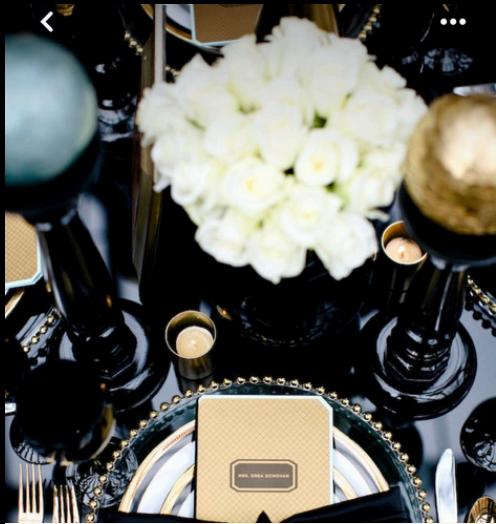


Honey Girl  
Party Co.

# EVENT *Proposal*

PREPARED FOR : SHAMEKO MASTERS



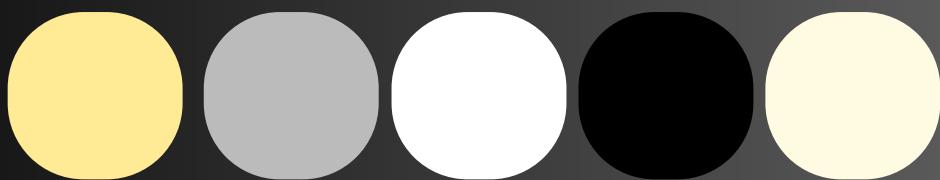
## Shameko's 2000s Party



# Conceptual Design

## Overall feel

### Color Pallet



### Event Inspiration



### Elements in Design



# INDOOR INITIAL EXPERIENCE



Welcome signage and  
decor matching theme at  
entry way



Photo opportunity with  
balloons for guests to take  
pictures



LED walkway with black  
curtains in entry hall

# BAR AND FOOD STATIONS



Cake/gift table backdrop and table decor in theme



Champagne or liquor bar/table with decor in theme



In theme balloon clusters dispersed or arch at cake/gift table

# BAR AND FOOD STATIONS



In theme buffet area with  
addition utensils/plating and  
signage

# GUEST AREA DESIGN



Head or Sweetheart  
table decor



Favors



Reception table setting  
in theme

# GUEST AREA DESIGN



Large centerpiece for head/sweetheart table with floral concept that is in theme

# Payment Terms and Instructions

**RETAINERS & PAYMENTS:** RETAINER a 15% non-refundable retainer will be required to reserve HONEY GIRL PARTY CO., service prior to the scheduled event. Upon confirmation of EVENT DESIGN AGREEMENT, 50% percent is no later than 45 days days from the date of the event OR per fee schedule provided. The balance due is required 30 calendar days prior to the scheduled event. Fee schedule will be on invoice. Any additions thereafter will be due at time of order. All payments made are non-refundable.

HONEY GIRL PARTY CO., does not perform any tasks involving the preparation, set-up or clean-up of food, or food items; if for any reason this happens there is a fee that must be paid the same day as the event. Fees may vary and will be discussed upon need.

**Addendum:** It is understood that the client is knowingly responsible to make payments per the invoice due date conditions given at time of invoice. If the client does not adhere to the payment due date schedule a fee of 15% of the final payment total due will be added per day against the outstanding balance. Client acknowledges that no design, oral, rental, or remaining planning/coordination products or services will be rendered unless the company receives full payment prior to event. Payments made less than 14 days in advance of the event must be in guaranteed funds (cash, money order or Zelle only.).

**CONVENIENCE FEE:** We accept Visa, MasterCard, PayPal, CashApp, and Cashier's Checks for payments towards our services. Should you choose to pay by check or cash, your total invoice will be reduced by CONVENIENCE FEE percent if applicable. Please discuss payment options with your Event Supervisor.

**GUEST ATTENDANCE:** HONEY GIRL PARTY CO., shall not be responsible for the number of guests in attendance at the subject event. The determination of the number of guests to invite or to prepare for is the sole responsibility of the Customer. The prices quoted are final.

**GUEST COUNTS:** A minimum guest count will be required 30 calendar days prior to the scheduled event. Based on availability and our ability to react, increases may be accepted up to 14 days prior to the event and may result in additional cost. The Customer may not change the number of guests or the quantities of oral or services without the prior written consent of HONEY GIRL PARTY CO., which consent may be withheld in HONEY GIRL PARTY CO., sole discretion. Any increases in the number of guests, the quantities of oral or services will result in the increased cost to the customer, which the customer agrees to pay.

