

# IMAGO SALON & SPA FACILITY AGREEMENT

PLEASE CAREFULLY READ THE AGREEMENT BELOW, SIGN AND RETURN TO  
IMAGO SALON & SPA OR FAX TO 586-532-6690.

## 1. DEPOSITS & PAYMENTS –

- a. ONE PERSON FROM EACH PARTY WILL BE RESPONSIBLE FOR ALL PAYMENTS, DEPOSITS, AND CORRESPONDENCE WITH IMAGO SALON & SPA FOR THAT PARTY.
- b. OUR PRIVATE SUITE IS COMPLIMENTARY TO ALL BRIDAL/SPA PARTIES OF FIVE OR MORE GUESTS THAT RECEIVE A MINIMUM OF TWO (2) SERVICES PER GUEST OR 10 SERVICES TOTAL FROM THE ENTIRE PARTY.
  - A ONE-TIME FACILITY CHARGE OF \$100 WILL BE ASSESSED TO ALL PARTIES WITH LESS THAN FIVE GUESTS OR LESS THAN 10 SERVICES WHO WISH TO RESERVE OUR PRIVATE SUITE.
  - A DEPOSIT OF 50% OF THE TOTAL SERVICES (INCLUDING SALON/SPA SERVICES AND FOOD SERVICES) MUST BE PAID BEFORE THE SALON/SPA CAN BE RESERVED FOR YOUR PARTY. THE DEPOSIT IS NON-REFUNDABLE AND NON-TRANSFERABLE.
  - CASH OR CREDIT CARD MAY BE USED TO PAY FOR THE DEPOSIT ONLY. A VALID CREDIT CARD MUST BE ON FILE TO HOLD YOUR RESERVATION. FINAL PAYMENTS CAN BE MADE WITH CASH OR CREDIT CARD.
  - THE REMAINING BALANCE FOR SERVICES AND FOOD IS DUE ON THE DAY OF YOUR EVENT.

## 2. TRIAL APPOINTMENTS FOR HAIR AND MAKEUP SERVICES:

- a. A TRIAL HAIR APPOINTMENT IS **MANDATORY** FOR ANY BRIDE IN ORDER TO RESERVE A WEDDING DAY APPOINTMENT. IT IS SUGGESTED TO RESERVE A TRIAL APPOINTMENT TWO TO FOUR WEEKS PRIOR TO THE WEDDING DAY. ANY HAIR ACCESSORIES USED FOR THE WEDDING DAY (VEIL, COMB, TIARA, ETC.) SHOULD BE AVAILABLE FOR THE TRIAL APPOINTMENT AS WELL.
- b. A TRIAL MAKEUP APPOINTMENT IS NOT MANDATORY BUT IS RECOMMENDED TO ENSURE YOUR SATISFACTION WITH THE SERVICE ON THE DAY OF YOUR EVENT.

## 3. SCHEDULING OF APPOINTMENTS:

- a. A SCHEDULE OF APPOINTMENTS FOR YOUR ENTIRE PARTY WILL BE CREATED ONCE A DEPOSIT IS RECEIVED.
- b. ALL GUESTS IN YOUR PARTY SHOULD ARRIVE 15-30 MINUTES PRIOR TO THEIR APPOINTMENT TIME. ALL APPOINTMENTS WILL BEGIN PROMPTLY AS SCHEDULED.

## 4. FOOD & DRINKS:

- a. IMAGO SALON & SPA IS AN ALL-INCLUSIVE FACILITY; THEREFORE, BRINGING YOUR OWN FOOD OR BEVERAGE OF ANY KIND IS PROHIBITED. WE OFFER THE FOLLOWING COMPLIMENTARY BEVERAGES TO ALL PARTIES: WATER, COFFEE, TEA, LEMONADE AND ORANGE JUICE.

- b. ALCOHOLIC BEVERAGES ARE NOT PERMITTED INSIDE OUR FACILITY.
- c. IMAGO SALON & SPA OFFERS A CHOICE OF FOOD OPTIONS FROM SEVERAL LOCAL CATERERS. IF FOOD SERVICES ARE REQUESTED, YOU MAY SELECT OPTIONS PRIOR TO YOUR PARTY. (FOOD SERVICES ARE IN ADDITION TO YOUR OTHER SERVICES AND DOES NOT FACTOR INTO THE MINIMUM DOLLAR AMOUNT REQUIRED IN SERVICES.)

**5. GRATUITY:**

- a. GRATUITY IS NOT INCLUDED BUT IS APPRECIATED.

**6. CANCELLATION POLICY**

- a. IMAGO SALON & SPA IS NOT RESPONSIBLE FOR THE CANCELLATION OF GUESTS IN YOUR CONFIRMED PARTY. LAST MINUTE CHANGES OR CANCELLATIONS TO SCHEDULED SERVICES ARE NOT PERMITTED. IF YOU CANCEL OR FAIL TO SHOW FOR YOUR RESERVATION, YOUR DEPOSIT WILL NOT BE REFUNDED. DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

I UNDERSTAND AND AGREE TO ALL OF THE ABOVE POLICIES REGARDING THE EXCLUSIVE USE OF IMAGO SALON & SPA AND ITS PRIVATE SUITE. I ALSO UNDERSTAND THAT IF I OR ANYONE IN MY PARTY CANCELS OR DOES NOT SHOW FOR A SCHEDULED RESERVATION, I WILL FORFEIT MY DEPOSIT AND MY CREDIT CARD WILL BE CHARGED IN FULL FOR THE SERVICES.

EVENT DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR IMAGO SALON & SPA \_\_\_\_\_

DATE: \_\_\_\_\_