



Bridal Contract

A wonderful wedding is all in the details. Our team of professionals at **Alicia's Salon & Day Spa** is committed to bringing expertise and experience to create your special moments and make your dream become a reality.

One the big day, plan for the party's needs to have professionals hair and make-up which will help ease timing, insure clam, and to create magic in front of your guests and the camera.

Please complete the following information. Be aware that this agreement is a contract that requires a 50% deposit to reserve your date. The **balance will be due two weeks prior to the date of the wedding.** Please see **BRIDAL SERVICES AGREEMENT** for complete policies and guidelines.

Brides Name:	Wedding Date:	Time:
Address:	City:	State/Zip:
Work Phone:	Cell Phone:	Other #:
Email Address:		
Other Key Contact:	Cell Phone:	Email:
Time your party needs to be completed:		
Misc. Notes:		

PRIOR TO EVENT:

We want to ensure that your special day is smooth and stress free for you. In our years of experience, have found this is the best way to avoid disruption, added stress to you, and any possibility of errors is to limit the number of people that handle the party on both sides, (yours and Alicia's Salon and Day Spa). With that said, the following guidelines apply:

- The bride or "Key contact" listed above is the only person(s) authorized to submit/request any changes to this arrangement for this wedding party. Request for changes must be made through our Salon Manager. For convenience, you may 'submit' requests through the 'Team Lead' to be passes onto the Salon Manager to be handled appropriately. **Please be sure that your bridal party members are aware of this.** This includes payment transactions.
- I understand that a deposit of 50% of the total package price is required to reserve/secure the appointments on the above date. Be sure that ALL members of you party that will be receiving services are listed on the intake sheet attached.
- I agree to the scheduled appointment times given on the attached intake forms, and the prices listed.
- Alicia's Salon and Day Spa requires the bride to schedule and attend a trial appointment with the stylist and make-up artist (if applicable) that the bride is scheduled with on the wedding day. It is required that the bride bring along her veil/headpiece. (A minimum of two weeks prior is recommended.)

- I will inform Alicia's Salon and Day Spa of any members of the wedding party that have exceptionally long or thick hair, or that requires intricate design work, in order for the appropriate time allotments can be made. I do understand that there will be an additional charge, over the amount stated on the intake form for such instances.
- I agree to pay the balance due **two weeks** prior to the event. Failure to do so will result in loss of date and deposit.

REFUND/CANCELLATION/CHANGES:

Alicia's Salon & Day Spa will do our best to accommodate any appointment changes requested. Please note, there is a high demand on our time for wedding services, therefore the following Refund/ Cancellation policy is in place.

- Any changes or cancellations made to this contract must be submitted writing to our Salon Manager or the "Team Lead" for your wedding party. She will ensure it is passed onto our Salon Manager. Only the bride or the "Key Contact" noted on page 1 may submit change or cancellation request. (A confirmation email will be sent to you within 48 hours business hours for you to keep for your records. (If for any reason you do not receive a confirmation email, please contact us immediately.)
- Cancellations made less than 30 days prior to original event date are non-refundable.
- Cancellations made 30 days or more prior to the original date set, your deposit less 20% will be refunded. Deposit is non-refundable after this time.
- Any "no shows" or cancellations to any appointment without 30 days' notice will be charged in full for services booked. In order to have a stress free day, we require the **remaining balance, including a 20% gratuity to be paid two weeks** prior to the wedding date. We hope this will help to add to the ease and enjoyment of your day.
- I understand that no refund will be given for members of the wedding party who miss or arrive late on the day of the event.

ON THE DAY OF THE EVENT:

- The bride and all members of the party need to arrive 15 minutes prior to their scheduled appointment to allow time to check in. We realize that time is of essence and we do not want our guests feeling rushed in anyway. We also want our service providers to have adequate time to perform you service as well as be timely for the guests who have an appointment following yours.
In the event that anyone is late for their scheduled appointment, their appointment will be shortened, thus they may have to alter their desired style. If they are more than 15 minutes late, they will forfeit their appointment. In either of these events, there is no price adjustment or refund.
- Each appointment scheduled for updo's **must arrive with clean**, dry hair. (It is best to do this the day/ night before, as it will maintain it's style better if not freshly washed.) **Updo fee's and scheduling do not include blow drying. If there is a need to do so, extra charges will apply, and your appointment may be shortened.**
- Please remind your wedding party to wear a button down shirt.
- If there are any members of your party that are the slightest bit particular, they will need to have a trial run. Due to time constraints on the day of the event, we are unable to make major adjustments to the style.
- Please be sure that each member of your party is scheduled for the services they need on the intake form. We will do what we can to accommodate additional guests or services for your party, however, that is not always possible.
- Feel free to bring snacks & beverages for your party. Both locations have a separate private area, should you choose (based on availability.)
- If Make-Up services are being performed, please be sure that they arrive with a clean face, with only moisturizer applied.