**DATE CHANGES:** Should, for any reason, the date of the Event change, best effort will be made by HONEY GIRL PARTY CO., to accommodate the new date if the date is available. The client agrees in the event of an Event change by the client any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the client, including additional charges above and beyond those set forth in this agreement. The clients understand that last minute Service charges can impact the quality of the Event and HONEY GIRL PARTY CO., is not responsible for any compromises in quality owing to such changes. Finally, should the Event not take place due to a date change by the client, the client will be responsible for cancellation policies mentioned below in paragraph 6

**ARTISTIC LICENSE:** By commissioning HONEY GIRL PARTY CO., to design and create floral pieces for your event, we are entrusting the artists and representatives to utilize their design skills and capabilities shown during consultations and other events. We entrust HONEY GIRL PARTY CO., to choose all floral varieties, color schemes and textures that will best showcase the ideas for the event. By signing this agreement, we allow THE EXPERIENCE full Artistic License to create distinctive and unique Floral pieces and table-scapes.

**CUSTOMER CANCELLATION:** This agreement may be terminated by written notification to HONEY GIRL PARTY CO only if received no less than sixty (60) calendar days in advance of your scheduled event, eighty percent (80) of the expected charges will apply. However, HONEY GIRL PARTY CO will honor 20 percent of the total deposit(s) and charges paid towards a future event, dated within one calendar year from the date of the originally scheduled event. If not, Customer agrees to full forfeiture of deposits/payments. If cancellation is within thirty (30) days of your scheduled event, one-hundred percent (100) of the expected charges will apply. Payment for liquidated damages due as a result of the cancellation of the agreement shall be made at the time of cancellation.

**SUBSTITUTIONS:** HONEY GIRL PARTY CO., reserves the right to make substitutions in the event the flowers received are not of the quality suitable for your wedding or special event. In this event, the integrity of the proposed color scheme will be maintained and flowers of equivalent value will be used.

Client also understands that the floral industry is seasonal and can be volatile during pandemics, peak wedding seasons and beyond. We can not confirm floral market pricing until floral arrives in the US. Expect 20% or more over market value and any adjustments made to floral order and/or pricing best efforts will be made to work with the client for payment before scheduled event.

**RENTAL:** All vases, containers, linens, arches, etc. used for your wedding/event are rented items. You are responsible for returning all rented items to HONEY GIRL PARTY CO., 24-72 hours following your wedding or event HONEY GIRL PARTY CO , will retrieve these items from your event location(s) for a fee. In the event that rental items are missing or damaged, HONEY GIRL PARTY CO, will contact you with the amount due and charge your credit card on file unless you have provided another method of payment at that time.

**LOSS & DAMAGES:** Loss by Guests: HONEY GIRL PARTY CO assumes no responsibility for damages or losses incurred by the Client or Client's guests or attendees at the event. HONEY GIRL PARTY CO., also assumes no responsibility for any food, beverages, oral arrangements, decor or items, either personal or professional, or any other items whatsoever brought by anyone to the event prior to, during, or after the event. Client agrees to be solely responsible for all guests and attendees at the event and the acts of the guests and attendees. Client agrees to pay for any and all damages arising out of the event, except to the extent of any negligence or misconduct by HONEY GIRL PARTY CO., its employees, or agents.

**Limitations on Damages:** In any action or legal proceeding of any kind brought by Client against HONEY GIRL PARTY CO., for any alleged negligence or any other form of misconduct on the part of HONEY GIRL PARTY CO., its employees, or agents in connection with a claim for any failure to provide consulting services or for providing consulting services in a matter unsatisfactory to Client under this Agreement, in no case shall HONEY GIRL PARTY CO.'s liability exceed the amount paid by Client under this Agreement.

**GAS/MILEAGE:** HONEY GIRL PARTY CO., will provide transportation of own vehicle in order to complete tasks required by client. A base travel fee and mileage fee (exceeding 30 miles one-way) including the hourly service rate will be paid by the client IF applicable (prices vary)

**CODE OF CONDUCT:** It is understood and agreed that Client is responsible for ensuring that Client, Client's guests/attendees, vendors/service providers, or others acting under Client's direction, use proper behavior and language. Obscene or inappropriate language, conduct, or dress will not be tolerated by HONEY GIRL PARTY CO. The obligation of HONEY GIRL PARTY CO., to perform under this Agreement shall be relieved, and shall not constitute a breach of this Agreement, should Client fail to control his/her conduct or that of Client's guests. In such instance, the Agreement will be deemed terminated by Client and subject to the terms for such termination under this.

