

**Spa Soak – Chicago : Event Contract & Agreement**

In order to secure the requested date & time of your event, we require a credit card on file which will serve as reservation for all guests. Please read below for our event cancellation policy, in which the card you provide may be used.

Main Contact / Event Organizer Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

CC #: \_\_\_\_\_ Exp: \_\_\_\_\_ CVC: \_\_\_\_\_ Zip: \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Time:** \_\_\_\_\_

Guests (First & Last Name):

Service(s) Requested:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

We allow cancellations up until 72 hours in advance at no charge. If canceling after the 72 hours threshold, you will be subject to a 50% charge for the services being canceled. Or, if you cancel within 24 hours of the event, you will be subject to a 100% charge towards the corresponding services.

I, as the event organizer, understand that I will be held financially responsible for any last-minute cancellations on behalf of the other party members and myself. I also acknowledge that I am responsible for relaying the above policies to the rest of the party.

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

This form must be signed + emailed back to the Spa – [reservations@spasoakchicago.com](mailto:reservations@spasoakchicago.com)