I, _____, have read and fully understand all the above terms and conditions.

(PLEASE PRINT FULL NAME)

I agree to them and consent to them as stated above.

Signature: _____ Date: _____

I will be paying by: Credit Card Check Cash

If paying by Credit Card, you will need to come into the salon or call it in. For your protection, Alicia's Salon & Day Spa does not keep your personal card information of file.

Wedding Party Intake Form

Step 1: Complete and return this 'Intake' sheet.

Step 2: The Team Lead and/or General Manager* will review the services and providers requested (if any), check availability. Once reviewed with the General Manager, you will be contacted to go over the schedule to be sure it meets your needs. (Every effort will be made to schedule your request, however, adjustments may be necessary)

Step 2: At that time, the completed contract (attached) and a 50% deposit will be required to complete the process and confirm the date and schedule.

**Your point of contact is the General Manager and/or the Team Lead* (the Service Provider that is performing the brides hair, is the Team Lead)*

BRIDAL SCHEDULE		
SERVICE	TIME NEEDED	<p>Please note, the are 'typical' times.</p> <p>Hair must be clean and completely dry before arriving for up styles. Hair that is longer, thicker, or requires more intricate work, may take more time.</p>
Up-do Style	(60 minutes)	
Shampoo & Style	(30 minutes)	
Make-Up Application	(30 minutes)	
Manicure	(30-45 minutes)	
Pedicure	(45-60 minutes)	

FILL IN WHITE AREAS ONLY. GRAY BOXES ARE FOR OFFICE USE ONLY

FEES AND PAYMENT SCHEDULE						
GUEST NAME		TOTAL SERVICE FEE		GUEST NAME		TOTAL SERVICE FEE
Bride:				8		
1				9		
2				10		
3				11		
4				12		
5				13		
6				14		
7				15		
TOTAL SERVICE FEES:	GRATUITY (20%):	GRAND TOTAL:	DEPOSIT AMOUNT (50%):	DATE PAID:	BALANCE DUE:	DUE DATE:

BRIDE:	TRIAL RUN DATE:	SERVICE PROVIDER:
ADDRESS:	CITY:	ST/ZIP:
EMAIL ADDRESS:	(H)	(C) (W)

AREA IN GRAY TO BE COMPLETED BY THE HAIR COMPANY

PLEASE CHECK THE BOX FOR SERVICES REQUESTED	Time Needed:	APPOINTMENT TIME:	SERVICE PROVIDER REQUESTED
<input type="checkbox"/> Up-do Style	(60 minutes)		
<input type="checkbox"/> Shampoo & Style &/or iron	(30 minutes) Add 15 for iron work		
<input type="checkbox"/> Make-Up Application (standard/airbrush)	(30 minutes)		
<input type="checkbox"/> Manicure (recommended the day prior)	(30-45 minutes)		
<input type="checkbox"/> Pedicure (recommended the day prior)	(45-60 minutes)		
TOTAL FEE DUE:			

1.	NAME:	ROLE IN WEDDING:	SERVICE PROVIDER:
ADDRESS:		CITY:	ST/ZIP:
EMAIL ADDRESS:		(H)	(C)
HAIR LENGTH: <input type="radio"/> Above shoulders <input type="radio"/> Just past shoulders <input type="radio"/> 3-5" Past <input type="radio"/> Long		DENSITY: <input type="radio"/> Fine <input type="radio"/> Average <input type="radio"/> Thick	
TEXTURE: <input type="radio"/> Straight <input type="radio"/> Wavy <input type="radio"/> Curly		OTHER NOTES:	
AREA IN GRAY TO BE COMPLETED BY THE HAIR COMPANY			
PLEASE CHECK THE BOX FOR SERVICES REQUESTED		REQUIRED TIME:	APPOINTMENT:
Up-do Style		(60 minutes)	
Shampoo & Style &/or iron		(30 minutes) Add 15 for iron work	
Make-Up Application (standard/airbrush)		(30 minutes)	
Manicure		(30-45 minutes)	
Pedicure		(45-60 minutes)	
TOTAL FEE DUE:			