**OUTDOOR LOCATIONS:** HONEY GIRL PARTY CO shall not be responsible for any damages or other costs due to the weather. Clients agree that any weather that may prohibit any part of their Event taking place does not put fault on HONEY GIRL PARTY CO., for the quality of their Services. HONEY GIRL PARTY CO acknowledges that they make their best effort not to let weather impact the quality of their Services, but Clients understand that last minute changes may be necessary. Clients understand that HONEY GIRL PARTY CO., may provide certain outdoor event locations subject to special permit from the federal government or state agencies as requested by Clients, if permitted. Clients agree that they and their invited guests will abide by such permit requirements while on state or federal land. HONEY GIRL PARTY CO., is operated in accordance with the USDA policy which prohibits discrimination on the basis of race, color, sex, age, handicap, familial partners, religion, and/or national origin.

**KNOWLEDGE OF AGREEMENT:** Client and HONEY GIRL PARTY CO., weddings & events expressly represent that they have read this Agreement, have had an opportunity to consult regarding this Agreement and its legal effect, and knowingly and fully agree to, understand and accept the terms of this Agreement. Each party, and its counsel, if any, has participated in the drafting of this Agreement. Therefore, none of the language contained in this Agreement shall be presumptive OR misconstrued in favor of or against any party.

**FORCE MAJEURE:** The obligation of HONEY GIRL PARTY CO to perform under this Agreement shall be relieved, and shall not constitute a breach of this Agreement, when such failure or delay is caused by a force majeure event, including but not limited to, Any act of God, such as re, hurricanes, oods,tornadoes, power outages, riots, strikes, epidemics, acts of terror, order of any court or act of government or governmental instrumentality (whether federal, state, or local), or any other unforeseeable cause, whether of the kind enumerated in this paragraph or otherwise, not within the reasonable control of HONEY GIRL PARTY CO. No cause or contingency shall relieve Client of Client's obligation to make payment for services provided by HONEY GIRL PARTY CO. Client agrees to pay HONEY GIRL PARTY CO for all unreimbursed hourly service, up to and including the date of termination, at a rate of \$300.00USD per hour, which sums shall be due and payable within 15 days of the date of the presentation of the statement or invoice.

**AMENDMENTS:** Any changes or amendments to this Agreement must be made verbally to the client, and in writing , and signed by both parties heretofore.



# EVENT *Invoice.*

INVOICE TO :

TIERRA MASTERS

NOVEMBER 17, 2023

DATE OF SERVICE

ITEM DESCRIPTION	PRICE	QTY	TOTAL
Tablescape Setting	\$--/table		
Plan and Stage Labor	TBD	2	
Custom Printing	---		
Balloons	---		
Linen	---		
Floral	---		
Backdrop and Table Decor	---		
Buffet/Bar Decor	---		

---

PAYMENT METHOD:

TIERRA MASTERS

PAID WITH : 1234567890

SUB-TOTAL

TAX ( X % )

---

GRAND TOTAL

Honey Girl  
Party Co.

# PAYMENT\*

*Schedule*

**INVOICE TO :**

TIERRA MASTERS

DUE	PRICE	TYPE	TOTAL
X/X/2023	\$X.XX	Retainer	\$X.XX
X/X/2023		Install 1	
X/X/2023		Install 2	
X/X/2023		Install 3	

<b>PAYMENT METHOD:</b>	<b>PAID</b>	\$ X . XX
TIERRA MASTERS	<b>COMPLETED</b>	\$ X . XX
PAID WITH : 1234567890	<b>REMAINING</b>	\$ X . XX

*Honey Girl*  
Party Co. 

# CUSTOMER

## *Summary*

### CLIENT INFO

TIERRA MASTERS

ADDRESS:

EMAIL:

PHONE:

### EXPENSE SUMMARY

PRODUCTS

PRICE

SERVICE

LABOR

GRAND TOTAL

### PLANNER DUTIES

- LABOR
- VENDOR BOOKING
- BUDGET
- VENUE BOOKING
- RENTAL ITEMS(ASSIGNED)
- BALLOONS
- PHOTOGRAPHY/BOOTH
- PRINT/GRAFICS
- FAVORS
- CUSTOM WARE
- MARKETING
- 
- 
- 

CLIENT SIGNATURE

DATE

COMPANY REP

DATE