

Salon East

— S A L O N & S P A —

1567 E Sumner St Suite #102 | Hartford WI 50027 | 262.673.5633 | saloneasthartford.com | saloneasthartford@gmail.com

Bridal Agreement

Thank-you for choosing Salon East Salon & 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, nail, and make up needs for your special day. Please complete and return a copy of the following forms so we can schedule all the services needed for you and your wedding guests.

Please be aware that this agreement is a contract that requires a credit card to reserve all your appointments. The complete cost of the Bridal services will be quoted upon completion of the forms and a valid credit card is required to hold the day & times scheduled.

Wedding Information

Wedding Date: _____

Number in party requesting service(s): _____

Time of Wedding: _____

Time of completion desired: _____

Bridal Information

Brides Name: _____

Bride's phone#: _____

Brides Email: _____

Brides Contact person: _____

Brides Address: _____

Special Requirements for the Bride & her Wedding Party for the day of service(s)

*Please arrive for your service(s) on time

*Wear a zipper or button-down shirt

*Bring hair accessories or flowers to use
is wet)

*Please arrive w/dry hair (additional charge of \$20 if it

Please keep in mind that should any party member forego a prearranged service, 100% of the charge will apply with the card provided.

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Polices

Securing Appointment Date:

Your appointment date(s) & service(s) will be secured when the signed contract and deposit have been received. All booking for weddings is made on a "first-come-first-served" basis. No dates will be guaranteed without a signed contract & **valid** credit card provided. This card will not be charged until the day of services.

Payments: The Bride will assume full responsibility/liability for any no showed or late attendant's appointment fees.

Additional charges: Prices are subject to change as styling needs change or services are added.

Contract & Appointment Changes

All agreements will be made in writing by the bride. 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 2 weeks prior to the wedding date. The bride/individual signing this contract is the only person permitted to authorize, submit, and change any arrangements for the wedding party. Contracts and changes made by anyone other than the individual signing or listed on this contract are not allowed and considered invalid. The Owner/Salon Coordinator Manager are the only authorized personnel to accept and make any requested changes.

Cancellations

We do require a 2-week (14 days) advance notice of cancellation by the bride. If an appointment is canceled less than two weeks (14 days) prior to your appointment, the bride's credit card will be charged for 50% of the cost of services. If a cancellation is made within one week (7 days) or less, your credit card will be charged 100% of the cost of services.

Cancellations due to emergencies or unforeseen circumstances are considered on a case-by-case basis and are completely at the management's discretion.

Travel/Onsite

Traveling: If onsite is needed, travel fees will vary from the distance of the wedding venue to the location of Salon East. The base price for **traveling out of the salon starts at 50\$** for out of the salon weddings. That price starts for a location anywhere **less than 10 miles** from the salon. Any location **beyond 10 miles from the salon will be added to the base price of 50\$** out of the salon. This price would then be discussed with the salon owner or salon manager who is assisting with the contract. Stylist fee, for each stylist out of the salon the onsite stylist fee **per**

stylist is \$60. For any weddings requested on a Sunday, the stylist fee per stylist is \$120. Payment for the traveling fee will be held as a down payment once the card is received, for onsite wedding.

Onsite services: Salon East's onsite services include hair and makeup only. No other services such as nails are not available for an onsite wedding. Onsite hair service prices will differ from the in-salon service prices. Costs will be listed below for onsite services and payment is **only** in the form of **check** or **cash the day of**. Payments can be done with card two weeks before or sooner than the wedding date. All checks will be made out to Salon East. All agreements on the contract signed apply to onsite services.

ADDRESS OF LOCATION ONSITE: _____

Hair Extension Rentals: Salon East hair extension rentals consist of the Halo brand, that we exclusively carry within the salon. We offer the Halos that are in stock on our shelf only. The price of a Halo rental for one week is \$150. If the halo is not returned after the one-week mark, we will charge the card the remaining price of the halo that was rented. (Prices differ on the length, style, and color of the Halo). If damages are seen/or loss of the halo that will result in the full amount

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Late Arrivals

Tardiness results in scheduling and service conflicts for you and other clients following your appointment(s). If the scope of the original contract cannot be fulfilled due to client's tardiness, service time will be reduced; however, clients are liable for the original full amount. If clients are more than 15 minutes late 100% of the service price will be charged and the service will not be completed by the stylist/technician. We apologize for any inconvenience, but we must follow this policy out of respect for our stylists, bride and groom and clients.

Bride and Bridal Party Practice & Wedding Day Services

Important: If any member of the bridal group is not doing a practice service, the member must submit a photo of themselves via email or bring in a photo, i.e., Pinterest, with their hair down and photo(s) of the desired updo prior to the service. This will help to ensure the style will be achievable the day of service.

You will be notified via email with the start time of the bridal party, all peoples in the party should arrive at the start time of the bridal party. Please respond via email and confirm that all appointments are correct. This way there will be no confusion prior to the scheduled date.

