



## Spa Party Payment & Cancellation Policy Contract

Below is a list of requirements needed to begin the process of scheduling your party:

1. Your name and contact information, including phone number, address and email.
2. The first and last names of the party guests receiving services and the services requested.
3. The date and time requested for the party.
4. Email a copy of our payment & cancellation policy.
5. A signed copy of our payment & cancellation policy contract and deposit. (required prior to reserving appointments).

**Deposit:** All parties are required to pay a 50% deposit prior to scheduling any appointments. No services will be scheduled until a signed contract and deposit are received by Head to Toe Day Spa & Salon. Deposits and pre-payments can be made by cash, check or credit card.

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**Travel Fees:** Head to Toe is capable of traveling for offsite bridal services. We only travel for bridal parties of a minimum of 4 or more. For locations up to 40 miles away we require a fee of \$50.00 per person. For locations 40 miles or more we require a \$100.00 fee per person. Additional charges for ferry rides will also be applied.

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**Final Payment:** All payments must be made in full before leaving the spa/salon on the day the services are received. Head to Toe is happy to accommodate party guests paying individually.

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**Confirmed Booking & Schedule:** Once payment is received parties will receive confirmed itinerary of the day's appointments (with times), each of which is subject to our lateness & cancellation policies (below). Guests will also receive a detailed invoice, for payment purposes and schedule. It is important to note that in order for a smooth process on the day of, everyone must arrive on time and ready for their schedule services. **It is not possible to switch appointment times or services on the day of to accommodate guests.**

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**Cancellations:** Cancellations for parties are required 48 hours prior to the time of services being received to receive a full refund of the deposit. Cancellations made within 24 hours of the date of services reserved will lose the 50% deposit. Cancellations the day of services will also be charged for the full amount of the service.

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**No Shows/Lateness:** In order to effectively accommodate your group, your promptness is required and appreciated. We cannot guarantee full appointments for party members arriving more than 10 minutes past their scheduled appointment times. No shows are required to pay the full amount of the service.

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**Preparation:** If receiving bridal makeup and hair services, please arrive with clean, dry hair and skin to ensure a timely application and styling process. We recommend washing your hair the night before for the best results. Having a trial run for hair and makeup prior to the wedding date is also suggested to reduce any additional stress on the special day.

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**Pricing and Gratuities:** Each service will be at level one pricing, which is the lowest pricing we offer. Pricing for onsite bridal services will differ. Also, a 20% gratuity will be automatically added to all party appointments. This will be included in the final invoice.

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**Food & Drink:** Groups are welcomed and encouraged to bring in food and beverages for their party. Having food delivered is also accepted. Head to Toe is able to supply glass plates, glass champagne flutes, wine glasses and a 5' round table if prior notification is given.

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**Alcohol:** Head to Toe wishes that all guests enjoy themselves in a safe and responsible manner. Spa party guests of head to toe are more than welcome to bring alcoholic beverages.

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If you have any questions or concerns regarding your wedding day or party bookings feel free to contact your coordinator. Contact us at: [headtotoeparties@gmail.com](mailto:headtotoeparties@gmail.com)

**I, the undersigned, agree to the above policies:**

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Signature	Print Name	Date
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