**Wedding payment and refund policy for**

**Bride’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Wedding Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

When you are ready to book your event and have us save that date for you, a **$200.00** retainer fee is due. This retainer fee is non-refundable but will be applied to your wedding balance. The fee is for holding that date open for you and your wedding. **The balance is due full three weeks prior to event date. Flowers are will not be ordered until balance is $0.** Changes to the wedding can be made up until three weeks before the day of the event, after that time you may only add to the flower or rental list. (Changes are subject to availability of product and must be pre-approved by manager) Flowers are preordered about three weeks before event date to ensure the best selection and availability of the floral product to be used in the wedding. After this time you may not cancel any or all of the flowers or rental equipment. No matter the reason. No refund in part or in full will be given after that three week period.

Please sign and return with payment.

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

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of employee accepting payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Lilygrass flowers & décor – 7101 NW Expressway Ste 400 – Oklahoma City, Oklahoma 73132

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(we are social people)