned to our design studio by the Tuesday following your event, unless prior arrangements have been made. Any missing damaged or unclean containers and or rentals will be charged accordingly at our discretion for replacement and cleaning fees. Any **containers provided by our clients** must be approved **30 days prior to event**, to prevent any discrepancies. Any pick up of rentals by Divisions by Jason following event will be charged the same fee as the initial delivery fee.
- 7. Delivery Policy:** Delivery to ceremony locations will be predetermined a **minimum of 14 days prior to event** and will be made within the requested time. Any standby time (ex. setup delayed due to reasons out of our control) will be charged and billed at a rate of \$75 per hour. Normal delivery charges are based on a \$50 in-town fee for events within 10 miles of our studio and an additional \$1.50 per mile after that each way. **All delivery fees are subject to change** at Divisions by Jason's discretion based on current fuel pricing, event location, and time of year.
- 8. Set Up Fees:** Any additional setup, design, or services will be charged at a rate of \$75 per hour for anything above and beyond what has been previously paid and or discussed. Ex. additional setup/waiting time, unexpected delays and/or additional add-ons not in contract.
- 9. Floral Viewing:** All event flowers are available for viewing by noon the day prior the event.
- 10. Additional Consultation/Phone Time** Any additional consultations proceeding the 1st and 2nd meeting will be charged a rate of \$25 per half hour. Emails should be kept to a minimum as well as Facebook, Messenger, etc. Divisions by Jason will do its best to keep up to date on all social media and email messages. We may be unable to respond on weekends due to our event schedule, but will reply in a timely and professional manner.

**11. Cancellation Policies:** Should you cancel for any reason, these are the following policies. 1.) Before your **2 month deposit** is due, the initial **30% retainer fee is non-refundable**. 2.) If canceling **less than 60 days** prior to event, **50%** of your total will be due. 3.) If canceling **30 days or less** prior to the event date, **no payments or deposits** will be refunded.

**Divisions by Jason Guarantee:** We personally guarantee that your final event plan will contain a detailed list of all your preferred flowers, as well as any requests or substitutions if needed. Your requests will be our first priority and we will do my utmost to complete your dream day. *Please note:* some flowers are subject to availability due to time of year and supply. Any substitutions will be discussed prior to your event date.

Here at Divisions by Jason, we create a look, and love to have a bit of creative freedom from our clients. Over the years, have proven that this creative freedom provides a much more appealing product.

**What is your wedding style?**

- Romantic  Simple  Artsy  Soft  Traditional  
 Dynamic  Eclectic  Clean

Ceremony and Event Location:

\_\_\_\_\_  
\_\_\_\_\_

**Event Color Scheme:**

Suit color: \_\_\_\_\_

Dress colors: \_\_\_\_\_

Decor colors: \_\_\_\_\_

Approximate number of Bridesmaids: \_\_\_\_\_

Approximate number of personal flowers (ie. Corsages/  
Boutonnieres): \_\_\_\_\_

Approximate number of tables needing centerpieces: \_\_\_\_\_

Ceremony and Event Photographer:

\_\_\_\_\_

**Rentals**

What types of rental items are you interested in?

\_\_\_\_\_  
\_\_\_\_\_

*Before going out and purchasing items only to be used for this one special day, we ask you check with us at Chateau as we have many types of glassware and containers to choose from. We are also happy to custom order pieces and have many vendor friends we can refer.*

Favorite Flowers: \_\_\_\_\_

\_\_\_\_\_

Least Favorite Flowers: \_\_\_\_\_

\_\_\_\_\_

Please list any flowers you are allergic to: \_\_\_\_\_

\_\_\_\_\_

What is your floral budget?

- \$2,500-\$3,500  \$3,500-\$5,000  \$5,000 and above

*While we understand the importance of pricing your event. Divisions by Jason is unable to give an (AVERAGE) cost of an event. As with each of you every event is completely unique and different based on number of bridal party/ guests, floral selections, and time of year.*

Thank you for choosing Divisions by Jason. Please feel free to call 608-214-3876 with any questions you may have. I look forward to creating your dream day.

Sincerely, Jason Funkhouser (Owner)

**Please sign stating that you have read, understand and agree to the terms of the contract.**

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

Please Print Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_