



Cathedral Square: 825 N Jefferson St · Milwaukee, WI 53202 · 414/270-1877
 info@ClassyGirlCupcakes.com

EVENT CONTRACT

CLIENT INFORMATION: (* = Required)

*Name: _____
 2nd Name (if couple): _____
 Company (if corporate order): _____
 *Mailing Address: _____

 *City: _____ *State: _____ *Zip: _____
 *Phone (cell/home/work?): _____
 2nd Phone (cell/home/work?): _____
 *email: _____
 2nd email: _____

EVENT INFORMATION: (* = Required)

*Date: _____
 Type of event: _____
 *Approx. # guests: _____
 *Venue name: _____
 *Venue Address: _____

 *Venue contact person: _____
 *Venue Phone: _____
 *Venue email: _____
 Timeline (so we can determine proper setup/pickup time):
 Ceremony on site? yes/no • If yes, time ___:___ am/pm
 Ceremony in same room as reception? yes/no
 Cocktails ___:___ am/pm • Dinner ___:___ am/pm
 Cocktails in same room as dinner? yes/no
 Event Ends ___:___ am/pm • Venue Closes: ___:___ am/pm
 Colors: _____
 Menu sign background color: _____

CGC staff: Consultation given by _____ date: _____
 Contract accepted by _____ date: _____

SERVICE FEES:

\$ _____ Delivery: Mke County, Brookfield, New Berlin (\$30),
 Other (\$1.00/mi round trip)
 \$ _____ Setup: On one dessert/cake table (\$25)
 Centerpieces on guest tables (\$50)
 \$ _____ Display rental: \$50 (delivery & setup required)
 Requested Display: _____
 \$ _____ Display pickup: Mke County, Brookfield, New Berlin
 (\$40), Other (\$10 cleaning fee + \$1.00/mile round trip)
 \$ _____ Total Service Fees

_____ **Initial if declining Display Pickup service,**

in which case client expressly agrees to return display items **CLEAN**, undamaged, with display box/bins by close of next business day after event. Failure to do so will result in forfeiture of security deposit and other penalties (see p. 4).

- If renting display, \$100 security deposit due 10 days prior to event (check preferred)
- If ordering 3+ tiered cake, \$50 cake structure security deposit due 10 days prior to event

DEPOSITS & PAYMENTS:

\$ _____ Service fee total
 \$ _____ Product total
 \$ _____ **SUBTOTAL**
 -10% Discount (if paid in full upon booking, subtotal is \$500+, AND at least 90+ days prior to event)
OR
 -\$100.00 Non-refundable booking deposit (balance due 10 days prior to event)
 \$ _____ **TOTAL**

Cake Cupcake Flavors

- Standard size, standard recipe: \$3.00 ea
- Decorated cupcakes: +\$1.00 each
- (GF) available Gluten Free: \$3.50 ea
- (V) available Vegan: \$3.50 ea
- (GFV) available Gluten Free Vegan: \$4.00 ea
- (K) available Keto: \$5.00 ea
- *Mini size available: \$1.50 ea, GF or V \$1.75 ea, GFV \$2.00 ea

Almond* (GF)(V)(GFV)(K)
Banana Chocolate Chip* (GF)
Banana Fudge (GF)(V)(GFV)
Banana Split (GF)
Bananas Foster* (GF)(V)(GFV)
Black & White* (GF)(V)(GFV)(K)
Blondie (GF)
Blueberry French Toast (GF)(V)(GFV)
Brandy Old Fashioned (GF)(V)(GFV)
Butter Yellow* (GF)(V)(GFV)(K)
Butterfinger (GF)
Cafe Mocha* (GF)(V)(GFV)(K)
Caramel Apple* (GF)(V)(GFV)
Caramel Stout*
Carrot Cake* (GF)(V)(GFV)
Chai* (GF)(V)(GFV)
Cherry Vanilla* (GF)(V)(GFV)
Chocolate Birthday* (GF)(V)(GFV)(K)
Chocolate Chocolate Chip* (GF)
Chocolate Covered Coconut* (GF)(V)(GFV)(K)
Chocolate Peanut Butter Cookie (\$3.50)
Cinnamon Pecan French Toast* (GF)(V)(GFV)(K)
Coconut Cream* (GF)(V)(GFV)(K)
Confetti* (GF)(V)(GFV)
Cookies & Cream* (V)
Cookies & Milk (\$3.50)
Ghirardelli Chocolate* (GF)(V)(GFV)(K)
Gingerbread* (GF)(V)(GFV)
Grasshopper Mint* (GF)(V)(GFV)(K)
Hummingbird* (GF)(V)(GFV)
Irish Coffee* (GF)(V)(GFV)
Key Lime* (GF)(V)(GFV)(K)
Lemon* (GF)(V)(GFV)(K)
Lemon Poppyseed* (GF)(V)(GFV)(K)
Mexican Hot Chocolate (GF)(V)(GFV)
Mimosa* (GF)(V)(GFV)(K)
Nutella Hazelnut (GF)
Orange Dream* (GF)(V)(GFV)(K)
Party Animal
Peanut Butter Delight* (GF)(V)(GFV)
Pistachio* (GF)(V)(GFV)(K)
Pumpkin Spice* (GF)(V)(GFV)
Raspberry Lemon* (GF)(V)(GFV)
Raspberry Truffle* (GF)(V)(GFV)
Red Velvet* (GF)(V)
Rocky Road (GF)
Root Beer Float* (GF)(V)(GFV)
Salted Caramel Fudge* (GF)(V)(GFV)(K)
S'mores
Snickerdoodle* (GF)(V)(GFV)
Strawberry Champagne* (GF)(V)(GFV)(K)
Strawberry Lemonade* (GF)(V)(GFV)(K)