We suggest a Trial 2-3 months before the wedding date to give assurance of a set style and time to make any adjustments before the wedding day.

Day of Wedding Services:

Food and beverage may be brought into the Salon. No alcoholic beverages allowed as our city ordinance prohibits it. If any damages to the salon, or tools of the stylists are used and damaged, will be paid in full on the card provided. All food & beverage containers are to be picked up and disposed of out of the Salon by the Bride/bridal party. If food and drinks are not picked up and disposed of properly there will be a cleaning fee of \$30.

- Estimated Cost* \$85+ Bride Style (in salon)
- \$95+ Bride Style (on site)
- \$75+ Bride Trial Style (in salon)
- \$70+ Bridal Makeup (in salon) not including enhancements
- \$80+ Bridal Makeup (on site) not including enhancements
- \$65+ Bridal Trial Makeup (in salon) not including
enhancements
- \$70+ Bridesmaid/updo styles (in salon)
- \$80+ Bridesmaids/updo styles (on site)
- \$60+ Bridesmaid Makeup (in salon) not including
enhancements
- \$70+ Bridesmaid Makeup (on site) not including
enhancements
- \$45 Flower Girl (in salon)
- \$50 Flower Girl (on site)

We offer airbrush makeup upon request; all airbrush applications are listed as an enhancement. \$25 will be added onto the makeup application price.

Thank-you in advance for any gratuity given!

Bride's Initials _____

*Additional services/charges may occur day of Wedding and will be added at time of checkout.

Credit Card Authorization

Credit Card # _____

Exp date _____ 3-digit code _____

Name as it appears on the card (print) _____

Cardholder Signature _____

Type of Card (circle): Visa Mastercard Discover

Salon East Salon & Spa will keep **ALL** information strictly confidential.

Acceptance of Agreement

Please understand that you are takin full responsibility for your group. IF you agree, please promptly sign, and return to Salon East Salon & Spa. We will not consider your appointment(s) firm until receipt of the signed agreement.

Signature: _____ *Date* _____

On behalf of Salon East Salon & Spa, we look forward to hosting your wedding party on your special day. **Thank you!!**

Salon East Salon & Spa Verification: _____ Date: _____

Bride's Name: _____

Attendants Name: _____

Relationship to Bride/Groom

Relationship to Bride/Groom

___ Practice Styling

___ Practice Styling

___ Practice Makeup

___ Practice Makeup

___ Wedding Day styling/Updo

___ Wedding Day styling/Updo

___ Wedding Day makeup

___ Wedding Day makeup

___ Shampoo/blow dry & style

___ Shampoo/blow dry & style

___ Air brush makeup add on \$25

___ Airbrush makeup add on \$25

Glow Day Services

Glow Day Services

___ Massage

___ Massage

<input type="checkbox"/> Facial	<input type="checkbox"/> Facial
<input type="checkbox"/> Pedicure	<input type="checkbox"/> Pedicure
<input type="checkbox"/> Manicure	<input type="checkbox"/> Manicure
<input type="checkbox"/> Novalash Eye Lashes (\$45 Lash Tease)	<input type="checkbox"/> Novalash Eye Lashes (\$45 Lash Tease)
<input type="checkbox"/> NovaLash Eye Lashes (\$200)	<input type="checkbox"/> NovaLash Eye Lashes (\$200)
<input type="checkbox"/> Clip In Extensions**	<input type="checkbox"/> Clip in Extensions**
Estimated Cost: _____	Estimated Cost: _____

Attendants Name: _____	Attendants Name: _____
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<i>Relationship to Bride/Groom</i>	<i>Relationship to Bride/Groom</i>
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<input type="checkbox"/> Practice Styling	<input type="checkbox"/> Practice Styling
<input type="checkbox"/> Practice Makeup	<input type="checkbox"/> Practice Makeup
<input type="checkbox"/> Wedding Day styling/Updo	<input type="checkbox"/> Wedding Day styling/Updo
<input type="checkbox"/> Wedding Day makeup	<input type="checkbox"/> Wedding Day makeup
<input type="checkbox"/> Shampoo/blow dry & style	<input type="checkbox"/> Shampoo/blow dry & style
<input type="checkbox"/> Airbrush makeup add on \$25	<input type="checkbox"/> Air brush makeup add on \$25

Glow Day Services

Glow Day Services

<input type="checkbox"/> Massage	<input type="checkbox"/> Massage
<input type="checkbox"/> Facial	<input type="checkbox"/> Facial
<input type="checkbox"/> Pedicure	<input type="checkbox"/> Pedicure
<input type="checkbox"/> Manicure	<input type="checkbox"/> Manicure
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- Practice Styling
- Practice Makeup
- Wedding Day styling/Updo
- Wedding Day makeup
- Shampoo/blow dry & style
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