



Terms of Service

- 1. Preparation Area:** Weddings by Sweet Annie requires an appropriately sized enclosed preparation area equipped with tables, lighting, power, and water access to adequately service the event. If the selected venue does not provide appropriate accommodations, the client must arrange the necessary equipment rentals. If Weddings by Sweet Annie is required to provide one or more of these items, a service fee will apply.
- 2. Menu Execution:** If the selected venue does not have adequate space, water, and power to accommodate the client's menu selections, menu revisions will be required.
- 3. Tables:** The client must supply all tables for food and beverage service, including all necessary tables for the preparation area, displayed food, and bar. Please confirm the quantity and dimensions of tables needed to execute your event with our office staff.
- 4. Trash:** If the selected venue does not include trash removal, a service fee will apply.
- 5. Bar Glassware:** If the event requires the handling of real bar glassware, not provided by Weddings by Sweet Annie, a \$3.00 Per Person++ service fee will apply. This fee is to accommodate the extra staff and equipment necessary to facilitate the management of the glassware.
- 6. Linens:** The client is responsible for providing linens for all event tables; including, but not limited to food display tables, linen napkins, welcome table, gift table, cocktail tables, guest tables, cake table, DJ table, etc.
- 7. Table Breakdown:** Client is responsible for providing a table breakdown that showcases how many guests are seated at each table, with table numbers. The breakdown should reflect your guaranteed guest count. This is needed in order to set the place settings.

8. **Room Diagram:** Weddings by Sweet Annie will need to be provided with a diagram of the reception, notating the table numbers. If your venue does not provide this, you will be responsible for providing it. Please reach out to our office as they can confirm if your venue will be able to provide a diagram.
9. **Water Service:** Weddings by Sweet Annie only provides water service to the guest tables during dinner service. The client is responsible for providing bottled water at the bar if not already included with our services.
10. **Day-of Coordinator:** It is highly recommended that a day-of coordinator is present at the event to assist the client with aspects of the event not included in our services; including, but not limited to timeline management, vendor liaison, crowd management, table dismissal, additional décor and food items not provided by Weddings by Sweet Annie.
11. **Excess Food/Leftovers:** As a courtesy, Weddings by Sweet Annie will package up a bag for the wedding couple to take home that will include a couple meals for them to enjoy. Any additional leftover menu items will be donated to a local shelter.
12. **Arrival Time:** Our staff will arrive approximately two hours before the start of the ceremony.
13. **Cake Cutting:** Our services include cutting the cake after the ceremonial cake cutting and presenting it buffet style for your guests to enjoy. Weddings by Sweet Annie will not move or touch the cake before the cake cutting. The client is responsible for providing their own ceremonial cake knife.
14. **Place Settings:** Our place settings include white china dinner and salad plates, silver flatware, and a water glass. Our staff will also fold the napkin in a waterfall fold. Your day-of coordinator will need to set any additional items at the place settings (i.e. menus, sprigs, etc.).

In summation, your finalized menu, guaranteed guest count, day of timeline, and a room diagram are a pivotal part of completing our services. This information is needed in a timely manner in order to prepare your menu and arrange staffing for your event. Please arrange with your venue and/or coordinator to provide this information to our office at its scheduled due date as outlined in your contract.

Initial: _____