



ClassyGirlCupcakes.com

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?): _____
Other Phone (cell/home/work?): _____
*e-mail: _____
Other e-mail: _____

EVENT INFORMATION: (* = Required)

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

*Venue contact person: _____
*Venue Phone: _____
*Venue e-mail: _____

Timeline (so we can determine proper setup/pickup):
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 (\$25), Wauk/Oz Counties (\$35),
Racine/Wash Counties (\$50), Other (\$.75/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 (\$35), Wauk/Oz
County (\$45), Racine/Wash County (\$60),
Other (\$10 cleaning fee + \$.75/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, \$25 cake structure security
deposit due 10 days prior to event

DEPOSITS & PAYMENTS:

\$ _____ Service fee total
\$ _____ Product total
\$ _____ **SUBTOTAL**

- 10% Discount (if paid in full at consultation, 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 CUPCAKES: Standard Size: \$3.00 GF or V: \$3.50 GFV: \$4.00 add \$.50 for piped decor (flowers, monograms, etc.)
*Mini Size: \$1.50 GF or V: \$1.75 GFV: \$2.00 (piped decor not available in mini size)

FLAVOR	#25+	PRICE	TOTAL	LINER/DECORATION NOTES
Almond*(GF)(V)(GFV)		\$	\$	
Banana Chocolate Chip*(GF)		\$	\$	
Banana Fudge (GF)(V)(GFV)		\$	\$	
Banana Split (GF)		\$	\$	
Bananas Foster*(GF)(V)(GFV)		\$	\$	
Black & White*(GF)(V)(GFV)		\$	\$	
Blondie (GF)		\$	\$	
Blueberry French Toast (GF)(V)(GFV)		\$	\$	
Brandy Old Fashioned (GF)(V)(GFV)		\$	\$	
Butter Yellow*(GF)(V)(GFV)		\$	\$	
Butterfinger (GF)		\$	\$	
Café Mocha*(GF)(V)(GFV)		\$	\$	
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)		\$	\$	
Chocolate Chocolate Chip*(GF)		\$	\$	
Chocolate Coconut*(GF)(V)(GFV)		\$	\$	
Chocolate Peanut Butter Cookie		\$3.50	\$	
Cinn. Pecan French Toast*(GF)(V)(GFV)		\$	\$	
Coconut Cream*(GF)(V)(GFV)		\$	\$	
Confetti*(GF)(V)(GFV)		\$	\$	
Cookies & Cream*(V)		\$	\$	
Cookies & Milk		\$3.50	\$	
Ghirardelli Chocolate*(GF)(V)(GFV)		\$	\$	
Gingerbread (seasonal)*(GF)(V)(GFV)		\$	\$	
Golden Eggnog (seasonal)*(GF)		\$	\$	
Grasshopper Mint*(GF)(V)(GFV)		\$	\$	
Hummingbird*(GF)(V)(GFV)		\$	\$	
Irish Coffee*(GF)(V)(GFV)		\$	\$	
Key Lime*(GF)(V)(GFV)		\$	\$	
Lemon*(GF)(V)(GFV)		\$	\$	
Lime Margarita (GF)(V)(GFV)		\$	\$	
Mexican Hot Chocolate (GF)(V)(GFV)		\$	\$	
Mimosa*(GF)(V)(GFV)		\$	\$	
Nutella Hazelnut (GF)		\$	\$	
Orange Dream*(GF)(V)(GFV)		\$	\$	
Party Animal		\$	\$	
Peanut Butter Delight*(GF)(V)(GFV)		\$	\$	
Pistachio*(GF)(V)(GFV)		\$	\$	
Pumpkin Spice (seasonal)*(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)		\$	\$	
S'mores		\$	\$	
Snickerdoodle*(GF)(V)(GFV)		\$	\$	
Strawberry Champagne*(GF)(V)(GFV)		\$	\$	
Strawberry Lemonade*(v)(g)		\$	\$	
Strawberry Margarita (GF)(V)(GFV)		\$	\$	
Strawberry Vanilla*(GF)(V)(GFV)		\$	\$	
Tiramisu		\$	\$	
Vanilla*(GF)(V)(GFV)		\$	\$	
Vanilla Salted Caramel*(GF)(V)(GFV)		\$	\$	
White Chocolate Blackberry (GF)		\$	\$	
White Wedding*(GF)(V)(GFV)		\$	\$	

