



PARTY AGREEMENT

I. Party Holder Contact Information

Name: _____

Address: _____

City, State: _____ Zip Code: _____

Telephone #: _____

Email: _____

II. List first/last names and the services desired for each guest

Date: _____

Ideal arrival time: _____ **Ideal ending time:** _____

Location of wedding: _____

Location of Reception: _____

III. Trial hair and makeup appointments for bride (required)

Possible dates: _____

Time frame/s: _____

IV. Policy & Payment Agreement

Contract applies to groups of more than 3 and/or groups with services totaling over \$300.

I. PAYMENTS

- i. DEPOSIT:** All parties are required to pay a 50% non-refundable deposit and submit a signed contract within two weeks of booking appointments. Satori accepts one payment for the entire party.
- ii. GRATUITY:** 20% gratuity is added to all appointments and included on the invoice.
- iii. FINAL PAYMENTS:** All payments must be made in full 1 month prior to appointments. We require one payment for the entire party. Additional appointments added within one month of the event date will be charged the appointment cost plus 20% gratuity automatically. Parties booked within the month of the event date are required to pay for appointments in full including 20% gratuity within 3 days of the contract being submitted.
- iv. PAYMENT TYPES ACCEPTED:** Visa, Master Card, Discover, America Express, Check and Cash
- v. CREDIT CARD POLICY:** All parties are required to keep a credit card number on file to hold appointments. The card will be charged when appointments are altered.
- vi. REFUNDS:** No refunds will be given for missed or shortened appointments.
- vii. CANCELTION POLICY:** Cancellations for parties are required 1 month prior to the date of services being received. If cancelation is given one month prior to the event and guest has paid in full, they will be refunded the total paid minus the 50% non refundable deposit.

II. APPOINTMENTS

- i. BOOKING:** Party logistics may be summarized on page one of this contract and submitted to the event coordinator. A detailed schedule and invoice will be emailed to you following the submission of this contract. Satori reserves the right to adjust the schedule and invoice if necessary.
- ii. SERVICES:** We ask guests to respect the facility and employees. To continue achieving success as a local business, Satori relies on support from group reservations and a regular clientele. Our livelihood depends on customers receiving and purchasing services. **Please be aware that Satori does not allow the application of makeup, nail painting, hair styling and/or the use of salon products to perform services on yourself or others.** If guests would like to receive a service, we are happy to accommodate them with an appointment.
- iii. APPOINTMENTS:**
 - a. NAILS:** Satori performs services on natural nails only. French tips are an additional cost of \$5. If French tips are added on the event day, the credit card on file will automatically be changed.
 - b. HAIR :** All wedding guests should arrive with clean, dry hair. Please wear a button up shirt.
 - c. FACIALS/WAXING:** Bridal parties are discouraged from receiving facials and waxes within 3 days of the event day.
 - d. MESSAGES & BODY TREATMENTS:** Shower facilities are unavailable at Satori. We encourage wedding guests to receive these service more than 24 hours prior to the event.
- iv. TRIAL APPOINTMENTS:** All **brides** are required to schedule a trial hair and makeup appointment 1-2 months prior to the wedding day. For other party members with a specific style a trial hair and makeup appointment are recommended. The invoice will include the cost of all trial appointments. Trial policies apply to wedding parties only. Trial appointments are full price plus 20% gratuity.

v. NO SHOW/ LATENESS: To accommodate guests efficiently your promptness is required and appreciated. We cannot guarantee appointments for party members arriving more than 10 minutes past their scheduled appointment times. This is considered a no show/late cancellation. If time allows the client will have the option to receive an abbreviated version of the service at no discount. It is not possible to switch appointment times or services around on the event day to accommodate late guests.

III. OTHER

i. FOOD & DRINK: Guests are encouraged to bring food and beverages. The wedding coordinator is available to discuss multiple options for catering with you. Satori is able to pick-up, set-up, and clean-up for you. Pre-payment to catering business is appreciated. Any reimbursement to Satori for refreshments is accepted in cash on the event day.

ii. ALCOHOL: Satori wishes all guests to enjoy themselves in a safe and responsible manner. Guests of Satori are welcome to bring alcoholic beverages as long as a designated driver is chosen and the consumers are at least 21 years of age.

I the undersigned agree to abide by the policies explained in this document.

Name

Date

Please fax or mail contract to:

Mail: Satori Day Spa & Salon, 840 Hanshaw Road, Ithaca, NY 14850

Attn: Event Services Coordinator

Fax: (607) 266-8034
