Spa Soak Party Contract & Policies spasoak@sbcglobal.net

**This page must be signed & emailed to Spa Soak in order to hold the date & time of your event. Please call (773-395-9000) Spa Soak to confirm receipt of the contract.**

**~We require that the party organizer explain these policies to all the party members~**

**\***In order to place a hold on the desired time frame for a party booking, we require:

 -this contract signed and returned

 -a credit card number on file

 -a nonrefundable $50 booking fee charge

\*A minimum of 2 weeks prior the event, we need the names as well as the corresponding requested services of each guest. We make appointments for each attendee and adhere to a schedule on the day of the event in order to ensure that everyone receives the services they requested.

\*Discounts on services are not valid with any party/event

\***Any cancellations, adjustments, or changes** made to the spa day must be arranged with Spa Soak **72 hours prior** the date of services to avoid the full-service charge

\***Any last-minute cancellations or no shows will be charged to the credit card used to hold the spa party.** We will do our best to accommodate late arrivals however, if services are missed due to a late arrival the full-service fee will be charged.

\*All guests are encouraged to arrive 15 minutes prior the start of services in order to insure adequate time

**\*An automatic gratuity of 20% will be charged at the time of check out**

**PLEASE READ THE ENTIRE POLICY BEFORE SIGNING**

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date & Time of party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ exp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ zip code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by (signed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_