

# Merle Norman Cosmetics & Day Spa

528 Washington Boulevard  
Williamsport Pa 17701 Phone 570-323-8777  
[www.padayspa.com](http://www.padayspa.com)

## Bridal Party Contract

Brides Name: \_\_\_\_\_ Wedding Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Wedding Time: \_\_\_\_\_ Picture Time: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Please be aware that this is a contract that requires a credit card to reserve all of your appointments. Owner of credit card is responsible for all appointments booked.**

The complete cost of all bridal party services will be quoted after you return contract. Prices are Subject to change as your attendants may change their styling needs or require more time for elaborate styling.

### Policies

**Securing a Date** - Your date will be secured when the signed contract and deposit are received. All bookings for weddings are made on a "first-come-first-served" basis. No dates will be "guaranteed" without a signed contract and deposit.

**Deposit** - All reservations for parties of two or more must be reserved and guaranteed with a 50% deposit of the contracted amount and is due 30 days before the service date. Deposits for reservations canceled within 1 week of your scheduled appointment will be refunded. The reservation will be canceled if payment and the signed contract are not received by the due date.

Full payment is due the day of service. Prices are subject to change if styling needs change or services are added. NOTE: We recommend you schedule your appointment(s) at least sixty days before your service date to "hold" your reservation date. **Prices do not include gratuity.**

**An Automatic 20% gratuity will be added to totals for each person in the party.**

**Late Arrivals & No Shows- If anyone in a wedding party is more than 30 minutes late without making contact with us, the assumption is the client is a no-show. In this case, the client forfeits all deposits and payment, and will be charged for the full amount of all appointments booked.** If a wedding party is late for the scheduled service appointment time 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 can't be fulfilled, services may be reduced; however clients are liable for the original amount. **If anyone decides after they arrive at Day Spa that they are not going to get any or all of the services scheduled, even though they were at Day Spa on time, they will be charged for all of the appointments scheduled because we did not have time to rebook the appointments.**

**We need full names, phone numbers, plus cell numbers of all wedding party attendees so we can contact them the day of the wedding if needed.**

**Up do Styles: All girls must come in with hair shampooed with a light styling product applied and completely dry.**

Please fill out the enclosed Appointment Request and the Credit Card Information  
Manicures and Pedicures are recommended a day or two before the wedding.

Name & Cell Number

Title (mother of bride etc.)

Services Requested (circle)

		Up-do Shampoo/Style Down & Curly Half up Hair length: short shoulder long Manicure Pedicure Facial Massage Make Up
		Up-do Shampoo/Style Down & Curly Half up Hair length: short shoulder long Manicure Pedicure Facial Massage Make Up
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**Credit Card Info must be on file to book appointments.**

**Owner of credit card is responsible for all appointments booked.**

Credit Card Information: \_\_\_ Visa \_\_\_ MasterCard

Name on Credit Card \_\_\_\_\_

Address and zip of Card Holder \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CVN (3 digit code on back of card) \_\_\_\_\_

I have read, understand and agree to the terms of this contract. Deposit payment by credit card or check is due upon submission of this document.

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

Please e-mail wedding contract to:

pat@padayspa.com