



1381 Crossing Centre Drive, Suite C  
Forest, VA  
24551  
434-534-3152

## Special Event/Catering Application and Contract

Event Day: \_\_\_\_\_ Order Date: \_\_\_\_\_

### Contact Information

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Mailing Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone Number: : \_\_\_\_\_

### Venue and Vendor Information

Venue Name: \_\_\_\_\_ Address: \_\_\_\_\_

Venue Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reception/Wedding Coordinator: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Order Details

Total Servings Required/Requested: \_\_\_\_\_

### Full Size Gourmet Cheesecakes

Full size 9" gourmet cheesecakes.

Please select the number of full size cheesecakes needed for each flavor.

<i>Flavor</i>	<i>Quantity</i>	<i>Flavor</i>	<i>Quantity</i>
Blueberries and Cream		Key Lime	
Cherry		Marble	
Chocolate Chip Cookie		Simply Vanilla	
Chocolate Peanut Butter Cup		Toasted Coconut Cream	
Cookies and Cream		Triple Chocolate	
Crème de Menthe (Grasshopper)		Turtle	
Fresh Lemon		White Chocolate Raspberry	
Fresh Strawberry		White Chocolate Almond Amaretto	
Java Chip			

*Special Requests(IE, Professionally Sliced)*

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### Individually Packaged Mini-Cheesecakes

Individual 4" mini gourmet cheesecakes individually packed in our signature gift boxes.

Please select the number of mini cheesecakes needed for each flavor.

<i>Flavor</i>	<i>Quantity</i>	<i>Flavor</i>	<i>Quantity</i>
Blueberries and Cream		Key Lime	
Cherry		Marble	
Chocolate Chip Cookie		Simply Vanilla	
Chocolate Peanut Butter Cup		Toasted Coconut Cream	
Cookies and Cream		Triple Chocolate	
Crème de Menthe (Grasshopper)		Turtle	
Fresh Lemon		White Chocolate Raspberry	
Fresh Strawberry		White Chocolate Almond Amaretto	
Java Chip			

*Special Requests(IE, special color ribbon)*

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## Mini-Cheesecakes Showcase

Six of our mini gourmet cheesecakes packaged together in a single showcase.

<i>Flavor</i>	<i>Select Up to Six Flavors Per Showcase</i>			
	<i>Showcase</i>			
	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>
Blueberries and Cream				
Cherry				
Chocolate Chip Cookie				
Chocolate Peanut Butter Cup				
Cookies and Cream				
Crème de Menthe (Grasshopper)				
Fresh Lemon				
Fresh Strawberry				
Java Chip				
Key Lime				
Marble				
Simply Vanilla				
Toasted Coconut Cream				
Triple Chocolate				
Turtle				
White Chocolate Almond Amaretto				
White Chocolate Raspberry				

*Special Requests( IE. Professionally Sliced, Allergen Alert)*

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## Petite Cheesecakes

Choose petite showcase type and quantity. Each showcase contains 36 petites.

<i>Combination</i>	<i>Quantity</i>
Fresh Flight Simply Vanilla, Fresh Strawberry, Fresh Lemon	
Decadently Beautiful Triple Chocolate, White Chocolate Raspberry, Chocolate Peanut Butter	
Classically Elegant Simply Vanilla, White Chocolate Raspberry, Marble	

*Special Requests* \_\_\_\_\_

## Cheesecake Truffles

Choose truffle flavors, up to three flavors can be chosen per showcase. Each showcase contains 36 truffles.

<i>Flavors</i>	<i>Select Up to Three Flavors Per Showcase</i>			
	<i>Showcase</i>			
	<i>#1</i>	<i>#2</i>	<i>#3</i>	<i>#4</i>
Chocolate Peanut Butter Cup				
Cookies and Cream				
Crème de Menth (Grasshopper)				
Fresh Lemon				
Java Chip				
Simply Vanilla				
Toasted Coconut				
Triple Chocolate				
White Chocolate Raspberry				

*Special Requests* \_\_\_\_\_

## Custom Created Gourmet Cheesecakes

Flavor(s) Requested: \_\_\_\_\_

Detailed Design Description, Photo, or Sketch.

## Delivery / Pickup

### Delivery

A delivery fee is charged at the rate of \$50 for the first 20 miles and \$10 for each additional 10 miles or part thereof as determined using Google Maps and/or MapQuest. This fee will be added to the final cost of the cake.

Should the date, time or location of the reception change, the Client must notify Simply Vanilla Gourmet immediately. Simply Vanilla Gourmet will not be responsible for the cake being late due to changes on the Client's part of which Simply Vanilla Gourmet is not made aware at least 48 hours in advance of the originally scheduled delivery date and time.

### Self Pick-up & Self Set-up

If the Client elects to pick up and set up the cake, the Client assumes all liability for the integrity of the cake once it passes into the Client's possession and the Client cannot hold Simply Vanilla Gourmet, having not delivered and set-up the cake, responsible for any problems that may develop with the cake after it has been transferred to the Client or the Client's agent.

## Terms

**Methods of payment** - We accept cash, personal check, and credit cards. A \$35 fee will be imposed for any returned checks.

**Deposit**- We require a 50% deposit to book your order on our calendar. Deposits can be paid via online invoice, cash, credit card or personal check and are considered non-refundable. Please make checks payable to Simply Vanilla Gourmet.

