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**Beautiful wedding start with Beautiful Hair!**

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### Wedding Guide and Contract

#### Client Contact Information:

Bride's Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate Contact Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Email Address : \_\_\_\_\_

Event Location: \_\_\_\_\_

Wedding Time: \_\_\_\_\_ Picture Time (if any): \_\_\_\_\_

Number in Wedding Party: \_\_\_\_\_ Do you need on-site services? \_\_\_\_\_

Services (√): Hair \_\_\_\_\_, How many? \_\_\_\_\_. Make-up \_\_\_\_\_, How many? \_\_\_\_\_

### **Our Goal:**

Thank you for choosing The Salon & Spa 18 for your wedding day. We want your day to be as carefree and special as possible. We can take care of your hair, skin, and make-up needs for your special day. Please complete and return a copy of the following forms so we can schedule all of the services needed for you and your wedding guests.

We will provide a full range of services for you to prepare for your wedding day. You and your wedding party are very important to us and we will make every effort to ensure your day is special. At Salon and Spa 18, we can combine your ideas and our creativity to design a look that's right for you. We strive to offer you the best service available and please do not hesitate to ask if you have questions or need any assistance from any of our team members.

Please be aware that this agreement is a contract that requires cash or credit card to reserve all of your appointments. The complete cost of the bridal services can be quoted upon completion of these forms and a deposit is required to hold the day and times scheduled. We hope this will help add to the ease and enjoyment of your day.

### **Scheduling:**

A credit card is required to reserve wedding day services. We recommend that reservations be scheduled far in advance to guarantee adequate time for all services performed for all wedding party guests. Services, (excluding spa services) on your wedding day can be provided on site for your convenience. There will be an additional travel charge added to your service total. We understand that changes to your schedule are a part of the planning process and we will make every effort to accommodate these changes, subject to appointment availability.

### **Payment:**

A deposit is required for each wedding party; a non-refundable deposit is required at the time that the reservations are made and will be \$50 or up to 50% of the service total on the day of the wedding. It is for use to securing your date for the service(s). An additional **services deposit** may require for a larger party, and it is refundable according to the days of cancellation. Payments preferred with cash or check on the wedding day, and are due at the services complete. (we can arrange for credit card payment if condition permitted, however the client(s) will be responsible for the processing fee).

**Cancellation policy:**

Any changes to wedding day reservations must be made no later than 7 days to the scheduled service. Cancellations will not be made within 7 days of the reservation without full charge of the cancelled appointments. A full **service deposit** will be returned to those reservations cancelled within 14 days of the original scheduled day. 50% of the **service deposit** will be returned to those cancelled within 7 days. There will be no deposit refunds thereafter. Deposit refunds only apply to cancellations of the entire bridal party. No deposit refunds apply to individual appointment cancellations. Appointment services and times cannot be changes on the day of the scheduled services unless our schedule allows.

**Terms and Conditions:**

From time to time, we would like to use your photographs for displays, website, portfolio and promotional uses. If you do not wish to have your photographs to be used for any of those, please state it below;

I, \_\_\_\_\_ do not wish to have my photograph to be use on any promotional uses.

If the Hair stylist or Make-up artist cannot perform this Agreement due to a fire, other casualty, strike, act of God, or other cause beyond the control of the parties, or due to Hair stylist's or Make-up artist's illness, then the deposit shall refund to the Client but shall have no further liability with respect to the Agreement. This limitation on liability shall also apply in the event that the hair or make-up fails to perform due to malfunction of any man-make products, such as hair extensions, veils, hair accessories, eyelashes etc.

Salon & Spa 18 may substitute another Hair stylist or Make-up artist for the services in the event of illness or scheduling conflicts. In the event of such substitution, the Hair stylist or Make-up artist that performs the service(s) shall be a competent professional.

**Wedding Day:**

**In order to ensure you receive the service you deserve, please arrive on time!**

Please shampoo your hair no later than the day before the wedding day. We do not recommend shampooing the day of. Please ask all members of your party to use only soft styling sprays in the morning, as hard sprays make hair hard to curl and style. Be sure to wear a shirt that is easily removed, preferably a button down the front shirt.

Members of the wedding party need to have dry hair at the time of their service. Any additional time spent drying the hair will result in an additional charge according to the extra time spent.

Gratuities are not included in the set prices. 15% is traditionally given for any satisfactory service. Thank you!

Once again we thank you for choosing Salon & Spa 18 to share in your special day. Please do not hesitate to contact us if you have any questions regarding your special day. The best ways to communicate with us are through e-mail. Or you can leave your message at the salon phone.

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I, \_\_\_\_\_, have read and fully understand all of the above terms and conditions. I agree to them and consent to the as stated above.

\_\_\_\_\_ (Signature)