2.	NAME:	ROLE IN WEDDING:	SERVICE PROVIDER:
ADDRESS:		CITY:	ST/ZIP:
EMAIL ADDRESS:		(H)	(C)
HAIR LENGTH: <input type="radio"/> Above shoulders <input type="radio"/> Just past shoulders <input type="radio"/> 3-5" Past <input type="radio"/> Long		DENSITY: <input type="radio"/> Fine <input type="radio"/> Average <input type="radio"/> Thick	
TEXTURE: <input type="radio"/> Straight <input type="radio"/> Wavy <input type="radio"/> Curly		OTHER NOTES:	
AREA IN GRAY TO BE COMPLETED BY THE HAIR COMPANY			
PLEASE CHECK THE BOX FOR SERVICES REQUESTED		REQUIRED TIME:	APPOINTMENT:
Up-do Style		(60 minutes)	
Shampoo & Style &/or iron		(30 minutes) Add 15 for iron work	
Make-Up Application (standard/airbrush)		(30 minutes)	
Manicure		(30-45 minutes)	
Pedicure		(45-60 minutes)	
TOTAL FEE DUE:			

3.	NAME:	ROLE IN WEDDING:	SERVICE PROVIDER:
ADDRESS:		CITY:	ST/ZIP:
EMAIL ADDRESS:		(H)	(C)
HAIR LENGTH: <input type="radio"/> Above shoulders <input type="radio"/> Just past shoulders <input type="radio"/> 3-5" Past <input type="radio"/> Long		DENSITY: <input type="radio"/> Fine <input type="radio"/> Average <input type="radio"/> Thick	
TEXTURE: <input type="radio"/> Straight <input type="radio"/> Wavy <input type="radio"/> Curly		OTHER NOTES:	
AREA IN GRAY TO BE COMPLETED BY THE HAIR COMPANY			
PLEASE CHECK THE BOX FOR SERVICES REQUESTED		REQUIRED TIME:	APPOINTMENT:
Up-do Style		(60 minutes)	
Shampoo & Style &/or iron		(30 minutes) Add 15 for Iron work	
Make-Up Application (standard/airbrush)		(30 minutes)	
Manicure		(30-45 minutes)	
Pedicure		(45-60 minutes)	
TOTAL FEE DUE:			

4.	NAME:	ROLE IN WEDDING:	SERVICE PROVIDER:
ADDRESS:		CITY:	ST/ZIP:
EMAIL ADDRESS:		(H)	(C)
HAIR LENGTH: <input type="radio"/> Above shoulders <input type="radio"/> Just past shoulders <input type="radio"/> 3-5" Past <input type="radio"/> Long		DENSITY: <input type="radio"/> Fine <input type="radio"/> Average <input type="radio"/> Thick	
TEXTURE: <input type="radio"/> Straight <input type="radio"/> Wavy <input type="radio"/> Curly		OTHER NOTES:	
AREA IN GRAY TO BE COMPLETED BY THE HAIR COMPANY			
PLEASE CHECK THE BOX FOR SERVICES REQUESTED		REQUIRED TIME:	APPOINTMENT:
<input type="checkbox"/> Up-do Style		(60 minutes)	
<input type="checkbox"/> Shampoo & Style &/or iron		(30 minutes) Add 15 for iron work	
<input type="checkbox"/> Make-Up Application (standard/airbrush)		(30 minutes)	
<input type="checkbox"/> Manicure		(30-45 minutes)	
<input type="checkbox"/> Pedicure		(45-60 minutes)	
TOTAL FEE DUE:			

5.	NAME:	ROLE IN WEDDING:	SERVICE PROVIDER:
ADDRESS:		CITY:	ST/ZIP:
EMAIL ADDRESS:		(H)	(C)
HAIR LENGTH: <input type="radio"/> Above shoulders <input type="radio"/> Just past shoulders <input type="radio"/> 3-5" Past <input type="radio"/> Long		DENSITY: <input type="radio"/> Fine <input type="radio"/> Average <input type="radio"/> Thick	
TEXTURE: <input type="radio"/> Straight <input type="radio"/> Wavy <input type="radio"/> Curly		OTHER NOTES:	
AREA IN GRAY TO BE COMPLETED BY THE HAIR COMPANY			
PLEASE CHECK THE BOX FOR SERVICES REQUESTED		REQUIRED TIME:	APPOINTMENT:
<input type="checkbox"/> Up-do Style		(60 minutes)	
<input type="checkbox"/> Shampoo & Style &/or iron		(30 minutes) Add 15 for iron work	
<input type="checkbox"/> Make-Up Application (standard/airbrush)		(30 minutes)	
<input type="checkbox"/> Manicure		(30-45 minutes)	
<input type="checkbox"/> Pedicure		(45-60 minutes)	
TOTAL FEE DUE:			

