

# *“How Sweet It Is”!!*

## Sweet Events Agreement

We look forward to creating part of the fun and excitement at your upcoming special event with a Chocolate Fountain, or Candy Buffet! The following terms and conditions pertain to your rental of the Chocolate Fountain & Candy Buffet

### **1. Our Commitment**

Every Chocolate Fountain rental includes the following services:

1. Set-up of the Chocolate Fountain in the desired location at your event.
2. The use of the 34" Chocolate fountain at your special event for two and one half hours. And the use of our two 18" chocolate fountains at your event for two hours. Additional time will be billed at the rate of Thirty Dollars (\$30) per half hour.
3. An experienced service attendant will set up the Chocolate Fountain and remain present to oversee its use during the event. The attendant will be essential to helping your guests enjoy the use of the Chocolate Fountain and provide a sanitary and clean environment.
4. We will be responsible for disassembly of the Chocolate Fountain and its clean-up.
5. The Chocolate Fountain Rental Fee includes one hour round trip travel to and from your event. If additional travel time is required, a travel charge may be applied and will be set forth below as part of the overall Sweet Event Rental Fee.

Every Candy Buffet rental includes the following services:

1. Design your Candy Buffet table with you to achieve the look you like.
2. Submit to you a list of candy, which you can choose from for your Candy Buffet.
3. Set-up of the Candy Buffet in the desired location at your event.
4. Disassemble the Candy Buffet, leaving all leftover candy in Ziploc bags for you to take home.

## **2. Payment Terms.**

You agree to pay in full the balance of the Chocolate Fountain, or Candy Buffet Rental Fee, and any other additional costs agreed upon between us 14 days prior to the date of your scheduled event.

## **3. Provision for Physical Facilities.**

In order to ensure a successful event, it is necessary that the Chocolate Fountain or Candy Buffet be set up properly. We therefore require access to the desired setup area at least 60 minutes prior to the beginning of the event. We also require 60 minutes after the conclusion of the agreed upon rental time period, in order to disassemble and clean up the Chocolate Fountain, and take down the Candy Buffet table. This time required for set up and take down of the Chocolate Fountain, or Candy Buffet, does NOT count toward the scheduled rental time of our services.

## **4. Retainer Fee.**

In order to secure the availability of the Chocolate Fountain for your event, we require a Retainer Fee of:

- Two Hundred dollars (\$200) for our 34" Chocolate Fountain (Traditional Package)
- One Hundred dollars (\$100) for our 18" Chocolate Fountains (Diamond & Executive Package)
- Fifty dollars for the DIY Package
- The execution of the Sweet Event Contract

In order to secure the availability of the Candy Buffet, we require a Retainer Fee of:

- Two hundred (\$200) for all of our Candy Buffet Packages
- The execution of this Sweet Event Contract

The Retainer Fee will be applied against your total.

## 5. Cancellation.

You may cancel the Chocolate Fountain or Candy Buffet rental for any reason at any time up to eight (8) calendar weeks before the scheduled rental date. At that time, the contract will be null and void, but in that event, you will forfeit your Retainer Fee. If you reschedule your event within six months of your cancellation date, your Retainer Fee will not be forfeited but will be applied toward your next event.

You agree to provide at the desired setup area the following:

1. One 8' covered and skirted sturdy table capable of supporting one hundred (100) pounds. Once the Chocolate Fountain has been set up at the specified location, it cannot be moved during the event.
2. Sufficient power for the operation of the Chocolate Fountain, which requires at least one 120-volt circuit that supplies at least 15 amps, according to normal safety standards, within 20 feet of the setup area.
3. Ready access to kitchen and sink facilities. (If possible)
4. One 8' covered and skirted table is all that is needed for the Candy Buffet.

## 6. Mutual Indemnification.

Each party hereby agrees to indemnify and hold harmless the other against any losses, including costs and attorneys' fees, as a result of any claim, action, or proceeding arising out of, connected with, or resulting from the use of the Chocolate Fountain at the event. The maximum amount of any costs or damages you may recover from us as a result of our conduct pursuant to the foregoing is limited to any payments you have made to us under this Agreement, plus simple interest at the rate of ten percent (10%) per annum thereon.