CHEESECAKE CUPCAKES: Standard Size: \$3.00

GF: \$3.50

Baked in 2oz white soufflé cups only

FLAVOR	#25+	PRICE	TOTAL
Apple Spice (GF)		\$	\$
Banana Cream Pie (GF)		\$	\$
Banana Fudge (GF)		\$	\$
Banana Split (GF)		\$	\$
Blackberry Mango (GF)		\$	\$
Blueberries & Cream (GF)		\$	\$
Butterfinger (GF)		\$	\$
Butterscotch Toffee (GF)		\$	\$
Café Mocha (GF)		\$	\$
Cappuccino Cream (GF)		\$	\$
Caramel Apple (GF)		\$	\$
Cherry Amaretto (GF)		\$	\$
Chocolate (GF)		\$	\$
Chocolate Chip (GF)		\$	\$
Chocolate Chip Cookie		\$	\$
Choc Covered Coconut (GF)		\$	\$
Choc Covered Strawberry (GF)		\$	\$
Chocolate Overload (GF)		\$	\$
Coconut Cream (GF)		\$	\$
Cookies & Cream		\$	\$
Dulce de Leche (GF)		\$	\$
Honey Lavender (GF)		\$	\$
Irish Cream (GF)		\$	\$
Key Lime (GF)		\$	\$
Lemon Cream (GF)			\$

FLAVOR	#25+	PRICE	TOTAL
M&M Tie Dye (GF)		\$	\$
Malted Milkshake		\$	\$
Mint Chip (GF)		\$	\$
Mint Oreo		\$	\$
Nutella Hazelnut (GF)		\$	\$
Orange Chocolate Chip (GF)		\$	\$
Orange Dream (GF)		\$	\$
Original (GF)		\$	\$
Peanut Butter Cup (GF)		\$	\$
Peanut Butter Choc Chip (GF)		\$	\$
Peanut Butter Cup (GF)		\$	\$
Peanut Butter Oreo		\$	\$
Peppermint Stick (seasonal) (GF)		\$	\$
Piña Colada (GF)		\$	\$
Pink Champagne (GF)		\$	\$
Pumpkin Spice (seasonal) (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)		\$	\$

CUTTING/ANNIVERSARY/GROOMS CAKES: Price dependent on flavor, filling & design

SIZE	FLAVOR	PRICE	DESIGN
6" layer cake (8-10 servings, \$40+)		\$	
8" layer cake (12-16 servings, \$55+)		\$	
10" layer cake (18-24 servings, \$70+)		\$	
2 tiered cutting cake (8" & 6", \$130+)		\$	
2 tiered cutting cake (10" & 8", \$170+)		\$	
Giant cupcake cake (8 servings, \$45+)		\$	

TIERED WEDDING CAKES:

- \$5.00 - \$8.00 per serving depending on flavor, filling & design; GF or V add \$.50 per serving; GFV add \$1 per serving
- Supplementary servings start at \$4.50; please note we don't make sheet cakes; we will calculate size of additional plain frosted layer cakes needed to supplement your chosen 3+ tiered cake
- Buttercream filling included; custom fillings add \$.50 per serving (pastry cream, fresh fruit, jam, mousse, cheesecake)

TIER #:	SHAPE:	FLAVOR:	FILLING:	BASE COLOR:	DÉCOR/NOTES:
1 (top):					
2:					
3:					
4:					
5:					
TIERED CAKE: _____ servings x \$ _____ (per serving) = \$ _____					
SUPPLEMENTARY SERVINGS: _____ servings x \$ _____ (per serving) = \$ _____					

EXTRAS:

Box/board to freeze anniversary cake		\$ 5.00	\$	Size of box & board (2" larger than top tier):
Cupcake favor boxes (window & insert)		\$ 1.00	\$	Provided flat unless labor is selected
Labor fee for favors, wrappers, etc.		\$25.00	\$	\$25 per 100 to box favors, apply cupcake wrappers, labels, etc.
Boxes for leftover cupcakes (flat, no insert)		\$ 5.00	\$	Holds approx. 2 dozen cupcakes
Plastic containers for leftover cupcakes		\$.50	\$	_____ 1-2 ct size _____ 2-3 ct size _____ 4-6 ct size

BOOKING & PAYMENT: Events booked 90+ days ahead with a subtotal of \$500+ qualify for a 10% discount if balance is paid in full at your consultation, or at the time of booking without a consultation. Subsequent additions to your paid order do not qualify for the 10% discount; it is a one-time offer that expires at the conclusion of your consultation appointment. 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 balance are non-refundable. Cancelled orders may be converted to store credit at our discretion. 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 2-3 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: 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 free from allergens.

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 day of 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.**

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: _____