



*Thank you for you for choosing En Vogue for your spa party. We look forward to creating a special occasion for you and your guests.*

### ***Terms & Conditions***

*Our Sparty Room is available at no charge and accommodates 8 to 10 people. If your group is larger, our Guest Relations Director will work with you to accommodate more guests.*

*You're welcome to bring in food 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, martinis, and beer to select from.*

*No outside alcohol is allowed in the spa*

*Scheduling is based on availability*

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

*Once the contract has been signed and your Credit Card information has been received, you will be guaranteed your Sparty Reservation.*

Page 2 Terms & Conditions

Contact Information:

Organizer/ Hostess:		Today's Date:	
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Address:	
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Phone:	<input type="checkbox"/> D	<input type="radio"/> Cell <input type="radio"/> Home	Email:	
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Event Information:

Number of Guests:		Requested Date:		Time of Arrival:	
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*En Vogue must receive all names of guests and treatments no later than 2 weeks before the date of your sparty.*

*The above information is imperative in determining how many therapists will be required for your needs.*

*Guests should arrive 20 minutes prior to the start of treatments to fill out intake forms, relax and get changed into robes and slippers as necessary.*

*Treatments will begin promptly at time indicated for each guest, with treatments being done in rotation between guests in the party.*

*In consideration and as a courtesy to other guests in the spa, please refrain from cell phone use, except in the sparty area.*

*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.*

*Because our time is reserved specifically for your party, guests arriving late will not be guaranteed full treatment time and the organizer/hostess will still be responsible for treatments reserved.*

*The organizer/hostess will be responsible for and charged the full amount of treatments reserved for any guests not in attendance the day of the reservation. Should any member of the party that we have on the contract not make their appointment, the organizer/hostess is still liable for the cost of the contracted services.*

### ***Cancellation Policy***

*A single guest may cancel a minimum of 24 hours before the Sparty.*

*The Sparty may be cancelled with a minimum of 7 days notice. If 7 days notice is not provided and the reserved spots can't be filled the organizer/hostess will be charged for service times not filled.*

*We do not automatically charge gratuity, if you have enjoyed your service, please consider leaving a gratuity for your service providers*

**Page 1 - Sparty Contract**

This contract is a binding agreement for service between the Facilitator/Hostess and En Vogue Day Spa & Gift Studio.

The undersigned acknowledges that they are ultimately responsible for all treatments reserved in accordance to our cancellation policy.

I, \_\_\_\_\_ (the facilitator/hostess) of the above listed Sparty, have read and understand the spa policies & terms of this agreement with En Vogue Day Spa & Gift Studio.

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 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.

This contract is for \_\_\_\_\_  
(Date & Time of Sparty)

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

\_\_\_\_\_  
Sparty Facilitator/Hostess Signature

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

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

By signing this document, the client does agree to all pages of the Terms & Conditions and Contract

## ***Credit Card Information***

### ***Credit Card Information:***

*Circle one:*        VISA                    MASTERCARD

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

*Credit Card Number:* \_\_\_\_\_ *Expiration Date:* \_\_\_\_\_

*Security Code From Back of Card:* \_\_\_\_\_

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

## ***Credit Card Authorization***

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.

## Guest List

### Guest Information:

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

#### Guest 1:

Name:		Role:	
Service:		Phone:	

#### Guest 2:

Name:		Role:	
Service:		Phone:	

#### Guest 3:

Name:		Role:	
Service:		Phone:	

#### Guest 4:

Name:		Role:	
Service:		Phone:	

#### Guest 5:

Name:		Role:	
Service:		Phone:	

#### Guest 6:

Name:		Role:	
Service:		Phone:	

#### Guest 7:

Name:		Role:	
Service:		Phone:	

#### Guest 8:

Name:		Role:	
Service:		Phone:	

**Guest List**

**Guest 9:**

Name:		Role:	
Service:		Phone:	

**Guest 10:**

Name:		Role:	
Service:		Phone:	



*En Vogue Day Spa & Gift Studio*  
*Your Journey to Relaxation & Wellness*

**Please return this contract to:**

**2340 Cornwall Street**

**or**

**email: [envogue@envoguedayspa.com](mailto:envogue@envoguedayspa.com)**