

PACKAGE

TERMS & CONDITIONS

These Terms & Conditions apply to all Signature Set Up & Co wedding packages and form part of your booking agreement.

CEREMONY PACKAGES

Guest Count & Aisle Styling

Ceremony packages are based on a standard chapel layout of approximately **8 guests per row**. Where aisle styling is included, posies and ribbons are placed on the aisle-side chairs on alternating rows.

Guest Count	Included Aisle Styling
Up to 50 guests	Up to 8 posies / ribbons
Up to 80 guests	Up to 10 posies / ribbons
Up to 100 guests	Up to 14 posies / ribbons

Ceremony Florals

Different seating layouts or additional rows may require an additional quote.

Flowers and arrangements will follow the quantities and sizes included in the selected package. Packages are based on readily available flowers such as roses, carnations, chrysanthemums, gerberas, alstroemeria, baby's breath and suitable foliage. Specific flower varieties cannot be guaranteed due to seasonal and wholesale availability.

Premium or speciality flowers, including **orchids, hydrangeas, peonies and imported flowers varieties**, are excluded and may be added at an additional cost.



RECEPTION PACKAGES

Guest & Table Allowance

Reception packages are based on **8-seater** guest tables:

Package	Guests	Maximum Tables
Petite	Up to 50	7
Classic	Up to 80	10
Grand	Up to 120	15

The guest and table limits apply **whichever is reached first**. Additional tables will be quoted separately. Reducing the guest or table count does not reduce the package price or create a credit.

Reception Florals

Guest-table floral styling includes approximately 15–23 flower and foliage stems per table, depending on the selected layout.

Flower varieties are selected according to the approved colour palette, style, quality and availability.

Premium and speciality flowers are excluded unless added as an upgrade. Reference images and mock-ups represent the intended style and scale and are not guaranteed exact replicas.

Candles & Décor

Standard candle styling uses **5 x 15 cm pillar candles** and **2 x 20 cm dinner candles**, with quantities depending on the selected table layout. Packages make use of suitable décor provided by the venue where applicable. Additional or upgraded décor will be quoted separately.

Stationery

Only the stationery and signage quantities listed in the selected package are included.

Additional quantities, upgraded materials or additional stationery will be quoted separately.

The client is responsible for checking all names, spelling, dates and information before approving final designs.



GENERAL TERMS

Package Discounts

Package clients receive **15% off eligible additional décor, stationery, floral add-ons, Content Creation packages and Planning packages**. Premium/imported flowers, third-party items, outsourced products and travel/delivery may be excluded.

Package Use

Packages and discounts are valid for one wedding/event only. Unused inclusions cannot be transferred to another event, exchanged for cash or credit, or automatically substituted for another product or service. Removing an included item does not reduce the package price.

Travel & Delivery

Travel and delivery are not included in the package price. Travel is calculated separately according to the applicable AA rate, plus any applicable tolls, parking or additional trips.

Payment Policy

A **20% booking deposit** is required to secure the wedding date. A **second payment** of at least **20% is due 30 days after the initial deposit**. Thereafter, the remaining balance may be paid in instalments of the client's choice. The full outstanding balance must be paid no later than **30 days before the wedding**. Confirmed add-ons, upgrades and travel/delivery charges must also be settled by the applicable final payment deadline.

Cancellations & Date Changes

The booking payment reserves the wedding date and our availability. Cancellations, refunds and amounts payable will be handled in accordance with applicable South African law, taking into account work already completed and wedding-specific costs already incurred or committed. Personalised or specially purchased items may be non-refundable where permitted by law. Date changes are subject to availability and written approval.

Final Numbers & Changes

Final guest numbers, table quantities and personalised information must be supplied by the communicated deadline. Additional guests, tables, flowers, stationery or styling outside the selected package will be quoted separately.



Guest tables vs main table

Reception packages are based on 8-seater guest tables. The maximum table allowance refers to guest tables and excludes the bridal/main table where bridal-table styling is included in the selected package.

Natural flower variation + substitution

Flowers are natural products and may vary in colour, shade, size, shape and appearance. Where a flower or foliage variety becomes unavailable or unsuitable, we may substitute it with a reasonably similar alternative while maintaining the approved overall colour palette, style and value as closely as reasonably possible.



CLIENT

REGISTRATION FORM

CLIENT INFORMATION

Full Name: _____
Phone Number: _____
Email Address: _____

ADDRESS

Street Address: _____
City / Province: _____
Postcode: _____

SERVICE DETAILS

Selected Package: _____
Wedding Date: _____
Venue: _____
Total Booking Value: R _____

ADDITIONAL NOTES

ACCEPTANCE

By signing below, the client confirms acceptance of the selected package, final quotation and these Terms & Conditions

CLIENT

Client Name: _____
Client Signature: _____
Date: _____

SIGNATURE SET UP & CO

Representative: _____
Signature: _____
Date: _____