6.	NAME:	ROLE IN WEDDING:	SERVICE PROVIDER:
ADDRESS:		CITY:	ST/ZIP:
EMAIL ADDRESS:		(H)	(C)
HAIR LENGTH: <input type="radio"/> Above shoulders <input type="radio"/> Just past shoulders <input type="radio"/> 3-5" Past <input type="radio"/> Long		DENSITY: <input type="radio"/> Fine <input type="radio"/> Average <input type="radio"/> Thick	
TEXTURE: <input type="radio"/> Straight <input type="radio"/> Wavy <input type="radio"/> Curly		OTHER NOTES:	
AREA IN GRAY TO BE COMPLETED BY THE HAIR COMPANY			
PLEASE CHECK THE BOX FOR SERVICES REQUESTED		REQUIRED TIME:	APPOINTMENT:
<input type="checkbox"/> Up-do Style		(60 minutes)	
<input type="checkbox"/> Shampoo & Style &/or iron		(30 minutes) Add 15 for iron work	
<input type="checkbox"/> Make-Up Application (standard/airbrush)		(30 minutes)	
<input type="checkbox"/> Manicure		(30-45 minutes)	
<input type="checkbox"/> Pedicure		(45-60 minutes)	
TOTAL FEE DUE:			

7.	NAME:	ROLE IN WEDDING:	SERVICE PROVIDER:
ADDRESS:		CITY:	ST/ZIP:
EMAIL ADDRESS:		(H)	(C) (W)
HAIR LENGTH: <input type="radio"/> Above shoulders <input type="radio"/> Just past shoulders <input type="radio"/> 3-5" Past <input type="radio"/> Long		DENSITY: <input type="radio"/> Fine <input type="radio"/> Average <input type="radio"/> Thick	
TEXTURE: <input type="radio"/> Straight <input type="radio"/> Wavy <input type="radio"/> Curly		OTHER NOTES:	
AREA IN GRAY TO BE COMPLETED BY THE HAIR COMPANY			
PLEASE CHECK THE BOX FOR SERVICES REQUESTED		REQUIRED TIME:	APPOINTMENT:
Up-do Style		(60 minutes)	
Shampoo & Style &/or iron		(30 minutes) Add 15 for iron work	
Make-Up Application (standard/airbrush)		(30 minutes)	
Manicure		(30-45 minutes)	
Pedicure		(45-60 minutes)	
TOTAL FEE DUE:			

8.	NAME:	ROLE IN WEDDING:	SERVICE PROVIDER:
ADDRESS:		CITY:	ST/ZIP:
EMAIL ADDRESS:		(H)	(C) (W)
HAIR LENGTH: <input type="radio"/> Above shoulders <input type="radio"/> Just past shoulders <input type="radio"/> 3-5" Past <input type="radio"/> Long		DENSITY: <input type="radio"/> Fine <input type="radio"/> Average <input type="radio"/> Thick	
TEXTURE: <input type="radio"/> Straight <input type="radio"/> Wavy <input type="radio"/> Curly		OTHER NOTES:	
AREA IN GRAY TO BE COMPLETED BY THE HAIR COMPANY			
PLEASE CHECK THE BOX FOR SERVICES REQUESTED		REQUIRED TIME:	APPOINTMENT:
Up-do Style		(60 minutes)	
Shampoo & Style &/or iron		(30 minutes) Add 15 for iron work	
Make-Up Application (standard/airbrush)		(30 minutes)	
Manicure		(30-45 minutes)	
Pedicure		(45-60 minutes)	
TOTAL FEE DUE:			

