

# Jiva Salonspa Bridal Services Contract

## Congratulations!

Jiva Salonspa is honored and excited to host your bridal party.

The following is our wedding services contract. Why do we have a contract? The answer is simple. We have been hosting bridal parties for 10 years and are the premier destination in the Cedar Valley for bridal parties. In those 10 years we have learned what works and what doesn't. We also have a wedding party spreadsheet that will need to be completed. Please treat your contract with the seriousness that you have treated each and every contract you have signed thus far.

Once you have agreed and signed these documents, we ask that you send the policies & appointment times on to each and every person in your wedding party. The reason we ask this is simple, you have so many details on your mind and in your wedding planner, you can't possibly remember everything. We certainly don't want any surprises for you or anyone else in your party on your special day. It is imperative that everyone in your party is aware of certain procedures and protocols to ensure that everyone achieves the look they desire and most importantly, that everyone has FUN!

## Bridal Services Contract...each box must be initialed by the Bride:

1.	A credit card will be required in order to secure the wedding parties appointments & a \$250 deposit is required when booking appointments. <b>The bride is the only person able to schedule or change any appointments.</b> We have a 1 week cancellation or change policy for all appointments. If an appointment is changed or missed after the cancellation period, the securing credit card will be charged the full price of the service missed/changed. If all appointments are kept as is, the deposit will be refunded in full the day of the wedding.
2.	A 20% gratuity will be added to each final ticket upon check-out. We accept all major credit cards or cash; personal checks are not accepted.
3.	Each person in the bridal party is required to check in with the reception desk <b>15 minutes PRIOR</b> to their scheduled start time. Clients may not "trade" appointments with a friend. We have certain stylists blocked off for varying amounts of time depending on the service.
4.	<b>All hair service prices are subject to change due to difficulty, length or thickness of hair, extensive curling iron work.</b> This policy is for the entire wedding party including flower girls and junior bridesmaids. The prices listed below and on the website are <i>starting from</i> prices. All brides must have a practice updo 3-4 weeks before the wedding. If doing bridal makeup, a practice is also required.
5.	Updo clients must arrive with hair clean and completely dry. Remember to wear a button down shirt so you don't mess up your style while getting dressed. Updo clients will <u>not</u> receive a shampoo/blowdry. If you would like a shampoo/blowdry BEFORE your updo, this additional appointment must be made in advance and will incur additional cost. (hair works better for an updo if it is a "bit" dirty)
6.	If you have pictures of the style that you would like, feel free to bring them with you. Pictures will greatly improve the communication with your stylist.
7.	Clients are asked to not crowd the stylists/nail technicians as they work. We have a waiting area in the salon so while waiting, clients will be able to see other members of the party getting their hair done. We simply cannot block the walkways due to fire codes. Due to space limitations, only 1 photographer can accompany the wedding party.
8.	All cell phones must be placed on vibrate and if possible, phone calls must be taken outside.
9.	Drinks are provided for Jiva guests, but due to space limitations & health code, food may not be brought in.

## Wedding Information

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

Time you need to leave the Salon: \_\_\_\_\_ Number of guests in your Bridal Party: \_\_\_\_\_

## Bridal 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 arrive for your services 15 minutes prior to your appointment, at the same time. Updo services require an hour & makeup applications a half hour.

-Please arrive for your appointment with clean, dry hair. Remember your veil!!!

-Wearing a button down shirt is suggested.

## Credit Card Information

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

Credit Card Type: American Express Visa Mastercard Discover

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

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

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

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

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

Is the Bride paying for wedding party services? YES or NO

**I have read, understand & agree to the terms of this bridal contract. A \$250 deposit payment by credit card is due upon submission of this document.**

Bride Signature: \_\_\_\_\_ Date \_\_\_\_\_

Jiva Salonspa Staff Verification: \_\_\_\_\_ Date: \_\_\_\_\_

## Bridal Service Prices at Jiva.....

### For the Bride

Updo/Veil Placement (includes 1 practice updo & wedding day updo) \$165, includes veil placement, tax & gratuity

Any additional practices \$82.50, includes tax & gratuity

**Makeup Application for Bride** (includes 1 practice makeup application & wedding day application) \$102.72, includes tax & gratuity

**False Lashes** \$25.40, includes tax & gratuity

### For the Bridal Party and Family

Wedding Updo (any style including pin work) starting at \$76.20, includes tax & gratuity

Wedding Special Style (any style, no pin work) \$50.80 , includes tax & gratuity

Shampoo Blowdry \$32.10, includes tax & gratuity