

Salon/Spa Party Contract

**Contact Information**

Host/Hostess: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone –Daytime/Evening Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Information**

Number of Guests: \_\_\_\_\_\_\_\_\_\_\_

Type of Party (Bridal, Office Celebration, Holiday Party, Girl’s Night):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested date and time of arrival: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This contract is a binding agreement for service between the host/hostess and Vault Salon.Spa:**

* I understand, The Vault Salon and Spa must receive all names of guests and treatment choices listed on page 4 of this contract, no later than 30 days prior to reservation. The above information is imperative in determining how many therapists will be required for your events needed.
* Guests should arrive 30 minutes prior to the start of treatments to fill out intake forms, relax, and get changed into robes and slippers as necessary.
* Treatments will begin promptly at time indicated above with treatments being done in rotation between guests in the party.
* Because our time is reserved specifically for your party, guests arriving late will not be guaranteed full treatment time and hostess will still be responsible for treatments reserved.
* The undersigned acknowledges that they are ultimately responsible for all treatments reserved in accordance to our cancellation policy.
* Any changes to the number of guests attending, the date or time of reservation, or the type of service being booked, must be done 48 hours to date of reservation as indicated above to avoid being charged the full amount of reservation. This includes changes to the type of service,
* The host/hostess will be responsible for and charged the full amount of treatments reserved for any guests not in attendance the day of the reservation. Should any member of the party that we have on the contract not make their appointment, the below signer is still liable for the cost of the contracted services.
* Parties of three or more will be charged a 20% gratuity fee. Additional tipping is left to the discretion of the individual client.

**Optional Relaxation Room Rental**

*For parties wishing to exclusively reserve the relaxation room/mezzanine for their party, please read the information below.*

This allows EXCLUSIVE use for the relaxation room for your party 30 minutes before your first scheduled appointment and 30 minutes after the last service concludes for your party. No other guests of the spa/salon will be permitted in the space during your party when it is reserved as such. The Relaxation Room is typically reserved for guests that are taking advantage of our Massage Therapy or Esthetic/Facial Services.

Required Reservation Cost: $140 per hour of reservation

Waived Fee Condition: This reservation fee can be waived and is left to the discretion of management/ownership of the The Vault Salon.Spa. The signing client will be notified if they meet the requirement to reserve the room free of charge. This requires ALL requested information for attendees to be complete including service decisions.

*Please sign below if you require or are interested in a quote for reserving the space of the Relaxation Room; fees will be determined at time of booking. Please read cancellation charges under the cancellation section.*

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**Cancellations**

Spa parties larger than 3 people have a 48 hour cancellation/reschedule policy. 20% of the treatment price will be charged for cancellations and/or changes made within the cancellation window of the appointment time. Full party no-shows will be charged the total price for all services that were scheduled.

Rental fees associated with the Relaxation Room will be charged at 50% of the quoted cost of rental.

**Payment**

The total amount of all services is due before the start of the sessions on the date of the appointment.

**Changes to Services or Timing - Requests**

Changes to service treatments for guests are considered requests after the contract is submitted and are not guaranteed. Additions (services or guests) to the party must be submitted no later than 14 days prior to your event; we cannot guarantee these requests will be met. No changes can be made on the day of the event unless it is an addition or upgrade that can be granted at the discretion of management. The total of the upgrade or addition will be paid at the finish of service (added guests, etc….) We cannot promise to service extra appointments without prior notice, but we will try.

**Rules of the Relaxation Area**

We invite and welcome you to enjoy your day with us here at The Vault Salon.Spa. Provided to each guest will be complementary beverages (white or pink wine, coffee, tea, lemon or cucumber water) and light snacks. If you would like to bring anything other than what we offer, we encourage you to do so, but with approval my management! Red wine and coolers are prohibited. Please drink responsibly as the salon reserves the right to remove unruly parties from the premises at any time during service. We also ask that while you enjoy your experience with your party, to please be courteous of other guests that are not part of your group; KEEPING IN MIND THERE ARE SERVICE ROOMS CLOSE TO THE RELAXATION ROOM. We look forward to you and your guests spending the day with us, THANK YOU!

**Credit Card Information:**

Circle one: MasterCard Visa American Express Discover

Card Number:

Exp: Date:

Card Code:

Name as it appears on Card:

Client Signature:

Date:
By signing this document, the client does agree to the terms and conditions of all pages of this contract.

*Date of services will be reserved upon receiving the complete, signed and dated contract.*

**Name:
Date:**

(Please Print)

**Signature of client (Host/Hostess)**

For Official Use only

**$ Amount Due on Day of Event Signature of Spa Coordinator accepting request \_\_\_\_\_\_\_\_**

**(No further discounts may be applied)**

**Please return this contract to:**

The Vault Salon.Spa

407 Main Street

Johnstown, PA 15902

Email: info@thevaultsalonspa.com

Contact: (814) 534-0700

Please list the names of member in the party (or guest) that you wish to schedule that day. Also indicate their role in the party (Guest of Honor, Hostess, Bride, guest) with their service preference and the time they need to be complete by if a specific order is a concern.

**Name/Role in party Service/Package Requested Phone Number**

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