

# GODIVA SALON

## Bridal Agreement Terms and Conditions

2900 Peachtree Road NW, Suite 208 Atlanta, GA 30305

Phone: 404-262-2998 Fax: 404-262-3888

www.godivasalon.com

### Policies

#### Securing Appointment Date

Your appointment date(s) and service(s) will be secured when the signed contract and deposit have been 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 up to 5 people must be reserved and guaranteed with a \$150.00 deposit. Parties of 6 or more must be reserved and guaranteed with a \$250.00 deposit. All deposits are due within 48 hours of scheduling services. Deposits for reservations cancelled within 14 days of your scheduled appointment(s) will be refunded. The reservation(s) will be cancelled if payment and the signed contract are not received by the due date.

#### Payment

Remaining balance is due the day of service. Prices are subject to change as styling needs change or services are added. Prices do not include gratuity. We accept **ALL** major credit cards.

#### 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, names of guest to be styled and service descriptions will be mailed. 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). Charges for guest requiring additional services must be paid in full on the day of service. 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. The entire cost of the cancelled service(s) will be placed on the credit card.

\* The bride/individual signing this contract may permit only **one** other person 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 salon coordinator/manager and owner are the only ones to accept and make request changes.

\* Cancellations due to emergencies are considered on a case-by-case basis per the salon management's discretion.

\* **You may mail or fax any changes or requests.**

#### Late Arrivals

If the wedding party is more than ten (10) minutes late without making contact with us, the party will be charged an additional \$15.00 late fee for each guest serviced. 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 deposits and or payments for the contracted services.

We apologize for any inconvenience but we must follow this policy out of respect for our stylist and other clients.

**I have read, understand and agree to the terms of this contract. Deposit payment is due upon submission of this document.**

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

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

Name of Additional Contact Person: \_\_\_\_\_

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Dear Bride,

Now that everything is pretty well arranged for your wedding day, you are ready to set up your styling appointments and we are ready to assist you! The purpose of this agreement is to confirm the services to be rendered for the wedding party along with the name(s) of those responsible of services provided by Godiva Salon. This agreement and deposit must be completed and returned within 48 hours of scheduling services or the service(s) and time(s) requested will not remain reserved.

### 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 on time, at the same time.
- Please consider our guests who are scheduled after you
- Please arrive for your appointment with dry hair.
- When necessary, a shampoo will be done at the salon by the stylist.
- Wearing a button down shirt is suggested.

Total Amount of Services \$ \_\_\_\_\_

Total Deposit Required \$ \_\_\_\_\_

#### Check Payment Type Below

\_\_\_\_ Cash      \_\_\_\_ Credit      \_\_\_\_ Check

### 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): \_\_\_\_\_

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

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

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

No charges will be made to your credit card until services are performed. However, we do require two weeks (14 days) advance notice cancellation policy. In the event that an appointment is cancelled less than two weeks (14 days) prior to your appointment, you will be held responsible for half (50%) of the cost of the service(s) and your credit card will be charged.

On behalf of Godiva Salon, we look forward to hosting your wedding party for your big day. If you have any questions, or if we can better serve you in any way, please contact us. Thank you! ~Tony Promiscuo Owner, Godiva Salon

Godiva Salon Staff Verification: \_\_\_\_\_ Date: \_\_\_\_\_