

Dolce Vita Day Spa

Spa Party Contract

Contact Information:

Host/Hostess: _____ Today's Date: _____
Street: _____ City, State _____ Zip Code _____
Phone: _____
Email address: _____

Event Information:

Date of Reservation: _____ Event Start Time: _____ Event End Time: _____
Number of Guests: _____

This contract is a binding agreement for service between the host/hostess and Dolce Vita Day Spa, Inc.

- * Dolce Vita Day Spa, Inc. must receive all names of guests and treatment choices listed on guest list page of this contract no later than 14 days prior to reservation. This information is imperative in determining how many therapists will be required for your event's needs.
- * Guests should arrive 30 minutes prior to the start of treatments to fill out registration forms, relax and get changed into robes and slippers, if necessary.
- * Treatments will begin promptly at time indicated above with treatments being done in rotation between guests in the party.
- * Because our time is reserved specifically for your party, guests arriving late will not be guaranteed full treatment time and hostess will still be responsible for treatments reserved.
- * A 15% gratuity will be added to services for all parties in the amount of \$ _____
- * The undersigned acknowledges that they are ultimately responsible for all treatments reserved in accordance to our cancellation policy.
- * Any changes to the number of guests attending and/or the date or time of reservation must be done 14 days prior to date of reservation as indicated above to avoid being charged the full amount of reservation.
- * The host/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 below signer is still liable for the cost of the contracted services.

Cancellations

Spa parties larger than 4 people have a 14 day cancellation/reschedule policy. One-half of the total treatments price will be charged for cancellations and/or changes made within the cancellation window of the appointment time (14 days). No-Shows are charged in full.

No Shows/Lateness

In order to effectively accommodate your group your promptness is required and appreciated. We cannot guarantee full time services for party members arriving more than 30 minutes past the Event Start Time. This is considered a no show/late cancellation. If time allows, the client will have the option of accepting an abbreviated version of the scheduled service at no discount. Guests will be charged the full amount of the service for all services booked.

Payments

One form of payment is expected for the deposit and the entire payment - we are not able to split party payments into separate bills.

The undersigned acknowledges that a deposit of 25% is required to reserve the appointments and is due at the time of signing this contract. Deposit is payable by check, cash or a credit card, and the credit card number information must be on file.

Another 25% will be charged 14 days before the events day, according to our cancellation policy, and it must be paid by credit card on file.

The balance of all services is due before the start of the sessions on the date of the appointment service. Any changes on the day of the event will be paid at the finish of service (added guests, etc...) We cannot promise to service extra appointments, but we will try.

Food and Drinks

Groups are welcomed and encouraged to bring in food and beverages for their party. Dolce Vita Day Spa is able to supply plastic glasses, paper plates and cutlery. We also have refrigerator, and we can take care of the set up and cleanup for you.

Dolce Vita Day Spa wishes that all guests enjoy themselves in a safe and responsible manner. Spa Party guests of Dolce Vita Day Spa are welcome to bring in alcoholic beverages as long as a designated driver is chosen and the Front desk staff is made aware.

Credit Card Information

Circle One: Master Card Visa American Express Discover

Card Number: _____

Expiration date : _____ Card Security Code (SVV): _____

Name as it appears on card: _____

Total amount due: \$ _____

Payment Schedule

- **Deposit Payment (25%) due at signing the contract: Cash Check Credit Card**
 \$ _____ **Date** _____

- **Cancellation Policy Fee (25%) due 14 days before the event charged by Credit Card on File: \$ _____**
 Date _____

- **Balance Due on Day of Event (remaining 50%)**
 \$ _____ **Date** _____

Signature of client requesting service

Signature of Spa coordinator accepting request

By signing this document the client does agree to terms and conditions of all pages of this contract.

Date of services will be reserved upon receiving the completed, signed and dated contract. If we are unable to perform this agreement due to fire or other casualty, strike, act of God, or other cause beyond Dolce Vita Day Spa control or of the parties, then Dolce Vita Day Spa shall return the deposit to the client, but shall have no further liability with respect to this agreement. Please send contract by email, mail or hand delivery; date will be reserved when the deposit received, date along with contract signed and dated.

Return this contract to:

Dolce Vita Day Spa
16 E Burlington Ave
La Grange, IL 60525
Email: contact@dolcevitaorganicdayspa.com
phone# 708-352-1705