
***Spa Bella Salon & Boutique Bridal Agreement Terms and Conditions***
*620 Arnold Avenue, Point Pleasant, NJ 08742
Phone: 732-899-2202
 Fax: 732-899-2204
Email: Spabellaweddingnj@aol.com
Web: www.SpaBellaNJ.com*

**Policies**

* Securing Appointment Date:
***Your appointment date(s) and service(s) will be secured when the signed contract and deposit have been received. All bookings for weddings are made on a “first-come-first-served” basis. No dates will be guaranteed without a signed contract and deposit.***
* Deposit:

All reservations for parties must be reserved and guaranteed with a 50% deposit. Parties of 6 or more may be required to reserve the date with a minimum $500.00 deposit. All deposits are due within 24 hours of scheduling services; unless other arrangements have been made and approved with Spa Bella management.
***Wedding reservations MUST cancelled within 14 days of your scheduled appointment(s) or you will be charged the full price of the group reservation.
\*\*\*In the event of a cancellation, after booking is complete, 50% of the deposit will be forfeited to Spa Bella.***
The reservation(s) will be cancelled if payment and the signed contract are not received by the due date. ***The balance will be charged to the card on the morning of the wedding, unless paid separately by each Bridal Party Member after services are rendered; or paid in full by cash or check after services are rendered. (The deposit left on a credit card can be refunded the morning of the wedding so that each Bridal Party member may be responsible for their service charges alone).***

* Payment:
Remaining balance is due the day of service. Prices are subject to change as styling needs change or services are added. ***PRICES DO NOT INCLUDE GRATUITY****.* We accept Visa, MasterCard, Discover, American Express, Check, and/or Cash. (Postdated checks cannot be accepted).
* Contract/Appointment Changes:
All agreements will be made in writing. Wedding date and time, service date, time of arrival in salon, estimated time of completion, names of guest to be styled, and service descriptions will be mailed or emailed. Any changes/additions to guests or wedding party members requesting additional services after the contract is signed must be submitted in writing; (no changes will be made over the telephone). Charges for guest requiring additional services must be paid in full on the day of service. Changes will be accepted up to 7 days prior to the service date. Any cancellations made with less than 2 week notice will be charged to the credit card associated with this contract. The entire cost of the cancelled service(s) will be placed on the credit card if proper notice is not given.

\* The bride/individual signing this contract may permit only one other person to authorize/ submit and change any arrangements for the wedding party. Contracts and changes made by anyone other than the individual signing or listed on this contract are not allowed and considered invalid. The salon coordinator/manager and owner are the only ones to accept and make request changes.

\* Cancellations due to emergencies are considered on a case-by-case basis per the salon management’s discretion.

\* You may email, mail or fax any changes or requests.

* Late Arrivals:
If the wedding party is more than thirty (30) minutes late without making contact with us, the party will be charged an additional late fee of $ 50.00 for each guest contracted to be serviced. Tardiness results in scheduling and service conflicts for you and other clients following your appointment(s). If a wedding party is late for the scheduled service appointment time(s) and notifies us of a new arrival time, stylists may or may not be able to accommodate the new arrival time. If the scope of the original contract cannot be fulfilled due to client’s tardiness, services may be reduced; however clients are liable for the original amount.

\*If a wedding party is more than one (1) hour late without making contact, the assumption is that the client is a no-show. This will result in the client forfeiting all deposits and or payments for the contracted services, and the entire contracted cost will be placed on the provided credit card. We apologize for any inconvenience but we must follow this policy out of respect for our stylist and other clients.

*I have read, understand and agree to the terms of this contract. Deposit payment is due upon submission of this document.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Additional Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_


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Dear Bride,
 Now that everything is pretty well arranged for your wedding day, you are ready to set up your styling appointments and we are ready to assist you! The purpose of this agreement is to confirm the services to be rendered for the wedding party, along with the name(s) of those responsible for services provided by Spa Bella. This agreement, along with the deposit, must be completed and returned within 24 hours of scheduling services; or the service(s) and time(s) requested will not remain reserved.
 *Please fill out the form, to the best of your knowledge. Our Bridal Coordinator will fill in any remaining information needed and review the entire contract with you.*

**Wedding Information (In Salon):**

Wedding Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of guests in your Bridal Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Ceremony/Pictures Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time you want to arrive to Salon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Time you need to leave the Salon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wedding Information (Off-Site):**

Wedding Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Service Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of guests in your Bridal Party:\_\_\_\_\_\_\_\_\_\_\_\_\_

Ceremony/Picture Start Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time you need stylists to arrive:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time you need services to be completed:\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Stylists on Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel Fee:\_\_\_\_\_\_\_\_\_\_

**Bride’s Information:**

Bride’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Contact Name and Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Requirements for the Bride and her Wedding Party:

***------------------------------------------------------------------------------------------------------------------------------------------***

***Please Specify: Bridal, Up-do, Evening, or Blow out for hair; and Bridal, Regular or Airbrush for
makeup.***

-Please arrive for your services on time, at the same time.

-Please arrive for your appointment with dry hair.

-Wearing a button down, or lose, shirt is suggested**.**

**Check Deposit Payment Type Below:**

 Cash\_\_\_\_\_\_\_ Credit\_\_\_\_\_ Check\_\_\_\_\_

**Credit Card Information:**

In order to guarantee your appointment times we require the following credit card information.

Credit Card Type: \_\_\_\_\_ Visa \_\_\_\_\_\_\_MasterCard \_\_\_\_\_\_\_\_Discover \_\_\_\_\_\_\_\_ Amex

Credit Card #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date (Month/Year):\_\_\_\_\_\_\_\_\_

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

No additional charges, **after the deposit**, will be made to your credit card until services are performed. However, we do require two weeks (14 days) advance notice cancellation policy. In the event that a wedding party is cancelled less than two weeks (14 days) prior to your appointment, you will be held responsible for half (50%) of the cost of the service(s) and your credit card will be charged.

On behalf of Spa Bella, we look forward to hosting your wedding party for your big day. If you have any questions, or if we can better serve you in any way, please contact us.

Thank you!
Kelly Lamicella
 Owner, Spa Bella Salon & Boutique

Spa Bella Staff Verification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*The following is a detailed schedule for each individual breaking down: exact services, technicians, times,and totals.*

*The following is a detailed breakdown of all applicable services for each individual; as well as any payments made and remaining balances.*
