



## Spa Party Agreement & Request Form

Thank you for choosing *Simply Your Spa* for your Spa Party. We look forward to pampering each of you and assisting you in planning a great event. This agreement is to promote open communication between your group and the spa in order to make every effort to ensure that your spa event runs as flawless as possible.

We recommend that you try to arrange your spa party 3-4 weeks prior to the requested party date to ensure proper and adequate scheduling of all services requested. The date requested for the spa party is \_\_\_\_\_ . There will be \_\_\_\_\_ people attending your spa party. If possible we prefer our spa day start at \_\_\_\_\_ am or pm.

Please provide a list of the guests who will be attending and the service(s) that each guest is requesting. We will then be able to provide you with an itinerary of all services, the times each guest can expect to receive their service(s) and an estimated total of all services due. Any services/treatments added the day of the party would not be included in the estimated quote. A 15% percent gratuity will be automatically added for groups of four or more.

We require a credit card number be on file in order to secure your spa party date. Payment for the services rendered is not due until the day of the party and can be made with Visa, MasterCard, Discover, a personal check or cash. *Simply Your Spa* reserves the right to charge a \$25 fee for any returned check.

Canceling your Spa Party within one week of the party date will result in a \$50 charge to the credit card on hold. If a member of your party or the entire party cancels within 72 hours of the Spa Party date, all services requested and scheduled will still be charged. This is necessary due to the special staffing needs and scheduling allowances made by *Simply Your Spa* for your party.

Upon your request *Simply Your Spa* will provide information and menus regarding catering from local establishments who are able to provide food and a variety of beverages. Guests may also choose to bring their own items. *Simply Your Spa* is able to provide a table, plates, wine glasses and silverware if needed. You are welcome to supply your own alcoholic beverages. No one under the age of 21 will be allowed to consume alcoholic beverages on the spa premises. A spa manager may ask to see a client's identification showing proof of legal drinking age. Clients who are consuming alcohol and fail to provide identification if requested will be asked to leave the spa immediately and full price of services will still be charged.

Spa Party Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Email \_\_\_\_\_

Will you be requesting catering? Yes or No

(If yes, please request our menu for options and pricing)

Name on credit card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Type of card \_\_\_\_\_ 3 digit Code # (found on back of credit card) \_\_\_\_\_

Zip Code \_\_\_\_\_

Please provide the full names of those attending the spa party and the service(s) each person is requesting.

- For nail services please indicate if French Polish may be requested
- We have male & female therapists, please indicate if any guest has a preference.
- Please notify us if any of the guests are pregnant and which trimester they will be in at the time of the party.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_

I agree to all the above conditions and charges.

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

We thank you for choosing *Simply Your Spa*. If you have any questions or concerns, please feel free to call us at (843) 556-2878. We look forward to pampering you soon.

Bobbi Jo O'Neal

Owner

Bobbijo@simplyyourspa.com

*Simply Your Spa 1901 Ashley River Road #6A Charleston, SC 29407 843-556-2878*

[www.simplyyourspa.com](http://www.simplyyourspa.com)