**BY EXECUTING THIS AGREEMENT, You accept full responsibility and liability for any and all damages, injuries or delays that occur as a result of failure to comply with these provisions.**

# Sweet Event Contract

## 7. Contact Information

**Client Name:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

## 8. Event Information

**Date of Event:** \_\_\_\_\_  
**Scheduled Fountain Start Time:** \_\_\_\_\_  
**Scheduled Fountain End Time:** \_\_\_\_\_  
**Type of Event:** \_\_\_\_\_ **Number of Guests:** \_\_\_\_\_  
**Color scheme of Event:** \_\_\_\_\_  
**Flowers being used:** \_\_\_\_\_  
**Bride and Groom's first names:** \_\_\_\_\_  
**Contact person - day of wedding:** \_\_\_\_\_

## 9. Event Location

**Name of Location:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

## 10. Fountain Rental Information

### Traditional Wedding Package

Client agrees to rent from "How Sweet It Is" the following:

Medium 34" Chocolate Fountain	_____ Qty x \$395	\$ _____
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This includes 20lbs. of Belgian Chocolate, service attendant, plates, napkins, skewers, and complimentary table décor for up to 200 guests.

Client agrees to purchase from "How Sweet It Is" the following additional chocolate:

(If event is serving over 200 guests)

Dark Chocolate(10 lbs)	_____ Qty x of (\$50)	\$ _____
Milk Chocolate (10 lbs)	_____ Qty x of (\$50)	\$ _____
White Chocolate(10 lbs)	_____ Qty x of (\$50)	\$ _____

(Please list the quantity requested, 10 lbs for every extra 100 guests)

Client requests "How Sweet It Is" to provide 6 of the following dipping items: (\$1.95 per guest)

_____ Strawberries*	_____ Cookie tray	_____ Caramels
_____ Marshmallows	_____ Bananas	_____ Graham Cracker
_____ Dried Fruit	_____ Angel food cake	_____ Crackers
_____ Pretzels	_____ Grapes	_____ Cherries
_____ Pineapple	_____ Rice Krispie Treat	_____ Cream Puffs

(\*if seasonally available)

Number of guests \_\_\_\_\_ X \$1.95 \$ \_\_\_\_\_

**Optional Items**

<b>Floral Chocolate Fountain topper</b>	<b>\$20.00</b>	<b>\$ _____</b>
<b>Chocolate Fountain Silver Plateau</b>	<b>\$20.00</b>	<b>\$ _____</b>
<b>Add one 18" fountain to be used with our 34" fountain</b>	<b>\$100.00</b>	<b>\$ _____</b>

**11. Party Packages**

**Client agrees to rent from "How Sweet It Is" the following:  
Two 18" Chocolate Fountains (Diamond and Executive Packages)**

**Includes two 18" chocolate fountains, 12 lbs. Belgian chocolate, five dipping items, napkins, plates, skewers, and service attendant.**

**\$ \_\_\_\_\_**

**Service for up to 75 guests \$375.00**

**DIY**

**(Do it yourself) Home Chocolate Fountain Package**

**Includes one 18" chocolate fountain, 6lbs. of Belgian chocolate, skewers, and instructions. Delivery is available.**

<b>Serves up to 40 guests</b>	<b>\$95.00</b>	<b>\$ _____</b>
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<b><u>Candy Buffet</u></b>	
<b>Packages:</b> <ul style="list-style-type: none"><li>• Sweet Retreat Package \$5.50 per guest</li><li>• Sweet Beginnings Package \$4.50 per guest</li><li>• Simply Sweet Package \$3.95 per guest</li><li>• Sugar Shack Package \$3.95 per guest</li><li>• I-Candy Package \$3.25 per guest</li></ul> <b>Minimum number of guests is 150.</b>	<b>\$ _____</b>
<b><u>Custom Favors</u></b>	
<b>Price quoted as discussed between the customer and owner.</b>	<b>\$ _____</b>

## 12. Travel Time

One hour round trip travel time is included in the rental fee. Additional travel time will be billed at the rate of \$30 per half hour.

Estimated Additional Travel Time Charge:

\$ \_\_\_\_\_

<b>RENTAL FEE</b>	\$ _____
<b>SALES TAX (0.07%)</b>	\$ _____
<b>TOTAL RENTAL FEE</b>	\$ _____
<b>MINUS RETAINER FEE</b>	\$ _____
<b>BALANCE</b>	\$ _____

Please circle your choice of chocolate

Dark	Milk	White
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I agree to the terms and conditions of the rental contract and agreement.

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

The information requested above is essential for the completion of a successful event for all involved. Please make sure you have provided ALL information required and review it for accuracy. Your date will be held in my Event Book for one week after your contract is sent out. Please send your contract and retainer fee promptly to secure your date. Check can be made to Linda Walker or "How Sweet It Is" Chocolate Fountains.

Mail completed Sweet Event Contract and Retainer Fee to:

Linda Walker  
2052 Heritage Court  
Valparaiso, IN 46385  
[www.howsweetisfountain.com](http://www.howsweetisfountain.com)  
219-477-5116