Strawberry Vanilla* (GF)(V)(GFV)(K)
Tiramisu
Vanilla* (GF)(V)(GFV)(K)
Vanilla Salted Caramel* (GF)(V)(GFV)(K)
White Chocolate Blackberry (GF)
White Wedding* (GF)(V)(GFV)

Cheesecake Cupcake Flavors

- Standard recipe: \$3.00 ea
- (GF) available Gluten Free: \$3.50 ea

Apple Spice (GF)
Banana Cream Pie (GF)
Banana Fudge (GF)
Banana Split (GF)
Blackberry Mango (GF)
Blueberries & Cream (GF)
Butterfinger (GF)
Butterscotch Toffee (GF)
Cafe Mocha (GF)
Cappuccino Cream (GF)
Caramel Apple (GF)
Cherry Amaretto (GF)
Chocolate (GF)
Chocolate Chip (GF)
Chocolate Chip Cookie
Chocolate Covered Coconut (GF)
Chocolate Covered Strawberry (GF)
Chocolate Overload (GF)
Coconut Cream (GF)
Cookies & Cream
Dulce de Leche (GF)
Grape Soda (GF)
Honey Lavender (GF)
Irish Cream (GF)
Key Lime (GF)
Kir Royale (GF)
Lemon Cream (GF)
M&M Tie Dye (GF)
Malted Milkshake
Mint Chip (GF)
Mint Oreo
Nutella Hazelnut (GF)
Orange Dream (GF)
Original (GF)
Peanut Butter Cup (GF)
Peanut Butter Chocolate Chip (GF)
Peanut Butter Oreo
Peppermint Stick (GF)
Pina Colada (GF)
Pink Champagne (GF)
Pumpkin Spice (GF)
Red Velvet
Root Beer Float (GF)
Salted Caramel Cashew (GF)
Snickers (GF)
Strawberries & Cream (GF)
Strawberry Malt
Tiramisu
Turtle (GF)
White Chocolate Raspberry (GF)

Cake Flavors

- Price based on dietary recipe, filling, and design
- Single Tier Cutting/Anniversary/Grooms Cake: \$45+
- Two Tiered Cutting/Anniversary/Grooms Cake: \$100+
- 3-5 Tiered Wedding Cake: \$5+ per serving
- (GF) available Gluten Free: +\$.50 per serving
- (V) available Vegan: +\$.50 per serving
- (GFV) available Gluten Free Vegan: +\$1.00 per serving
- Supplementary servings: \$4.50+ per serving (we don't make sheet cakes, and will calculate size of additional plain frosted layer cakes needed to supplement a 3+ tiered wedding cake)

