7607 Lake Street

River Forest, IL 60305

708-366-8264

The Skincare Company

SpaSalon

Bridal Agreement

and

Commonly Asked Questions

Dear Bride,

Congratulations on your engagement!

The Skincare Company SpaSalon is honored to be a part of your wedding day. We understand all of the hard work and meticulous planning that goes into making your day a success. For that reason,

we do require a few things to ensure that your wedding day is as

seamless, carefree, and wonderful as you have always imagined.

The following are our policies, pricing, procedures, and commonly

asked questions regarding wedding day appointments. There is a contract at the end of this which you will need to bring with you at the time of your consultation and trial run.

On behalf of The Skincare Company SpaSalon team, we look

forward to hosting your wedding party. If you have any questions, or if we can better serve you, please contact Jean Paul, SpaSalon Manager or Agnus, SpaSalon Assistant at 708.366.8264

Best Wishes,

Sandra Capizzi & The Skincare Company SpaSalon Team

Wedding and Trial Appointment Policies

When you decide to make The Skincare Company SpaSalon a

part of your special day, the first thing we will do is schedule you a

consultation. In this consultation, you will have an opportunity to discuss what you are looking for. Your consultation will consist of a “trial run” during which, your stylist will style your hair as you wish to have it on your wedding day. The consultation will consist of an hour, and your stylist will work with you to achieve your wedding day look.

The Skincare Company SpaSalon does require a few things for your

consultation:

* A consultation should be scheduled at minimum 8 weeks before your wedding date. Additional trials may be scheduled as needed. (all trials and consultations all priced accordingly to our trial price list depending on the stylist.

• If you wish to use The Skincare Company SpaSalon for makeup, a consultation/trial is required, and must be scheduled in conjunction with your hair/trial consultation. Require up to 1 hour of trial & consultation per service.

•The charge for a wedding hair consultation/trial start at $95 & up, traditional makeup $75 & Up, and airbrush makeup is $85 & up

If any follow up trial appointments are required there will be a charge of $55 for any hair service, and $45 for any makeup service.

* Please bring any pictures, hair pieces, or accessories you plan on

incorporating into your wedding day look at the time of trial/ consultation.

Scheduling Your Appointments

In order to make your wedding day as stress free as possible, wedding day appointments should be scheduled as soon as possible (at least two months in advance). The sooner appointments are made; the better we will be able to accommodate your wedding schedule. When booking, please know the exact number of attendants you will be making appointments for, as well as what each attendant will want. You can e-mail us at skincarecompany@yahoo.com with names of your bridal party and time and services to be performed.

The Skincare Company SpaSalon defines wedding styles as

follows:

•Updo: Hair all up, braiding, or involving styling tools, bobby pins $95 and up

•Style: Hair half up, braiding, curls, styling tools $60 and up

•Shampoo/Blowdry: Wash and blowout $45

•Traditional-Makeup: Use of Jane Iredale, Mac, Makeup Forever, Urban Decay, Inglot makeup $75 & Up

•Airbrush Makeup: use of Airbrush machine for foundation Temptu silicone based make-up. $85 & up w/traditional make-up for eyes and etc.

Lash Application :Application of individual lashes or full strip start at $26 & up

The Skincare Company SpaSalon will allow modifications and cancellations to appointments up to two (3) weeks prior to the wedding date. We will do our best to add additional appointments, but we cannot guarantee there will be available time in conjunction with the existing appointments.

**Failure to** **cancel unwanted appointments will result in a charge for the**

**confirmed service(s) scheduled.** Please let us know if there are any restrictions or ideas that you would prefer for your bridal party before the wedding day. If you have a member of your bridal party that may be apprehensive or unsure prior to your wedding, please offer them the opportunity to come in for a consultation. A 15 minute consultation (no charge for bridesmaids and does not include bridal hair and make-up services unless they schedule a trial and a charge will include the trial.) Consultations help clear up any questions or concerns. This will keep us all on time and avoid any full re-dos and avoid extra cost the day of the wedding for their hair and makeup. If members of your bridal party will be receiving up-dos, please ask them to bring pictures of what they would like.

