

The Bread Basket Bakery  
65 Spring St  
Saratoga Springs, NY 12866  
Phone: 518-587-4233  
Fax: 518-490-0290

## Cake Contract

Date of Event:

Time of Event:

Location of Event:

Contact Information (Name, 2 Phone numbers):

Your date becomes reserved only when this "Cake Contract" is drawn up, signed & \$75.00 booking deposit is received.

**DEPOSIT:**

There is a \$75.00 deposit paid to reserve your date. In the event of cancellation, your deposit is NON-REFUNDABLE.

**Initial** \_\_\_\_\_

**DOWN PAYMENT:**

In addition to the deposit, a 50% down payment is expected 2 months prior to the wedding/event date. If this contract is signed within two months of event date, 50% is due upon signing.

**Initial** \_\_\_\_\_

**FINAL PAYMENT:**

Total contract price is due 2 weeks prior to your wedding/event date. The cake will not be made if final payment has not been received.

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**CAKE CHANGES:**

Changes to your cakes size, description, flavors, etc. will be accepted until 2 weeks prior to the wedding date. After that lockout date we cannot accept any changes. Changes may affect the price of the cake.

**CAKE SET/STAND:**

The \$75.00 paid to reserve your date also serves as your set/ stand deposit. In some cases, the cake/ cupcake stand replacement cost exceeds the \$75.00 deposit. All pieces of the cake set/stand must be returned to The Bread Basket Bakery by the Wednesday following your wedding or event. Late return or damaged pieces will result in the forfeit of your deposit and/or full replacement cost of the stand (whichever is greater). If the value of your cake set/stand is less than \$75, you may choose not to return it and forfeit your deposit.

Does the \$75 deposit cover the value of the cake set/stand required for this contracted cake? Yes\_\_\_\_\_

No\_\_\_\_\_

If no, estimated value \$\_\_\_\_\_

**Initial** \_\_\_\_\_

**DELIVERY & SETUP:**

We charge \$30.00 delivery and setup for all wedding/large specialty cakes in the city of Saratoga Springs (5 miles from bakery). If you need delivery outside of 5 mile radius the fee is \$1.25 per mile, on top of the \$30 set up fee. If your event is during peak times of the year, we will only deliver cakes for 100 plus people. Smaller cakes will need to be picked up. We will coordinate the time with you – and schedule to meet you or your designee and set up your cake during our normal business hours (Tues – Fri 7am-3pm & Sat – 7am-2pm). Delivery & setup outside of normal business hours and on holidays is available in most cases. Please inquire in advance if after hours delivery is needed. This delivery fee is a separate charge and will not be included in the price of your cake. You need to be prepared to pay this fee in cash or by charge at least 14 days prior to your delivery date.

**Initial** \_\_\_\_\_

**CANCELLATION POLICY:**

In the event of cancellation: Cakes cancelled prior to the 14-day lockout date will be refunded. The \$75.00 deposit will not be refunded. Cakes cancelled after the 14-daylockout date will not be refunded and the deposit will not be refunded. In the event that something occurs to affect your scheduled wedding date – please contact us to discuss options.

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**FLOWERS:**

We are always more than willing to decorate your cake with fresh flowers or lay your flowers around the base of the cake at delivery. If you have a specific layout you should give us a sketch of exact placement. Flowers for the cake, table (or anywhere else) need to be provided by your florist. If flowers need to be purchased by bakery the price of the flowers for the cake will be included in your contracted price. Please be certain to provide examples of the specific colors and types of flowers you want on your cake. We will also be glad to work with your florist directly to ensure that everything matches.

**Initial** \_\_\_\_\_

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

**ORNAMENTS/ TOPPERS:**

Ornaments can be brought to the bakery between 14-30 days before your wedding or event. Topping cake with ornaments that are too heavy or not secured properly may cause damage to your cake. If any party, other than a Bread Basket employee, adds to a cake, we are not responsible for damage to the ornament or to the cake.

**Initial** \_\_\_\_\_

**PICKING UP YOUR CAKE:**

Picking up your cake is a great way to save money. If you choose to pick up your cake you should make sure that you have a clean, flat surface to set cake on while driving. Vans, sport utility and any vehicle that the back seat folds in so the air conditioning can make it to the trunk are the best for traveling. If you are in a car, the floor is generally safer than the seat. Most of our cakes are either too large or irregularly shaped to fit in a cake box so you need to take special care to protect them. Once you leave with the cake it is no longer the responsibility of The Bread Basket Bakery.

**Initial** \_\_\_\_\_

**OUR GUARANTEE:**

The Bread Basket Bakery promises you the best products and service. It is our wish that by choosing The Bread Basket we can be an important part of your special day. It is always our goal to more than satisfy you... we want to create the cake of your dreams!

**I have read and understand all that has been proposed. I have received a copy of this contract for my records.**

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

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

**CAKE DESCRIPTION/DESIGN:**

\_\_\_\_\_ Servings @ \_\_\_\_\_ Per Serving = TOTAL: \$ \_\_\_\_\_

**Cake Flavor** \_\_\_\_\_ **Icing** \_\_\_\_\_

**Filling** \_\_\_\_\_

**Description/Picture:**

# Cost Breakdown

Total Cake Cost: \_\_\_\_\_

Delivery/set up fees: \_\_\_\_\_ Paid Y / N

Rental Fees: \_\_\_\_\_

Cake Deposit: \_\_\_\_\_ Paid Y / N

Final Payment: \$ \_\_\_\_\_ Due By: \_\_\_\_\_