Almond (GF)(V)(GFV)
Banana Chocolate Chip (GF)
Bananas Foster (GF)(V)(GFV)
Black & White (GF)(V)(GFV)
Brandy Old Fashioned (GF)(V)(GFV)
Butter Yellow (GF)(V)(GFV)
Cafe Mocha (GF)(V)(GFV)
Caramel Apple (GF)(V)(GFV)
Carrot Cake (GF)(V)(GFV)
Chai (GF)(V)(GFV)
Champagne (GF)(V)(GFV)
Chocolate Chocolate Chip (GF)
Chocolate Coconut (GF)(V)(GFV)
Cinnamon Pecan French Toast (GF)(V)(GFV)
Coconut Cream (GF)(V)(GFV)
Confetti (GF)(V)(GFV)
Cookies & Cream (V)
Ghirardelli Chocolate (GF)(V)(GFV)
Gingerbread (GF)(V)(GFV) **seasonal*
Golden Eggnog (GF) **seasonal*
Grasshopper Mint (GF)(V)(GFV)
Hummingbird (GF)(V)(GFV)
Irish Coffee (GF)(V)(GFV)
Key Lime (GF)(V)(GFV)
Lemon (GF)(V)(GFV)
Lemon Poppyseed (GF)(V)(GFV)
Mexican Hot Chocolate (GF)(V)(GFV)
Mimosa (GF)(V)(GFV)
Nutella Hazelnut (GF)
Orange Dream (GF)(V)(GFV)
Peanut Butter Delight (GF)(V)(GFV)
Pistachio (GF)(V)(GFV)
Pumpkin Spice (GF)(V)(GFV) **seasonal*
Raspberry Lemon (GF)(V)(GFV)
Raspberry Truffle (GF)(V)(GFV)
Red Velvet (GF)(V)
Salted Caramel Fudge (GF)(V)(GFV)
Snickerdoodle (GF)(V)(GFV)
Strawberry Champagne (GF)(V)(GFV)
Strawberry Lemonade (GF)(V)(GFV)
Vanilla (GF)(V)(GFV)
Vanilla Salted Caramel (GF)(V)(GFV)

Extras

- Cake box & board to freeze anniversary cake: \$5.00 ea
- Cupcake favor boxes: \$1.00 ea
- Labor fee (for individual boxing, etc.): \$50 per 100
- Boxes for leftover cupcakes (holds 2 dozen): \$5.00 ea
- Plastic containers for leftover cupcakes/cake slices: \$1.00 ea

Cake Fillings

- Buttercream, cream cheese frosting, or vegan frosting filling is included in price of cake, can be colored or flavored free of charge
- (GF) available for Gluten Free cakes
- (V) available for Vegan cakes
- (GFV) available for Gluten Free Vegan cakes

Almond Buttercream (GF)(V)(GFV)
Banana Buttercream (GF)(V)(GFV)
Blackberry Buttercream (GF)(V)(GFV)
Blueberry Buttercream (GF)(V)(GFV)
Brandy Buttercream (GF)(V)(GFV)
Butter Rum Buttercream (GF)(V)(GFV)
Butterscotch Buttercream (GF)(V)(GFV)
Caramel Buttercream (GF)(V)(GFV)
Cherry Buttercream (GF)(V)(GFV)
Cream Cheese Frosting (GF)
Chai Buttercream (GF)(V)(GFV)
Champagne Buttercream (GF)(V)(GFV)
Chocolate Buttercream (GF)(V)(GFV)
Coconut Buttercream (GF)(V)(GFV)
Coffee Buttercream (GF)(V)(GFV)
Cinnamon Buttercream (GF)(V)(GFV)
Cookies & Cream Buttercream (V)
Eggnog Buttercream (GF) **seasonal*
Hazelnut Buttercream (GF)(V)(GFV)
Irish Coffee Buttercream (GF)(V)(GFV)
Key Lime Buttercream (GF)(V)(GFV)
Lavender Buttercream (GF)(V)(GFV)
Lemon (GF)(V)(GFV)
Mango Buttercream (GF)(V)(GFV)
Maple Buttercream (GF)(V)(GFV)
Mexican Hot Chocolate Buttercream (GF)(V)(GFV)
Mint Buttercream (GF)(V)(GFV)
Mocha Buttercream (GF)(V)(GFV)
Nutella Buttercream (GF)
Orange Buttercream (GF)(V)(GFV)
Peanut Butter Buttercream (GF)(V)(GFV)
Pistachio Buttercream (GF)(V)(GFV)
Raspberry Buttercream (GF)(V)(GFV)
Salted Caramel Buttercream (GF)(V)(GFV)
Strawberry Buttercream (GF)(V)(GFV)
Vanilla Buttercream (GF)(V)(GFV)

Custom filling: +\$.50 per serving

Cheesecake Filling (see cheesecake cupcake flavors) (GF)
Fresh Berries (GF)(V)(GFV)
Ganache (GF)
German Chocolate Filling (GF)
Jam (Raspberry or Strawberry) (GF)(V)(GFV)
Mousse:

- Chocolate Mousse (GF)
- Cookies & Cream Mousse
- Raspberry Mousse (GF)
- Salted Caramel Mousse (GF)
- Strawberry Mousse (GF)
- Vanilla Mousse (GF)

Pastry Cream/Custard (Chocolate, Lemon, or Vanilla) (GF)
Pie Filling (Apple or Cherry) (GF)(V)(GFV)
Salted Caramel Filling (GF)
Whipped Cream (GF)

Terms

BOOKING & PAYMENT: Events booked 90+ days ahead with a subtotal of \$500+ qualify for a 10% discount if balance is paid in full upon booking. Subsequent additions to your paid order do not qualify for the 10% discount; it is a one-time offer that expires 7 days after your phone consultation. Minimum information needed to take advantage of the discount is the number of cupcakes, size of cake, and desired services. Flavors and décor may be finalized closer to your event.