**Final Payment** - For all orders exceeding \$500, payment of the final balance as noted on the contract, is due no later than 7 days prior to your event. Payment is due upon satisfaction of delivery of the order.

**Amendments to orders** - It is your responsibility to read and check the quote thoroughly. If pictures of other cake designs have been submitted as inspiration for your cake design, please know that each cake is made individually, so although every effort is made to ensure consistency, a small amount of variation may occur from the design requested or any pictures supplied. If requested in advance, we will do our best to adjust the design where possible, but sometimes this is not possible according to the nature of the request or amount of notice given. If the alteration affects the cost, or preparation work for the original design has already been undertaken, then remaining balance owed on your order will be adjusted accordingly.

**Cancellation**- We reserve the right to retain your deposit if cancellation occurs. If cancellation occurs after your final payment within 14 days of an order, we reserve the right to keep 100% of the order's value. You must be given confirmation of your cancellation by Simply Vanilla Gourmet in order for cancellation to take effect. If your event date must be postponed, we will do our best to accommodate you as long as your new event date is available, otherwise it will be considered a cancellation. In the unlikely event of an emergency, such as fire, flood, or severe illness, and your order must be canceled by Simply Vanilla Gourmet, we will return the full amount paid by you in advance.

**Release of Liability**- Simply Vanilla Gourmet, LLC cannot be held responsible for any damage to your cake after the product has been safely delivered or picked up. It is best to arrange to have a person of contact who will be responsible to receive the cake if you will not be there to do so. Please ensure that your venue has been properly prepped for delivery of your cake. This may include specific instructions on table set up, stands and displays, access to the site, communication with a florist, and cutting/serving utensils. You are responsible for providing an appropriate and secure table and environment for the cake(s). Our cakes require refrigeration as noted on your order. Cakes are heavy and require a sturdy table and an optimal room temperature of 72 degrees or below. Cheesecakes should be kept under refrigeration until right before service. These are best served chilled. Cheesecakes are dairy based and should not be kept out of refrigeration for more than 1 hour over 72 degree weather. Weather conditions such as extreme heat and heavy rains may impact the quality of your cake. If your cake is to be setup outside, you must make every effort to protect your cake from outdoor elements. For cakes that are to be setup outside between April-October, you should provide a plan to keep the cake safe from bugs, direct sun and temperatures over 75 degrees.

**Release of Liability Continued-** If items for placement on your cake, such as toppers, flowers, or other items specified during planning are not available, or as described to us, we will make every attempt to utilize what is provided as best we see fit under the circumstances. Simply Vanilla Gourmet is not responsible for items placed on your cake after we have left the premises, which may damage the cake or create deviations to its appearance and the original design. We cannot be held responsible for delay of delivery caused by road closures, weather conditions, etc. If you or your designated party are picking up your cake/order from Simply Vanilla Gourmet, it is considered accepted. Simply Vanilla Gourmet is not responsible for any damage to your cake once it has been picked up. We will make every effort to ensure that it will be properly transported in your vehicle.

**Storage of your cake** - Simply Vanilla Gourmet cakes are made from scratch, before your event to give you the freshest cake possible. We do not use preservatives and other shelf stabilizers to prolong the life of our cakes. If you choose to retain a portion of your cake by freezing, please keep in mind that over time the quality of a cake will diminish. It is recommended to freeze a maximum of three months to retain the most quality.

**Decorative non-edible items** - Some cakes may contain inedible items such as wood support dowels in stacked cakes, cardboard cake circles, ribbon, crystals and other decorative materials which you will be made aware of during our design consultation. It is the client's responsibility to ensure these are removed by your caterer/guests before consumption.

**Flowers-** If flowers are provided by an outside source, they must be placed by the client. You acknowledge that fresh flowers are not a food product, and may contain pesticides, insects, dirt or other contaminants. In some cases, due to our delivery schedule we may request the flowers 24 hours in advance from your florist and will arrange pickup or delivery to Simply Vanilla Gourmet. Under no circumstances should the cake be altered after Simply Vanilla Gourmet's setup is complete. If the cake is altered after Simply Vanilla Gourmet departs from the delivery site, Simply Vanilla Gourmet is released of all liability for damage or deviation of design. (ex. florist adds additional flowers to the cake)

**Photos** - On occasion we will photograph our cakes/products and we reserve the right to use any photographs for display or promotion without compensation to you. Simply Vanilla Gourmet on occasion will reach out to wedding photographers for professional photos of our cakes. We respect copyright laws and will give photographers full photo credit for their photos.

**Allergens** – All of Simply Vanilla Gourmet's products may contain or come into contact with eggs, milk, wheat, nuts, soy, and other allergens. You agree to notify your guests of this risk and hold us harmless for allergic reactions.

## Contract Acceptance

IN WITNESS WHEREOF the Parties have executed this agreement on the date first written below. Receipt of this document by the client and a booking of an order agreement to these terms unless stated in writing. **Please NOTE: Your reservation is not complete until Simply Vanilla Gourmet LLC has fully approved the event date and order details.**

Simply Vanilla Gourmet LLC

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**Client:** I have read, understand, and agree to all that has been stated. I have received a copy of this contract for my records. I understand that I am the only one authorized to make changes to this contract.

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_