



## Formal Hair Styling & Bridal Party Contract

*Thank you for booking your bridal party with us at Riverspointe Spa!*

Please read the following group guidelines and contract carefully. It's our job to create a fun and well-orchestrated spa day for you and your wedding party - special time and care is put into every bridal occasion that we do. This agreement is to ensure a great spa day for you and your guests and to honor our stylists' schedules and our scheduling policies. Below is a list of items we will need to schedule your bridal party.

- 1) Your name and contact information, including phone # and email.
- 2) The first and last names of the people wanting to receive services.
- 3) The services they would like to receive.
- 4) A date and time frame that work for you.
- 5) An initialed and signed copy of Formal Hair Styling & Bridal Party Contract and 50% deposit with cash or 1 credit card (required prior to any holding of appointments).

We can accommodate up to **11** guests receiving spa treatments at a time. A signed group contract is necessary for all Bridal and Formal Hair Styling appointments.

**Scheduling:** Riverspointe Spa must receive a signed contract, and all names of guests and their treatment requests on the form on pages 2 & 3 **no later than 10 days** prior to reservation. We will then schedule the guests with their requested services in communication with the group coordinator. The group coordinator is responsible for communicating the itinerary, necessary arrival times, and spa etiquette to the members of the group. Any changes to the number of guests attending, services, and/or the date or time of reservation must be completed 30 days prior to date of reservation to avoid being charged the full amount of the group reservation – changes in the itinerary are subject to availability.

**Deposits:** Once the itinerary is finalized, a non-refundable 50% deposit by cash or 1 credit card is required to hold all appointments within the party. The remainder of the balance will be charged to the group coordinator's credit card upon completion of all services.

**Final Payments:** Riverspointe Spa cannot accommodate bridal party guests paying individually. We must receive one payment for the entire party.

**Gratuity:** A 20% gratuity will be added to the service total for all groups of 4 or more upon completion of all services.

**Check In:** Guests should arrive **at least 10 minutes before** the start of their hair services. Those who are receiving only nail services can arrive at a **minimum of 5 minutes prior**. *Please note:* We ask that guests not arrive any more than 30 minutes before their first scheduled salon or spa service, as we may not have seating available.

**Late Arrivals and No-Shows:** Treatments will begin promptly at their scheduled time, with treatments being done in rotation between guests in the party. Because our time is reserved specifically for your party, those arriving late will have shortened treatment times. The group coordinator will still be responsible for all treatments reserved.

**Spa Etiquette:** To honor our quiet spa atmosphere, as well as the relaxation of other guests, we ask that all group members use quiet voices in the spa and salon. Please refrain from the use of cell phones, and turn the ringer to silent or vibrate prior to entering the spa.

**Food and Alcohol:** **According to Colorado State Law, we cannot allow outside alcohol to be brought into the spa.** Complimentary gourmet hot tea and lemon water are served at the spa. Please let us know ahead of time if you are planning on bringing snacks, cakes, cupcakes, etc., so that we can coordinate a space for it.

**Off-Site Travel Fees:** There is a **\$50 per technician fee** for off-site hair, makeup and nail services. Our stylists and technicians will travel within the town Estes Park.

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Thanks for booking your party at Riverspointe Spa! As the group's coordinator, you will receive a \$25 credit towards any boutique gift item with a minimum group service total of \$250.

### Contact Information:

Group Coordinator: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Street: \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Email address: \_\_\_\_\_

### Event Information:

Total Number of Guests: \_\_\_\_\_ Requested date & time of arrival: \_\_\_\_\_

Wedding Location: \_\_\_\_\_ Wedding Date: \_\_\_\_\_

Desired finish time for all appointments: \_\_\_\_\_ Bride's Name: \_\_\_\_\_

Location for our Services (circle one): AT RIVERSPOINTE SPA / OFF-SITE (Location?): \_\_\_\_\_

(Please list the names of members in the party that you wish to schedule. Also indicate their role in the party (Bride, Maid of Honor, Group Coordinator, or Guest) with their service preference and the time they need to be completed by if a specific order is a concern.

Name & Role in party	Service(s) or Package requested	Phone #
1) _____	_____	(____)____-_____
2) _____	_____	(____)____-_____
3) _____	_____	(____)____-_____
4) _____	_____	(____)____-_____
5) _____	_____	(____)____-_____
6) _____	_____	(____)____-_____
7) _____	_____	(____)____-_____
8) _____	_____	(____)____-_____
9) _____	_____	(____)____-_____
10) _____	_____	(____)____-_____
11) _____	_____	(____)____-_____

Other information or specific requests: \_\_\_\_\_

Will you be bringing food or beverages? [ Y / N ] If so, what will you be bringing? (so we know what kind of space to designate). Please provide paper plates, napkins, and utensils if needed.

Upon receiving the completed, signed and dated contract, the group itinerary will be created by our spa coordinator. Once the details are finalized between Riverspointe Spa and the group's coordinator, the 50% non-refundable deposit is required to hold all appointments. Please alert us of any changes that need to be made in the set itinerary no later than 30 days in advance to avoid being charged the full amount of the reservation.

**Signature of group coordinator is required below.**

**By signing this document, the group coordinator agrees to the terms and conditions of all pages of this contract.**

Group Coordinator's Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Group Coordinator's Signature: \_\_\_\_\_

**Please return this contract to:**

**Riverspointe Spa / Attn: Bridal Party Coordinator**

**PO Box 3670, Estes Park, CO 80517**

**Fax: 970-586-4263 / Email: Relax@RiverspointeSpa.com**

**Contact: (970) 577-6841**

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**For Official Use only**

Amount Due on Day of Event: \$ \_\_\_\_\_ Signature of Spa Coordinator accepting request \_\_\_\_\_

Amount of Deposit: \$ \_\_\_\_\_ Charged on [Date:] \_\_\_\_\_

(No further discounts may be applied)