9.	NAME:	ROLE IN WEDDING:	SERVICE PROVIDER:
ADDRESS:		CITY:	ST/ZIP:
EMAIL ADDRESS:		(H)	(C) (W)
HAIR LENGTH: <input type="radio"/> Above shoulders <input type="radio"/> Just past shoulders <input type="radio"/> 3-5" Past <input type="radio"/> Long		DENSITY: <input type="radio"/> Fine <input type="radio"/> Average <input type="radio"/> Thick	
TEXTURE: <input type="radio"/> Straight <input type="radio"/> Wavy <input type="radio"/> Curly		OTHER NOTES:	
AREA IN GRAY TO BE COMPLETED BY THE HAIR COMPANY			
PLEASE CHECK THE BOX FOR SERVICES REQUESTED		REQUIRED TIME:	APPOINTMENT:
Up-do Style		(60 minutes)	
Shampoo & Style &/or iron		(30 minutes) Add 15 for iron work	
Make-Up Application (standard/airbrush)		(30 minutes)	
Manicure		(30-45 minutes)	
Pedicure		(45-60 minutes)	
TOTAL FEE DUE:			

10.	NAME:	ROLE IN WEDDING:		SERVICE PROVIDER:
ADDRESS:			CITY:	ST/ZIP:
EMAIL ADDRESS:		(H)	(C)	(W)
HAIR LENGTH: <input type="radio"/> Above shoulders <input type="radio"/> Just past shoulders <input type="radio"/> 3-5" Past <input type="radio"/> Long			DENSITY: <input type="radio"/> Fine <input type="radio"/> Average <input type="radio"/> Thick	
TEXTURE: <input type="radio"/> Straight <input type="radio"/> Wavy <input type="radio"/> Curly		OTHER NOTES:		
AREA IN GRAY TO BE COMPLETED BY THE HAIR COMPANY				
PLEASE CHECK THE BOX FOR SERVICES REQUESTED		REQUIRED TIME:	APPOINTMENT:	SERVICE PROVIDER REQUESTED
<input type="checkbox"/>	Up-do Style	(60 minutes)		
<input type="checkbox"/>	Shampoo & Style &/or iron	(30 minutes) Add 15 for iron work		
<input type="checkbox"/>	Make-Up Application (standard/airbrush)	(30 minutes)		
<input type="checkbox"/>	Manicure	(30-45 minutes)		
<input type="checkbox"/>	Pedicure	(45-60 minutes)		
TOTAL FEE DUE:				

11.	NAME:	ROLE IN WEDDING:		SERVICE PROVIDER:
ADDRESS:			CITY:	ST/ZIP:
EMAIL ADDRESS:		(H)	(C)	(W)
HAIR LENGTH: <input type="radio"/> Above shoulders <input type="radio"/> Just past shoulders <input type="radio"/> 3-5" Past <input type="radio"/> Long			DENSITY: <input type="radio"/> Fine <input type="radio"/> Average <input type="radio"/> Thick	
TEXTURE: <input type="radio"/> Straight <input type="radio"/> Wavy <input type="radio"/> Curly		OTHER NOTES:		
AREA IN GRAY TO BE COMPLETED BY THE HAIR COMPANY				
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<input type="checkbox"/>	Up-do Style	(60 minutes)		
<input type="checkbox"/>	Shampoo & Style &/or iron	(30 minutes) Add 15 for iron work		
<input type="checkbox"/>	Make-Up Application (standard/airbrush)	(30 minutes)		
<input type="checkbox"/>	Manicure	(30-45 minutes)		
<input type="checkbox"/>	Pedicure	(45-60 minutes)		
TOTAL FEE DUE:				

12.	NAME:	ROLE IN WEDDING:		SERVICE PROVIDER:
ADDRESS:			CITY:	ST/ZIP:
EMAIL ADDRESS:		(H)	(C)	(W)
HAIR LENGTH: <input type="radio"/> Above shoulders <input type="radio"/> Just past shoulders <input type="radio"/> 3-5" Past <input type="radio"/> Long			DENSITY: <input type="radio"/> Fine <input type="radio"/> Average <input type="radio"/> Thick	
TEXTURE: <input type="radio"/> Straight <input type="radio"/> Wavy <input type="radio"/> Curly		OTHER NOTES:		
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PLEASE CHECK THE BOX FOR SERVICES REQUESTED		REQUIRED TIME:	APPOINTMENT:	SERVICE PROVIDER REQUESTED
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<input type="checkbox"/>	Shampoo & Style &/or iron	(30 minutes) Add 15 for iron work		
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<input type="checkbox"/>	Manicure	(30-45 minutes)		
<input type="checkbox"/>	Pedicure	(45-60 minutes)		
TOTAL FEE DUE:				