

# PERSONAL REFLECTION DAY SPA CONTRACT FOR SPA PARTY SERVICES

I request scheduling Personal Reflection Day Spa for the following spa party services:

Date of Initial Request:	Date Party Requested:
Name Exactly as Listed on Credit Card:	
Address:	
City, State and Zip	
Phone:	Alternate Phone:
Credit Card #:	
Expiration Date:	
3 Digit Security Code on back (or 4 digits on front for AMEX)	

I have been informed of the following policy for scheduling a spa party. Please read and initial each line.

\_\_\_\_\_ A credit card is required to hold the date of party.

\_\_\_\_\_ Actual services requested by all my attendees must be booked by two weeks before party date. The Spa will attempt, but may not be able to accommodate scheduling changes made after services are booked.

\_\_\_\_\_ I understand the spa declines other business in order to hold the party appointments I am requesting, and any cancellations by my party would result in loss of income to the spa.

\_\_\_\_\_ I have read and agree to the following Cancellation Policy, and consent to charges being billed to my credit card listed above as necessary.

**CANCELLATION POLICY:**

- Cancellations more than 2 weeks from date of party will not be charged.
- Cancellations 8-14 days before party will be charged 50%.
- Cancellations 7 days or less will be charged full price for the services booked.
- Emergencies will be excused on a case-by-case basis.

For eight (8) or more people with three (3) or more major services each:

- \*The spa will be closed in order to cater to my party.
- \*I may bring in my own beverages and food; ID required for anyone consuming alcohol.
- \*The spa will supply up to two tables for refreshments.

Signature	Date
Print Name Legibly	E-Mail

**PERSONAL REFLECTION DAY SPA PARTY ATTENDEES**

<b>1</b>	<b>Contact Person Name:</b>	<b>Service #1:</b>	<b>Service #2:</b>	<b>Service #3</b>	<b>Other:</b>
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**Special Instructions: All party attendees should create their profiles at our website prior to the party.**

**Go to [www.personalreflectiondayspa.com](http://www.personalreflectiondayspa.com) and select Book Online. At the Login Screen, you will be prompted to create an account if one doesn't already exist. All of our intake forms and waivers are available to be completed at our website, i.e., Facial, Massage, Swedish Wrap, etc. Save time and hassle by completing the forms online and come to the spa ready to party!**

Signature	Date
Print Name Legibly	E-Mail