Alternatively, a non-refundable \$100 booking deposit is required along with signed contract to reserve your date. Your order will be calculated at full price, and the booking deposit will be deducted from your balance, which is due at least 10 days prior to your event.

Booking deposit and any payments made toward your order are non-refundable. Cancelled orders may be converted to store credit at our discretion. Any store credit issued expires 1 year from the date of your canceled event. Events booked less than 30 days ahead must be paid in full at time of reservation, and are non-refundable. No part of any order will be released until balance is paid in full. We accept payments for events by cash, check, or credit card. Orders are often finalized by email, phone, or in person, and terms of contract apply to entire order regardless of how details are finalized.

SETUP, HANDLING & STORAGE: You are responsible for safe handling of our products after they leave our possession. We will not be held liable for damage, condition of products, or food borne illness that occurs due to client's or venue's mishandling of products, failure to properly store them, guest interference, or any other events outside of our control. Baked goods should be consumed within 4-5 hours of setup. Store leftover cupcakes **unrefrigerated** in airtight container, consume within 2 days. Refrigerate cheesecakes and cakes, serve closer to room temperature. Freezing of anniversary cake or cupcakes is done at your own risk. We will do our very best to transport bakery items to your event safely and on time, but cannot guarantee their stability or appearance due to weather, traffic/road conditions, venue terrain, or other conditions outside of our control. In the event of loss or damage to your order, we will not be held liable for damages exceeding the paid purchase value of your order. In the rare occurrence of loss or damage, we will do our very best to provide same or similar items as quickly as possible.

ALLERGENS & INGREDIENTS: We are licensed by the Milwaukee Health Department, and take the utmost care in baking and handling products in a safe and sanitary manner. Nuts, gluten, soy, dairy, eggs, and other allergens are present in our bakery; therefore we cannot guarantee products completely free from allergens. We use gel food colors, which have artificial coloring and are subject to variation, and may oxidize once on display causing the color to darken or change slightly. Please note dark or saturated frosting colors may stain teeth and fabric.

EXCLUSIVITY: You agree that we will be the sole provider at your event of any bakery items we sell. We may make exceptions at our discretion. You may obtain items we do not make from other sources. Our rented display items are for exclusive use with our products. You may NOT represent that items were baked by us if they were not. You expressly agree not to bring in sheet cakes, cupcakes, or other bakery purchased elsewhere for the purpose of supplementing or avoiding purchase of sufficient quantities from us. We reserve the right to refuse service on the day of your event without refund if items that violate our exclusivity terms are present.

DISPLAY RENTAL TERMS: Display rental selection is made on a first come, first served basis. Rental fees include use of any display items within a collection, to be determined by us based on size of order. Delivery & setup services are required when you rent displays from us. In addition to rental fee, a \$100 security deposit is required at least 10 days prior to event. You are responsible for returning all rented display items, **CLEAN**, in their original carrying boxes/bins the next business day following event, or you will be charged the full replacement cost. **If any display items are returned to us dirty, late, damaged, or without their boxes/bins, your security deposit will not be refunded.**

TIERED WEDDING CAKES: All 3+ tiered cakes require a \$50 cake structure security deposit, which is for the inner structure of the cake consisting of plastic pillars and plates. The structure is not visible on the outside of the cake, it's internal to keep the cake from collapsing. The complete set of plates and pillars must be returned CLEAN the next business day after your wedding if you want your security deposit refunded. Otherwise you're welcome to discard them, and your security deposit will not be refunded.

We require that we deliver 3+ tiered cakes, and do not allow customers to pick up and transport large tiered wedding cakes themselves. Tiered cakes must be set out on display at least 4+ hours prior to serving so they come to room temperature. Wedding cakes should NOT be put back in the refrigerator by the venue once we deliver on your wedding day. We strongly recommend that a professional server cut your cake to portion the correct number of servings. You may purchase a box to freeze your cutting/anniversary cake, and boxes for leftover cake slices or cupcakes, or you may provide your own. Please note we transport all baked goods in our reusable bins for environmental reasons, and do not bring plastic or paper boxes unless you order them.

PHOTOGRAPHS: We reserve the right to photograph any products we make for you, and displays set up at your event. Photos may be used on our website, social media, in store, and in promotional materials. First names and basic order information may be referenced; other information will not be released without permission.

I have read and understood all of the terms and conditions of this contract, and accept them by signing below:

Client #1 Name: _____ Signature: _____ Date: _____

Client #2 Name: _____ Signature: _____ Date: _____