



# SPARTY!

*Thank you for your interest in **En Vogue Day Spa** for your **SPARTY**. We will provide you and your entire party with the best experience possible, and a happy present for you and your guests!*

*Our **SPARTY CONTRACT**, including our **TERMS and CONDITIONS** are included in the **SPARTY PACKET**. Once the contract has been signed, Terms and Conditions have been initialed and your Credit Card information has been received; you will be guaranteed your **SPARTY RESERVATION**. We offer a complimentary consultation with our Guest Relations Director to answer any questions or concerns you may have.*

*Scheduling is based on availability.*

*Please review our Spa Menu @[www.envoguedayspa.com](http://www.envoguedayspa.com) to choose your services.*

*There are two types of Group Bookings available.*

*Our Sparty Room is available for groups up to 10. The Spa remains open to other clients.*

*You're welcome to bring in food and beverages or have it catered and delivered to us and we will take it from there.*

**En Vogue is licensed to serve alcohol.**

**We have a selection of wines, feature martinis, and beer to select from.**

**No outside alcohol is allowed in the spa.**

## *Sparty Contract*

CONTACT NAME: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE OF SPARTY \_\_\_\_\_ SPARTY TIME: \_\_\_\_\_

## *Credit Card Information*

Circle one: VISA    MASTERCARD    AMERICAN EXPRESS

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code From Back of Card: \_\_\_\_\_

Name As It Appears on Card: \_\_\_\_\_

Credit Card Holder Signature: \_\_\_\_\_

## *Credit Card Authorization Form*

I, \_\_\_\_\_ hereby authorize En Vogue Day Spa to charge my credit card the necessary charges/fees for any services rendered and/or applicable charges in the Spa Event Contract.

I, \_\_\_\_\_ understand that my card will be charged for any member of my sparty who miss their scheduled reservation and will be charged 100% of the set service fee.

Number in Sparty using our services: \_\_\_\_\_

Names (first & last) for each guest need to be listed.

| <i>Guest's Name</i> | <i>Guest's Spa Service</i> |
|---------------------|----------------------------|
|                     | 1.<br>2.                   |
|                     | 1.<br>2.                   |
|                     | 1.<br>2.                   |
|                     | 1.<br>2.                   |
|                     | 1.<br>2.                   |
|                     | 1.<br>2.                   |
|                     | 1.<br>2.                   |
|                     | 1.<br>2.                   |

Please print this page off again to accommodate the number of your guests.

## Sparty Contract

I, \_\_\_\_\_ (the host) of the above listed Sparty, have read and understand the spa policies & terms of this agreement with En Vogue Day Spa & Gift Studio. I understand that I am agreeing to fully pay for any/all of my guests that do not pay for themselves or do not show for their spa services.

I am responsible for insuring that my guests arrive on the scheduled date and time as noted in the Terms & Conditions.

I am fully aware of the spa's cancellation policy and will accept the necessary charges agreed to on my credit card.

I am responsible for my guests behaving in a safe manner and making sure that my guests do not drink and drive..

I understand that if any of my guests misuse, break or damage any property of En Vogue Day Spa & Gift Studio, the credit card used for payment will be charged for damages.

This contract is for \_\_\_\_\_

(Date & Time of Sparty)

This Party Contract is signed \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Sparty Host Signature: \_\_\_\_\_

Guest Relations Director Signature: \_\_\_\_\_

## Terms & Conditions

- **Cancellation Policy:** If you wish to change, reschedule or cancel you're Sparty or any of the services requested we require a minimum of 72 hours notice. A 50% cancellation fee will be charged for all services cancelled with less than 72 hours notice. If a guest does not show for their scheduled time 100% of the service will be charged to the host. Please make sure that all of your guests are aware of this policy.

**INITIAL** \_\_\_\_\_

- In consideration and as a courtesy to other guests in the spa **absolutely no cell phones** are allowed in the spa area.

**INITIAL** \_\_\_\_\_

- In consideration and as a courtesy to other guests in the spa, babies and children under 12 are not allowed in the spa unless having services with the Sparty.

**INITIAL** \_\_\_\_\_

- All Sparty guests must arrive 15 minutes prior to their scheduled appointment(s) in order to complete a client in-take form and prepare for services. To enable us to provide quality service to all clients, spa treatments must be started and completed on time. Late arrivals may result in a customized service and/or cancellation of the service. If the service is cancelled 100% of the service will be billed to the host's credit card.

**INITIAL** \_\_\_\_\_

- **GRATUITIES...WE DO NOT AUTOMATICALLY CHARGE GRATUITY, IF YOU HAVE ENJOYED YOUR SERVICE, PLEASE CONSIDER LEAVING A GRATUITY FOR YOUR SERVICE PROVIDER**

**INITIAL** \_\_\_\_\_