



..... FROM THE POTTING SHeD

## *P*olicies & Procedures...

### ***Weddings & Events:***

- *All deposits are non-refundable.*
- *For weddings that are fully paid notice of cancellation must be received 8 weeks prior to the wedding for a 50% refund.*
- *Flower Availability: We make our very best effort to provide all the flowers as discussed at your flower party. Flowers are living things, and may be subject to weather and availability and we may need to substitute.*
- *All Containers and Vintage Glassware that are loaned are the property of From The Potting Shed Inc, and must be returned within 48 hours of your wedding. We require a credit card number to be kept on file in order to loan you our glassware. Your credit card will not be charged if the glassware is returned in good condition within 48 hours.*
- *All Decorative Urns, Archways, Obelisks that are loaned are the property of From The Potting Shed Inc., and must be returned in good condition within 48 hours of your wedding or result in a charge to your credit card on file.*

### ***School of Flowers & Workshops:***

- *No refunds on workshops or classes.*
- *All classes must be paid in full before start date.*
- *Cancellations must be made within 7 days of the start date, and student will receive a credit to attend another class or workshop for equal value.*

### ***Retail Shop:***

- *All sales final, no refunds or exchanges.*