Timing

It is imperative that you and your wedding party arrive 15 minutes prior to your scheduled appointments. If the wedding party is more than

10 minutes late without making contact with us, the party will be charged an additional $25 late fee for each guest serviced. Tardiness results in scheduling and service conflicts for you and other clients following your appointments. If a wedding party is late for scheduled service appointment time(s) and notifies us of a new arrival time, stylists may or may not be able to accommodate the new arrival time or any additional services for unscheduled appointments.

Pricing

Pricing for bridal up-dos/styles/blowouts/will vary depending upon which

stylist an appointment is booked with. This variation is derived from experience to number of years a stylist has been styling in combination with the amount of training each has. Each stylist at The Skincare Company SpaSalon has had extensive training through advanced academies such as Paul Mitchell, Mario Tricocci, L’Oreal, Sassoon, Toni and Guy, and Aveda.

The day of a bride’s consultation and trial, the charge will be based upon the Stylist and Make-up Artist. If there is a specific way you wish to have appointments paid for, please inform the front desk upon or in advance.

* A credit card is required when booking all appointments. Appointments must be cancelled within 3 weeks to avoid a service charge. There will be a $25 service charge for each appointment not cancelled within the appropriate time. If you do not wish to incur any cancellation charges for your bridal party please have them call us with there cc# to secure there appointments.

Traveling

* Offsite fees start at $250+
* Traveling Fees (if applicable) start at $35+ based on mileage
* For offsite parties there is a 20% gratuity charged of the total services received that day.
* Four person minimum for offsite events with a $500 minimum service total.
* If the timeline exceeds the quoted contract timeline on the clients behalf, a 25$ hourly rate per stylist will apply as to keep us on track for other potential events scheduled that day.
* Parking fees will be added on to your total if applicable.
* Traveling Fees covers billable time out of the salon, gas and etc.

Commonly Asked Questions

•**Am I allowed to have a photographer in the salon?**

Yes, we allow a photographer in salon. However, please be mindful of

any flash photography and the limited space within our salon.

•**Do you allow food and drink?**

We do allow food and drink, but we do not supply beverages other than

water, coffee, and tea. When we confirm your appointments the day

prior please let us know if you will need a table for beverage and food

setup.

•**Is gratuity included in service prices?**

No Gratuity is not included for services performed in the SpaSalon. However a 20% gratuity will be added at check out for each service and is accepted in cash, credit or check.

•**Should I wash my hair the day of my appointment?**

Shampoo your hair the day before. Up-dos and styles will retain their

look longer when the hair is not freshly shampooed.

We also recommend wearing a shirt that is easily removed, preferable a button down the front style.

•**Do you have looks of wedding styles?**

Please check google images for wedding styles and several boards on

Pinterest; we suggest finding pictures to bring with you and

coming to your appointment with an idea of the look you would like to

achieve. Don’t forget to bring hair pieces, veils, and other accessories.

•**What if I have special allergies to makeup?**

We suggest bringing any specialized makeup with you.

Bridal Party Contract

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and fully and completely understand The Skincare Company SpaSalon Bridal Party Agreement. By signing this agreement, I acknowledge all of the policies, pricing, and procedures mentioned in the above contract. I also acknowledge that I will be responsible for any additional charges due to cancellations or tardiness. I also acknowledge that I will share all information regarding policies, pricing, and procedures with my bridal party. I understand these are services that cannot be returned in any such manner cash, credit or check.

Wedding Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of services\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Starts:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prep Starts:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host agrees prior to discuss fee for actual event.

Deposit Due Being:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please acknowledge your acceptance by signing, dating, and remitting this document to 7607 Lake Street with a deposit of 50% of the total fee made payable to; The Skincare Company SpaSalon or please call us with a credit card number.

Thank you in advanced for allowing us to participate in your wedding and we are looking forward to servicing you on your special day!

Sincerely,

Sandra Capizzi, Owner

The Skincare Company Spa Salon

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Bride/or responsible party on cc Date

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCC Salon Manager/Assistant/Owner Date