



16 Monument Place Topsham, ME 04008

(207) 729-0707

[www.LaBellaDaySpa.co](http://www.LaBellaDaySpa.co)

Dear Bride,

Thank you for choosing La Bella Day Spa for your wedding day. We want your day to be as carefree and special as possible. We can take care of your hair, skin and make up needs for your special day. Please complete and return a copy of the following forms so we can schedule all of the services needed for you and your wedding guests.

## Wedding Information

Wedding Date: \_\_\_\_\_ Desired App't time: \_\_\_\_\_

Time you need to leave the Salon: \_\_\_\_\_ Ceremony/Picture Start Time: \_\_\_\_\_

Services Desired: \_\_\_\_\_

# of guests in your Bridal Party (including YOU): \_\_\_\_\_

# of additional guests to be styled (leave blank if not applicable): \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Bride's Address: \_\_\_\_\_

### Special Requirements for the Bride and her Wedding Party:

- Please arrive for your services on time, at the same time.
- Please arrive for your appointment with clean, dry hair.
- 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 #: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*No charges will be made to your credit card until services are rendered. However, we do require two weeks (14 days) cancellation notice. In the event that an appointment is cancelled less than two weeks (14 days) prior to your appointment; signee will be held responsible for 100% of the cost of the service(s) to the scheduled stylist, and your credit card will be charged. In the event of a "No-Show", signee will be held responsible for 100% of the cost of service(s) and your credit card will be charged.*

# BRIDAL AGREEMENT

## Policies

### Securing Appointment Date

It is advised that you call La Bella Day Spa first to see if the desired day is available. Your appointment date(s) and service(s) will be secured when the contract is signed. All bookings for weddings are made on a "first-come-first-served" basis. No dates will be guaranteed without a signed contract.

### Payment

Balance is due the day of the service(s). Bridal pricing goes as follows; "Up-Do" Styling starts at a minimum of \$120 for "Trial-Run" and "Day-Of" Wedding hair. If the Bride shall choose to have her Make-Up done, an additional \$120 will be charged and that includes a "Trial-Run" and "Day-Of" application. Any person thereafter getting a hairstyle or make up application will be a minimum charge of \$65 and up. Additional fees are applied when services are performed out-of-salon and on Sundays. Prices are subject to change as styling needs change or services are added. Prices do not include gratuity. We accept Cash, Check, VISA and MASTERCARD.

### 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, and number of guests to be serviced 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). Changes will be accepted up to 14 days prior to the service date. Any cancellations made with less than 14 days notice will be charged to the credit card associated with this contract. 100% cost of the booked service(s) will be placed on the credit card given. Contracts and changes made by anyone other than the individual signing or listed on this contract are not allowed and considered invalid. Cancellations due to emergencies are considered on a case-by-case basis per the salon management's discretion.*

**Late Arrivals** *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 with us, the assumption is the client is a "No-Show". This results in the client forfeiting all amounts due for the contracted services, and is responsible for 100% of the estimated amount of service(s).*

**I have read, understand and agree to the terms of this contract. Payment is due upon services rendered.**

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