**SPA PARTY AGREEMENT FORM**

**NAME OF GROUP OR PARTY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AUTHORIZED CONTACT PERSON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF EVENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT PHONE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A nonrefundable deposit of 25% of the total services amount is required upon booking and signing of this agreement to secure and reserve the scheduled party date. The deposit will be applied towards the balance due.

All services must be finalized and paid in full one week prior to the event date. After this date, any service cancelled will not be reimbursed.

Deposit and balance payable with credit card or cash.

All party attendees agree to arrive 30 minutes prior to their first scheduled services to ensure sufficient time for service preparation. Late arrivals cause delays and it is understood that late arrivals of 15 minutes or more may result in the inability to provide the scheduled services. No refunds will be issued for late arrivals.

Gratuities may be added at the discretion of the person hosting – however, to expedite check out, it is suggested they be added in the final balance payment. Individual guest may provide cash tips to each provider.

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AUTHORIZED REPRESENTATIVE SPONSORING THE PARTY DATE

**SPA PARTY WORKSHEET**

**Please provide each guest first and last name with phone number.**

**Please provide the exact service requested:**  Special occasion Updo, 60 minute pedicure etc

**Provide any relevant information regarding the service:** long hair, is a minor, pregnancy etc

**Guest name Phone Services Requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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